

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

## PHA Plan Agency Identification

**PHA Name:** Springfield Housing Authority

**PHA Number:** MA035

**PHA Fiscal Year Beginning:** 04/2000

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:**

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

[24 CFR Part 903.5]

### **A. Mission**

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

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

### **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:  
The Authority is using its nonprofit organization "Springfield Housing Associates to develop tax credit projects.
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)  
The goal is to Improve the Authority's actual PHAS advisory score of 21.6 to 25 of a maximum score of 30 or 83.33% composite score.

The Authority is reviewing the PHAS inspection results, evaluating the deficiencies for each development and taking the necessary steps to correct the deficiencies on an authority-wide basis.

*Resident Comment: Members of Resident Advisory Council expressed an interest in how the Authority had scored and where it required corrective action. This information was provided to them.*

Improve voucher management:

The Authority's ultimate goal is to be a high achiever (over 90% score) under SEMAP guidelines. Quality control systems are in place to ensure that all initial and annual processes, including rent reasonableness, and HQS inspections are conducted and completed in a timely manner.

The Section 8 staff has designed reports that allow it to monitor all facets of the program. These reports are generated on a monthly basis. Continual staff training will ensure followup where necessary and staff will also continue to provide information to landlords and participants through individual meetings, group meetings, and mailings

Increase customer satisfaction:

The Authority's application office will be exploring new ways to streamline the application process, for informing applicants of their wait list position and the approximate time before housing.

The Authority plans to:

- ◆ Continue to keep conventional wait list open for families, elderly and disabled applicants.
- ◆ Provide and assist prospective clients with emergency options while on wait list (shelter, social service agencies, etc.)
- ◆ Redesign the Pre-Leasing orientation process for better understanding of rules and regulations.
- ◆ Redesign and improve initial application forms and to simplify the application process.
- ◆ Extend Application Office hours to accommodate working clients.
- ◆ Redesign and improve the inquiry process relative to wait-list position and estimated time-to-house.
- ◆ Increase marketing to potential Senior applicants through additional advertising and through use of virtual computing technology.

*Resident Comments: The RAC indicated that extending office hours was a good idea. It was suggested by the RAC that management consider adding ½ day Saturdays to the Application office schedule in addition to evening hours..*

*The Authority will be exploring this matter in the upcoming year and progress will be indicated in the next annual plan.*

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)

The following measures are planned or are being considered:

- ◆ Expansion of cost saving electronic data interchange to eliminate redundant clerical work.
- ◆ Further expansion of automated office (use of email, networking) to reduce office supply consumption.
- ◆ Expansion of use of Internet in order to reduce expense of delivery of reports.
- ◆ Utilization of scanning equipment for reduction of document storage costs, to improve longevity of storage and facilitate document retrieval.

- Renovate or modernize public housing units:  
The Authority plans to convert (put in project #'s) Pine-Renee (MA-035-009) and the Manilla Apartments (MA-035-007) from electric to gas heat. Also the Authority is considering the conversion of Stephen J. Collins Towers, (MA-035-002) to gas heating.

*Resident Comments: The RAC inquired as to when the modifications would take place. Residents noted some minor areas of concern with the heating system at 35-002.*

The Authority will also continue to take full advantage of rebate and conservation programs.

- 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:

\*The Authority has a Regional Opportunity Counseling program, (ROC). The Authority has contracted with Springfield's Housing Allowance Project Inc. (H.A.P. ) to provide voucher mobility counseling

\*Through this program brochures and other literature is available describing how to find housing outside the core Springfield area. They are also provided with information concerning acceptable move-in conditions and with descriptions of services, training, education, and employment opportunities available.

- Conduct outreach efforts to potential voucher landlords

The Authority's monthly goal is to enlist one potential voucher landlord per month with a unit in a low poverty area. Unit information is then added to a database and made available to all clients. The name of all new landlords who inquire about the Section 8 Program of either partner agency will be referred to HAP so that an informational packet can be mailed to them.

- Increase voucher payment standards to support outreach efforts
- 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:

The Authority has implemented Flat Rents to retain a healthy income mix. The Authority also plans additional marketing and targeting to provide a better income mix within poorer projects.

*Resident Comments: The RAC questioned if tenants on flat rents would have a time limit on their residency. They were informed that the purpose of flat rents was to encourage employed tenants to remain .*

- 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:  
The Authority intends to encourage the establishment of neighborhood watch committees through additional interaction with its resident advisory committees. No physical improvements are planned at this time.

The Authority is currently collaborating with local law enforcement to conduct a comprehensive security analysis of its developments. Results of this collaboration will be studied for further action.

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

The City CHAS mentions that one of the Authority's federal developments, Moxon apartments has presented a problem with respect to criminal activity. The Authority will continue to address this problem.

\*The authority has established after-school activities and recreational activities year round to keep trouble-prone teenagers constructively active and engaged. The Authority will look to expand these activities to more federal developments.

Attempts will be made to increase inter-generational activities such as elderly-youth mentoring and after school tutoring activities.

The Authority will also encourage employees to augment authority sponsored educational programs by volunteering to tutor school aged children in troublesome academic areas such as mathematics and english.

*Resident Comments: The RAC suggested that the Authority's management open up community rooms in more developments for the purpose of tutoring. They suggested that senior tenants would be willing to assist with tutoring and that local colleges might be contacted for volunteers. The Authority will be exploring this matter in the upcoming year and progress will be indicated in the next annual plan..*

**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: The Authority is collaborating with Hampden County Training Consortium to transition residents from Welfare to work.
- Provide or attract supportive services to improve assistance recipients' employability:

The Authority currently operates an educational center designed to teach residents about computers and to provide remedial education. The program seeks to attract around 200 clients in the upcoming year.

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

The Authority has a memorandum of agreement with the Greater Springfield Senior Services, Inc. to attract services for elderly residents. Further, the Authority works closely with the Stavros Center for Independent Living and the Massachusetts Rehabilitation Commission to provide services to increase independence for families with disabilities. The Authority will continue to seek out additional resources to expand the program.

- 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: Admission and managerial policies are designed to implement this policy..
- 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: Admission and managerial policies are designed to implement this policy..
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: The Authority has complied with all ADA requirements and provides additional accommodations when possible..
- Other: (list below)

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

## Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

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

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

#### **Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Board of Commissioners and Managerial staff, with the assistance of input from it's resident population and the community, has formulated and adopted the following goals in order to guide the current and future activities of the Springfield Housing Authority.

1. Assist the elected representatives and leadership of the City with the implementation of strategic community goals.
2. Be recognized for outstanding service and achievement by the City and Community of Springfield.
3. Provide high quality, affordable and desirable housing and to build and support healthy communities both in and surrounding Housing Authority supported and managed units.
4. To serve as a housing safety net to the furthest extent possible without sacrificing the larger goals of maintaining a healthy community and neighborhoods.
5. To design, implement and support educational and vocational programs with the goal of reducing the reliance of residents on public assistance programs.
6. Increase operational efficiency by implementing new technology and managerial techniques and to search out new sources of revenue with the goal of reducing the overall per unit cost of operations.

### **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.

## Table of Contents

Page #

### Annual Plan

- i. Executive Summary
- ii. Table of Contents
  - 1. Housing Needs
  - 2. Financial Resources
  - 3. Policies on Eligibility, Selection and Admissions.
  - 4. Rent Determination Policies.
  - 5. Operations and Management Policies
  - 6. Grievance Procedures
  - 7. Capital Improvement Needs
  - 8. Demolition and Disposition
  - 9. Designation of Housing
  - 10. Conversions of Public Housing
  - 11. Homeownership
  - 12. Community Service Programs
  - 13. Crime and Safety
  - 14. Pets (Inactive for January 1 PHAs)
  - 15. Civil Rights Certifications (included with PHA Plan Certifications)
  - 16. Audit
  - 17. Asset Management
  - 18. Other Information

### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration (per notice 99-51 not included)
- FY 2000 Capital Fund Program Annual Statement

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Tab # 1	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Tab # 2	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Tab # 3	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
Tab # 4	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
Tab # 5	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Tab # 6	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
Tab # 7	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Tab # 8	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
Tab # 9	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Tab # 10	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Tab # 11	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Tab # 12 Please refer to separate binder	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
Tab # 13	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Tab # 14	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Tab # 15	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
Tab # 16	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Tab #17	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
Tab # 18	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
Tab # 19	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Tab # 20	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Tab # 21	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
Tab # 22	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Tab # 23	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Tab # 24	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Tab # 25	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Tab # 26	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Tab # 27	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Tab # 28	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
Not Appl.	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
Not Appl.	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.79 (a)]

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

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

### **JURISDICTION NEEDS**

Based on the Consolidated Plan of the Jurisdiction of 1995 the housing need is severe, with the largest area of need being the 30% of AMI and Hispanic community.

#### **OBJECTIVE:**

- a. Continue to keep conventional wait list open
- b. Approximate waiting time is two years.
- c. Implementation of flat rent
- d. Resident and veteran preference only

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	6920	5	5	5	5	5	5
Income >30% but <=50% of AMI	3391	4	4	4	4	4	4
Income >50% but <80% of AMI	2944	3	3	3	3	3	3
Elderly	2761	3	3	3	3	3	3
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity WHITE	99841	5	5	5	5	5	5
Race/Ethnicity BLACK	28414	5	5	5	5	5	5
Race/Ethnicity HISPANIC	26530	5	5	5	5	5	5
Race/Ethnicity OTHER	2198	5	5	5	5	5	5

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: 1995
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2519		2016
Extremely low income <=30% AMI	2124	84%	
Very low income (>30% but <=50% AMI)	348	14%	
Low income (>50% but <80% AMI)	47	2%	
Families with children	1675	66%	
Elderly families	126	5%	
Families with Disabilities	428	17%	
Race/ethnicity White	347	14%	
Race/ethnicity Black	506	20%	
Race/ethnicity Hispanic	1613	64%	
Race/ethnicity Other	53	2%	

<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	765	30.4%	384
2 BR	1006	39.9%	260
3 BR	634	25.2%	320
4 BR	102	4.0%	64
5 BR	10	.4%	24
5+ BR	1	.0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

#### **(1) Strategies**

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

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

Select all that apply

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

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units  
The Authority has a Regional Opportunity Counseling program, (ROC). The Authority has contracted with Springfield's Housing Allowance Project Inc. (H.A.P), to provide voucher mobility counseling

- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$1,771,246	
b) Public Housing Capital Fund	\$2,697,056	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$11,018,927	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$460,958	
g) Resident Opportunity and Self- Sufficiency Grants	\$250,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$3,335,918	SHA Operations
<b>4. Other income (list below)</b>		
Investment	\$108,715	SHA Operations
Entrepreneurial Activities	\$32,500	SHA Operations
<b>4. Non-federal sources (list below)</b>		
Sect 8 Program Donations	\$10,000	SHA Operations
<b>Total resources</b>	\$19,860,193	SHA Operations

### **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)  
 When families are within a certain time of being offered a unit: (state time)  
 Other: (describe)

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

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

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

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

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

*The Authority does not disqualify an applicant who rejects a federally subsidized unit from remaining on state housing authority waiting lists.*

### **(4) Admissions Preferences**

## a. Income targeting:

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

## b. Transfer policies:

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

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

## c. Preferences

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

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

## Former Federal preferences:

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

## Other preferences: (select below)

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

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

*Victims of Domestic Violence will be afforded a preference on the Section 8 wait list.*

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

#### 1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence (Section 8 only) \*
  - Substandard housing
  - Homelessness
  - High rent burden

\* ranked after other housing authority preferences.

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families 2
- Residents who live and/or work in the jurisdiction 2
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 Cori records and credit checks than include previous landlords.  
 More general screening than criminal and drug-related activity (list factors below)  
 Other (list below)

- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)  
Previous landlord name and addresses. Any inquiries are accompanied by a signed release of information.

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

Reasonable accommodation for persons with disabilities. When a family can demonstrate that it has made a good faith effort to locate a unit, and is confident that they can locate a unit with additional time. A record of search must accompany each request.

#### **(4) Admissions Preferences**

##### a. Income targeting

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

##### b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

##### Former Federal preferences

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

##### Other preferences (select all that apply)

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

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

- 1 Local Veteran
- 2 Veteran
- 3 Local Resident
- 4 Domestic Violence

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 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)

Domestic Violence (Section 8 only)

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

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

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

- This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

The Springfield Housing Authority (SHA) operates both Public Housing and Section 8 Programs. The Authority is setting the following rent policies for the Public Housing Program.

1. The SHA is retaining the calculation of rent payment at greater of 30% of adjusted monthly income, 10% of monthly income, or shelter rent,
2. The SHA is adding some optional income exclusions to the statutory ones in the calculation of adjusted income. They are as follows: Tuition payments made toward a degree or work skills training program for the head of household will be deducted from income used in the calculation of rent. Medical insurance premiums will be deducted from income used in the calculation of rent.

3. The SHA has established flat rents that it deems appropriate to fund the continued operation of Springfield Housing Authority's public housing units without sacrificing quality and services to remaining tenants, while at the same time being more reflective of market rent conditions and availability. Residents will be notified however of their option to contact the Rent Collection office to switch back to an income based rent should their circumstances change.
4. The SHA is phasing in rent for qualified residents that transition from welfare to work according to Section 508 of QHWRA. There will be no increase in their rent for the first year, it will increase 50% of the normal increase in the second year, and will fully phase in for the third year. Due to lack of demand, it is not establishing individual savings accounts for these qualified residents.
5. The SHA is establishing a minimum rent of \$50.

The Springfield Housing Authority has determined that the following rents will apply to our public housing developments.

	<b>PROJECT NO.</b>	<b>1 BR.</b>	<b>2 BR.</b>	<b>3 BR.</b>	<b>4 BR.</b>	
<b>FAMILY</b>						
Riverview Apartments	Mass. 35-1		\$550		\$575	\$
John L. Sullivan Apartments	Mass. 35-3		\$550	\$560	\$575	
Pine - James Apartments	Mass. 35-6		\$550			
Manilla Apartments	Mass. 35-7		\$550	\$560	\$575	
Moxon Apartments	Mass. 35-8		\$550	\$560	\$575	\$
Pine-Renee Apartments	Mass. 35-9		\$550	\$560	\$575	
Pendleton Apartments	Mass. 35-10			\$560	\$575	
Marble Apartments	Mass. 35-11			\$560		
425 Central Street	MA06-PO35-022		\$550			
100 Ashley Street	MA06-PO35-022		\$550	\$560	\$575	
Clarendon Apartments	MA06-PO35-022		\$550	\$560		
<b>ELDERLY</b>						
Riverview Apartments	Mass. 35-1	\$500	\$550			
Riverview Towers (50 years and older)	Mass. 35-1	\$500	\$550	\$560		
Stephen J. Collins Twin Towers	Mass. 35-2	\$500	\$550			
Patrick W. Harrigan Apartments	Mass. 35-5	\$500				
Kathryne Jones Apartments	Mass. 35-12	\$500				
Central Apartments	Mass. 35-13	\$500				

Christopher Court	Mass. 35-14	\$500
Morgan apartments	Mass. 35-15	\$500
Johnny Appleseed Apartments	Mass. 35-16	\$500

The Springfield Housing Authority is establishing the following rent policies for the Section 8 Program.

1. The SHA is retaining the calculation of the participant's contribution at greatest of 30% of adjusted income, 10% of monthly income, or shelter rent.
2. The SHA is adding some optional income exclusions to the statutory ones in the calculation of adjusted income. They are as follows: Tuition payments made toward a degree or work skills training program for the head of household will be deducted from income used in the calculation of rent. Medical insurance premiums will be deducted from income used in the calculation of rent.
3. As an incentive to help our Section 8 participants increase their income, the Authority is not requiring that they report any increases in their income until their next regular re-certification.
4. The SHA is using Fair Market Rents as the payment standard.
5. The SHA has established a minimum rent of \$50.

## **A. Public Housing**

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

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

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum

rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
 If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)  
 If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

Tuition payments made toward a degree or work skills training program for the head of household will be deducted from income used in the calculation of rent. Medical insurance premiums will be deducted from income used in the calculation of rent.

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 Equal to Flat Rents
- Yes but only for some developments
- No

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

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

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

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

## f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually  
 Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

Case by case basis.

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Springfield Housing Authority is a high performer and items from this section are not included for submission. Supporting policies are on display.

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1,327	19 percent/year
Section 8 Vouchers	359	8 percent/year
Section 8 Certificates	1,728	8 percent/year
Section 8 Mod Rehab	8	200 percent/year
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	

Public Housing Drug Elimination Program (PHDEP)	Security, all units 60 percent of developments	
EDSS	Program starting	
Other Federal Programs(list individually)		
CGP	Various capital improvements	

### 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)

**SPRINGFIELD HOUSING AUTHORITY  
OPERATION AND MANAGEMENT**

**TABLE OF CONTENTS**

- ◆ Maintenance Organization Chart
- ◆ Emergency Action Plan & Procedures
- ◆ Project Characteristics
- ◆ Maintenance Manual (Computers)
- ◆ Emergency Answering Service (Beeper)
- ◆ Maintenance Operation Procedural Manual
- ◆ Snow Removal Plan
- ◆ Purchasing Department
- ◆ Safety Policy
- ◆ Pet Policy
- ◆ Housing Manager Manual
- ◆ Trash Collections
- ◆ Personal Safety Guide
- ◆ Employee Safety Guide
- ◆ Pest Control

(2) Section 8 Management: (list below)

- ◆ 24 CFR, code of federal regulations

- ◆ Springfield Housing Authority [Section 8](#) administrative plan
- ◆ Article II of the Massachusetts state sanitary code

## **6. PHA Grievance Procedures**

Springfield Housing Authority is a high performer and items from this section are not included for submission. Supporting policies are on display.

[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.

## **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.

*Refer to embedded spreadsheet attachment that follows.  
“Capital.xls” When asked if links should be restored click  
“NO”*



capital.xls

Note: contains updated HUD-52837 and HUD-52834 as required

### **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) capital.xls

-or-

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

*“(2) 5-year Action Plan*

PHAs must submit a 5-year Capital Fund Action Plan. This 5-Year Action Plan must include the following information for each large capital item, whether by development or PHA-wide, planned for the 4 PHA fiscal years following the fiscal year covered by the Annual Statement: development name, development number, description of the item or activity, estimated cost and planned start date of each item, and total cost of all large capital items per development. “Large capital items” are defined as:

1. Any work item that is 10% or more of the PHA’s annual Capital Fund grant; or
2. Any work item that is \$1 million or more; except that, a PHA, regardless of its size or the dollar amount of the annual grant, is not required to report any work items that are less than \$25,000.

PHAs may include activities in addition to large capital items in the 5-Year Action Plan (e.g., management improvements) at their option. PHAs may also include information on the number of vacant units or percentage of vacancies in developments at their option, but this information is not required by HUD.

PHAs may complete this statement either by using the 5-Year Capital Fund Action Plan optional table provided at the end of the PHA Plan template or using any properly-updated (correctly identifying the Capital Fund as the grant program) electronic version of the HUD-52834. If used, the HUD-52834 form may be submitted as a separate attachment to the PHA Plan.

Special Case: PHAs with fiscal years beginning on January 1, 2000, or April 1, 2000, are not required to submit a 5-Year Action Plan for the Capital Fund in their first Plans. However, these PHAs are strongly encouraged to submit a 5-year Action Plan for the Capital Fund as good management practice. Providing the public with notification of a range of work items that may be completed with available funding over the next five years will also minimize the number of substantial deviations from planned activities that would necessitate additional public approval processes, and may facilitate

early release of funds in future years by establishing approved work items for such years.”

***\* Both the plan statement and annual plan are embedded in this document and contained above as file “capital.xls”***

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

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

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

- 1. Development name:
- 2. Development (project) number:
- 3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

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

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description Not Applicable!

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

Not required of Springfield Housing Authority. No designations have been made

[24 CFR Part 903.7 9 (i)]

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

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

## 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
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:	

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

[24 CFR Part 903.7 9 (j)]

Springfield Housing Authority is a high performer and items from this section are not included for submission. Springfield Housing Authority has no current plans for conversion.

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

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

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

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

[24 CFR Part 903.7 9 (k)]

Not applicable to Springfield Housing Authority

**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.

Not applicable to Springfield Housing Authority. Springfield Housing Authority is a high performer and items from this section are not included for submission. A final rule on this program is expected from HUD.

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

#### 1. Cooperative agreements:

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

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

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

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

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

(select all that apply)

- Public housing rent determination policies

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

b. Economic and Social self-sufficiency programs

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

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

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>
--

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.

Springfield Housing Authority is submitting a drug elimination program application which is available for display. *Refer to embedded document in section "D" below entitled "shaphdep2000.doc"*

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: "shaphdep2000")



shaphdep2000.doc

Double click to open.

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

[24 CFR Part 903.7 9 (n)]

### **I. Statement of Policy: 1/14/00**

The pet policy of the Springfield Housing Authority will allow for pet ownership in projects or buildings designated for use by elderly and/or disabled families and in any project or building for which elderly and/or disabled families are given preference. Except at the developments and buildings listed below, pet ownership is prohibited at all other public housing developments:

- ◆ Manilla
- ◆ Pine-Renee
- ◆ Pendleton III
- ◆ Riverview Family
- ◆ Moxon

**Exclusions: This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.**

These are policy guidelines for Springfield Housing Authority (SHA) to assist the Housing

Authority in meeting the needs of pets, per owning tenants, non-pet owning tenants, and management responsibilities in the pursuit of health, happiness and peaceful co-existence in a community atmosphere.

## **II. Pet Guidelines For Responsible Companion Pet Ownership:**

These pet guidelines should be used, not abused, by all the participants in each facility. Changes and exceptions may be made by Springfield Housing Authority with Board approval. Hopefully, these exceptions will be to the benefit of all concerned. A clear understanding of the expectations and responsibilities of pet owners and management will ensure the successful introduction of companion animals into public housing.

Any application for pet ownership submitted to Springfield Housing Authority must be presented to the respective Housing Manager and acted upon within 30 days.

### **GUIDELINES**

1. Any resident interested in owning and / or maintaining a common household pet in his / her unit will be required to obtain written approval from the Authority **prior** to housing a pet on Authority property. Management reserves the right to check references for previous pet ownership. If management feels a pet is inappropriate, management will inform resident. Permission for a specific pet will not be unreasonably withheld. Which will include among other things, information concerning the size the type of pet intended for ownership by the resident. The manager will provide the resident with a copy of the Authority's Pet Policy and will review all of the rules and regulations listed therein with the resident. Upon reviewing these requirements, the resident will be requested to sign the Pet Rider and agree to abide by all the rules listed in the Pet Policy and those city / town ordinances applicable to the ownership and care of a pet.
2. A companion animal will be defined as a common household pet such as a dog, cat, bird, guinea pig, gerbil, hamster, rabbit, or fish. Reptiles, iguanas, snakes, ferrets and birds of prey are not household pets. Pets, other than cats and dogs, shall have suitable housing, e.g. cages or aquariums.
3. There will be no more than one cat or dog or caged mammal per apartment. A maximum of two birds may be may be permitted and in the case of fish, no more than one aquarium with a 20-gallon capacity shall be allowed.

4. The nature size of newly acquired dogs is limited to a weight not to exceed 40 pounds. The size of a dog is not directly related to its desirability as a resident. Each animal shall be taken into consideration for its individual merit, based upon the facilities available.
5. Dogs of vicious or aggressive disposition will not be permitted. Due to age and behavioral activities of puppies and kittens. Applications for ownership of such young animals shall be more closely reviewed prior to approval.
6. All female dogs over the age of six months and all female cats over the age of five months must be spayed. All male dogs over the age of eight months and all male cats over the age of ten months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development and the exception will be at the Executive Director's discretion.
7. Residents are expressly prohibited from feeding or harboring stray animals. The feeding or harboring of a stray animal shall constitute having a pet without the approval of the Authority.

### RESIDENT OBLIGATIONS

1. The pet owner will be responsible for proper per care-good nutrition, grooming, exercise, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification tags and collar when outside unit. Springfield Housing Authority reserves the right to call animal control for animals on developments without identification tags.
2. The pet owner is responsible for cleaning up after the pet inside the apartment and anywhere on development property. A "pooper scooper" and disposable plastic bags should be carried by owner. All wastes will be bagged and disposed of in a receptacle determined by management. Toilets are not designed to handle pet litter. Under no circumstances should any pet debris be deposited in a toilet, as blockages will occur. Tenants will be responsible for the cost of repairs or replacements of any damaged toilets or pipes.
3. Pet blankets and bedding are not to be cleaned or washed in the laundry room for hygienic reasons.
4. The pet owner will keep the unit and its patio, if any, clean and free of pet odors, insect infestation, waste and litter and maintain the unit in a sanitary condition at all time.

5. The pet owner will restrain and prevent pet from gnawing, chewing, scratching or otherwise defacing doors, walls, windows and floor coverings of the unit, other units and common areas, as well as shrubs and landscaping of the facility.
6. Pets are not to be tied outside or left unattended on a patio or porch.
7. Residents will not alter their unit, patio, or other outside area to create an enclosure for an animal.
8. Pets will be restrained at all times, when outside apartment on development property. No pet shall be loose in hallways, elevators, community rooms, dining rooms or other common areas. All pet owners must be able to control their pets via leash, pet carrier or cage.
9. Visitors with pets are strictly prohibited.
10. Pets will not be allowed to disturb the health, safety, rights, comfort or quiet enjoyment of other residents. A pet will not create a nuisance to neighbors with excessive barking, whining, chirping, or other unruly behavior.
11. Resident pet owners must provide litter boxes for cat waste, which must be kept in the owner's unit. Litter boxes shall be kept clean and odor free.
12. Pet owners will agree to quarterly apartment inspections to be sure pets and units are being cared for properly. These inspections may be reduced or increased in time periods at the Housing Manager's discretion. Pet owners further agree to apartment inspections when, in the opinion of the Authority, there is a reasonable basis to believe those pets and / or units are not being cared for properly or that undue damage to the apartment has been done by a pet.
13. The resident is responsible for providing management with the following information and documents which are to be kept on file in the tenant's folder.
  - a) a color photo and identifying description of the pet;
  - b) attending veterinarian's name, address and telephone number;
  - c) veterinary certificates of spaying or neutering, rabies, distemper combination, parvovirus , feline VRC, feline leukemia testing and other inoculations, when applicable;
  - d) dog licensing certificates in accordance with local and state law;

- e) two (2) alternate caretakers, their names, addresses and telephone numbers, who will assume immediate responsibility for the pet should the owner become incapacitated; these caretakers must be verified in writing by signing the Lease Pet Rider, acknowledging their responsibilities as specified;
  - f) emergency boarding accommodations;
  - g) temporary ownership (overnight or short term) shall be registered with management under the pet rules and regulations.
14. Tenant is fully responsible for insuring the health and safety of the animal and Springfield Housing Authority Staff during repairs, maintenance, extermination, or inspection of the unit.

The resident is responsible for keeping management informed of any change of information.

### MANAGEMENT RESPONSIBILITIES

1. The safety committee will establish a pet sub committee.
2. Specific instructions for disposal of pet waste and kitty litter must be posted in each building.
3. The Authority shall post the rules and regulations of pet ownership and maintenance and enforcement, including any changes thereto, in the management office of each housing development, which it owns and shall inform all registered pet owners of any changes in such rules and regulations.
4. Proper record keeping of owner's and pets' pertinent information, per participation fee, deposits, apartment inspections, investigation of complaints, and issuing of warnings, billing for damages, scheduling for repairs, ect.
5. Declawing of cats can not be required by management. As the per owner is fully liable for all destruction to property, management should not anticipate the possibility of damage and request this very painful procedure.
6. All written complaints shall be referred to the Housing Managers for resolution. No credence shall be given by the Housing Manger to verbal or unsigned complaints. Management will also inform the resident of any other rule infractions.

7. Upon second notice of a written legitimate complaint from the Housing Manager to the resident, the resident shall be advised that a further notice shall be cause for termination of the pet rider provisions; except that in the case of a serious problem, e.g. a vicious dog, this procedure may be shortened in the interest of public safety.

### PET PARTICIPATION FEE

1. A pet deposit of \$200.00 or one month's rent, whichever is less, is required of each pet owner.
2. The deposit will be refunded at the time the resident vacates or no longer has ownership of the pet, provided that no pet related damage has been done to the property. Sums necessary to repair such damage will be deducted from the deposit.
3. A fee, in graduating amounts, not to exceed \$25.00, shall be collected from pet owners failing to clean up after their animals.
4. A deposit will not be accepted if a resident is not current on rental payments and / or other charges.

### LIABILITY OF PET OWNER FOR DAMAGE OR INJURY

1. Repairing or replacing damaged areas of the exterior, interior, doors, walls, floor coverings and fixtures in the unit, common areas or other areas damaged by tenant's pet.
2. Cleaning, deodorizing and sanitizing carpeting and other floor coverings in the unit as necessitated by presence of pet.
3. Charges for damage will include materials and labor. Payment plans may be negotiated between management and the pet owner. Disputes concerning amount of damages are subject to the grievance procedures provided for in SHA's regulations.
4. SHA may require pet owners to secure renters insurance, which includes personal liability, and indemnify the SHA against pet-related litigation or attorneys' fees as a condition of pet ownership.

### RESOLUTION OF COMPLAINTS

1. The Housing Manager will be responsible for resolving complaints, which may arise at each development. The Housing Manager will be the first line of complaint receipt as well as complaint resolution. Written complaints will be made to the Housing Manager, which will approach the pet owner about such complaints and attempt to reach a resolution with the pet owner.

The Housing Manager shall work in locating and using resources to help tenants and management in the solution of pet problems.

## PET GRIEVANCE PANEL

Should the Housing Manager be unable to resolve a complaint, the complainant must request a hearing to schedule an Informal Settlement Conference within 5 days. The Pet Grievance Panel will hear appeals of decisions regarding pets only if the person requesting the hearing agrees to the following conditions:

The Attorney will hear appeals of decisions regarding pets only if the person requesting the hearing agrees to the following conditions:

- The Attorney can require permanent removal of a pet, after notice and hearing, and can further determine if the resident may replace the pet with another pet.
- Non-compliance with the decision of the Attorney is sufficient cause for termination of the resident's dwelling lease with the Housing Authority.

## PROTECTION OF PET

1. Identification cards, carried in purse or wallet, naming veterinarian and caretaker should be with the pet owner at all times. In the event of a sudden illness or accident, attending authorities would notify management to assist the pet and avoid a delay in proper care of the animal.
2. No pet is to remain unattended, without proper care, for more than 24 hours, except in the case of a dog, which shall be no more than 12 hours.
3. If the health or safety of a companion animal is threatened by incapacity or death of the owner, management will contact the caretakers designated by resident.

## REMOVAL OF PET

1. If caretakers are unable or unwilling to assume responsibility for the pet and resident is unable to locate alternate, management may enter the premises, remove the pet, and arrange for pet care for no less than ten days to protect the pet. Funds for such care will come from the resident's pet deposit. The management may contact the Massachusetts Society for the Prevention of Cruelty to Animals or other suitable humane society for assistance in providing alternate arrangements for the care of the pet if the caretaker can not be located.

- 2. Termination of Lease proceedings may be instituted if the pet owner is in violation of these guidelines, which the pet owner has agreed to abide by in signing the pet rider, attached to the lease. Termination of Lease proceedings may also be instituted if the pet owner has been warned three times by Management.

**PET RIDER**

**This pet rider to the lease between \_\_\_\_\_ and**

\_\_\_\_\_  
(Resident)

(Management)

is made a part of the lease entered between parties on

\_\_\_\_\_.

(Date)

- 1. Both parties have read, agreed to, and signed the attached pet guidelines in effect for the complex.
- 2. The resident will keep his / her pet in a responsible manner and provide proper care for it as provided in said pet guidelines.
- 3. In accordance with the pet Guidelines, the resident will provide the name, address, and telephone number, in the space provided below, of two pet caretakers who by signing this form will assume responsibility for the pet should the resident become unable to care for the pet, including any damages or medical expenses. Residents will also provide the name, address, and telephone number of the veterinarian responsible for the pet's health care.

**PET CARETAKER #1**

**NAME:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

**TELEPHONE:**

\_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_

**PET CARETAKER # 2**

**NAME:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

**TELEPHONE:**

\_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_

**VETERINARIAN:**

**NAME:**

-----

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

4. If residents is unable to provide the name of a pet caretaker he / she will provide details of other arrangements which have been made for the proper of the pet.
5. The pet owner agrees to abide by each rule enumerated in the Pet Guidelines as outlined above, attached hereto, and incorporated by reverence, and further agrees to abide by any decision of the Attorney should a complaint arise. Said hearing by the Informal Settlement Conference shall satisfy the hearing requirement for any disputes arising on lease provisions, pursuant to CMR 760 2-03(8) a, Regulations Lease Provisions.
6. Non-compliance with the decision of the Pet Attorney shall be sufficient cause for termination of the residential lease to which this rider is attached.
7. It is the pet owner's responsibility to update the information listed in item 3.

\_\_\_\_\_  
(Tenant)

-----  
-

(Date)

\_\_\_\_\_  
(Housing Authority)

-----  
(Date)

**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.

Springfield Housing Authority is a high performer.

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) Comments of Resident Advisory Board are included next to each item where appropriate. Note: Resident Advisory Board consists of five public housing residents and two section 8 residents.
- Provided below:

Resident Advisory Board comments have been inserted into each item in the plan template where applicable with the preface of "*Resident Comments*". Their concerns are addressed in each of these inserts. A copy of this final plan was distributed to each of the members of the Resident Advisory Board. A final copy was also distributed to Western Massachusetts Legal Services which had written comments.

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:

Please refer to following explaining changes:

- 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.)

2. Description of Resident Election Process  
Not applicable to Springfield Housing Authority

**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: Springfield, Massachusetts
- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below) The Authority has reviewed the Consolidated plan and has crafted it's plan to augment and complement that of the city's plan. Final

review by the city will ensure compatability and concurrence with city objectives.

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below).  
The general framework and objectives of the plan support the City's own plan and do not detract in any manner.

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

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

### **19. Definition of “Substantial Deviation” and “Significant Amendment or modification” [903.7(r)]**

## Attachments

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

Comments from Western Mass Legal Services are in the following embedded Microsoft Word Document.



"legal services  
comments.doc"

Responses to Legal Services and Staff Recommendations to the Board for changes in the Five Year and Annual Plan are included in the following Microsoft Word Document.



"Five year plan  
change synopsis for t

**PHA Plan  
Table Library**

**Note: Attachments are embedded in appropriate sections of document.**

