

# Boston Housing Authority Plans

5 Year Plan for HUD Fiscal Years 2000 – 2004

*(BHA Fiscal Years 2001- 2005)*

Annual Plan for Fiscal Year 2001

*(BHA Fiscal Year 2002)*

*Filename (ma002v06)*

June 5, 2001

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

**BHA Plan  
Agency Identification**

**PHA Name:** Boston Housing Authority

**PHA Number:** MA002

**PHA Fiscal Year Beginning:** 04/2001

**Public Access to Information**

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

- Main administrative office of the PHA- *Planning Department, 11<sup>th</sup> floor*
- 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-  
*Boston Housing Authority  
Planning Department, 11<sup>th</sup> Floor  
52 Chauncy Street  
Boston, MA 02111*
- 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- *Copley Square Branch, Government Documents Department*
- PHA website
- Other: Local Tenant Organization Offices

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

- Main business office of the PHA- *Planning Department, 11<sup>th</sup> floor*
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**HUD FISCAL YEARS 2000-2004**  
**BHA FISCAL YEARS 2001-2005**  
[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:

**It is the mission of the Boston Housing Authority:**

- **To provide stable, quality affordable housing for low and moderate income persons;**
- **To deliver these services with integrity and mutual accountability; and**
- **To create living environments which serve as catalysts for the transformation from dependency to economic self-sufficiency.**

**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:
  - BHA will commit to pursuing additional funding for these vouchers whenever incremental funding is available.
  - Implement Welfare-to-Work Program, which offers 300 vouchers and counseling.
  - Implement 200 vouchers for non-elderly disabled persons as part of Designated Housing Plan for public housing Elderly/Disabled program.
  - Implement funding which will provide 400 vouchers to persons of color to utilize in areas of low poverty concentration.
  
- Reduce public housing vacancies:
  - Establish and utilize a special “re-occupancy crew” to reduce the length of time for vacancy turnarounds.
  - In family developments, work to attain a 30-day or less unit turnaround from date of vacate to date of re-leasing.
  - In elderly developments, decrease unit turnaround time by 50% in the first year.
  
- Leverage private or other public funds to create additional housing opportunities:
  - The BHA will convert 200 units of tenant based assistance to project based assistance.
  
- Acquire or build units or developments
  
- Other (list below)

**PHA Goal:** Improve the quality of assisted housing

**Objectives:**

- Improve public housing management: (PHAS score)
  - Establish on a bi-monthly basis, a monitoring system for rent collection.
  - Aim to collect at least 98% of the current rent roll each month.
  - Have no more than 2% of the annual rent roll in arrears at any one time.
  
- Improve voucher management: (SEMAP score)
  - The Assistant Administrator will commit a minimum of three additional hours per week to coordinate a program to enhance the SEMAP standards.
  - Convert all Section 8 Program participants to Housing Choice Voucher Program.
  - Implement a revised Section 8 Administrative Plan.
  
- Increase customer satisfaction:
  - Develop an internal and external customer service program emphasizing the site staff and residents as our primary constituencies to be served.
  - Develop programs that emphasize a culture of shared-mission and mutual respect.
  - Respond to customer survey results generated by HUD and/or BHA.
  
- Concentrate on efforts to improve specific management functions:
  - A. Personnel and Operations Systems
    - Complete Personnel and Operations Manual and educate staff to be in compliance with them.
    - Establish and provide training for use of job performance standards.
    - Redefine job responsibilities and descriptions of the operations staff in order to more efficiently deliver services within the developments.
  - B. Management and Maintenance Systems
    - Create routine maintenance schedules for custodial and preventive maintenance staff.
    - Establish a monthly reporting system that allows managers to measure all components of property management.

C. MIS and Technology Systems

- Provide all BHA staff with computer access and training.
- Identify and install appropriate financial and property management software and Internet access to enhance employee productivity.
- Utilize cable TV and other media to develop and implement communications program for residents to enhance tenancy and exposure to community resources.
- Identify processes that can become paperless.
- Identify other technology and applications that are desirable including programming, partnerships and wiring.

D. Financial Systems

- Develop and make available to development managers and senior staff comprehensive site-based budget report formats that include operating income and all the development site costs including fringe benefits, collection loss, utilities and indirect costs generated from regional offices and from central office.



Renovate or modernize public housing units:

- Seek Hope VI assistance for at least two potential sites.
- Meet 100% obligation requirements of the BHA's Comprehensive Grant Program including 100% of the proposed life-safety improvements to the developments.



Demolish or dispose of obsolete public housing:

- Only achieved in connection with the receipt of new Hope VI grants



Provide replacement public housing:

- Only achieved in connection with the receipt of new Hope VI grants



Provide replacement vouchers:



Other: Develop an Energy Master Plan for all properties.

- Utilize Plan to install cost-savings measures throughout the portfolio.
- Create an Energy Monitoring System that will quantify energy usage and assist with savings strategies.

**PHA Goal:** Increase assisted housing choices

**Objectives:**

- Provide voucher mobility counseling:
  - Continue Regional Opportunity Counseling Program (ROC) for five years.
  - Provide housing counseling to assist 300 Welfare-to-Work program participants locate to areas with employment opportunities.
  
- Conduct outreach efforts to potential voucher landlords
  - Continue Landlord seminars for both the ROC Program as well as regular Section 8 Program for five years.
  
- Increase voucher payment standards
  - Increase to 110% as of October 1, 1999.
  - Apply to HUD field office for exception payment standards (up to 120% of FMR) as reasonable accommodation for a person with a disability.
  - Apply for additional neighborhood exception payment standards.
  
- Implement voucher homeownership program:
  - Upon receipt of final rule determination from HUD, implement a voucher homeownership program (VHP).
  
- Implement public housing or other homeownership programs
  
- Implement public housing site-based waiting lists:
  - Prepare and present plan to HUD for site-based waiting list in family program in compliance with all fair-housing laws.
  
- Convert public housing to vouchers:
  
- Other: (list below)
  - Work with the City of Boston to implement Security Deposit Loan Program for Section 8 participants.
  - Evaluate criteria for emergency applicants to provide broader access

**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:
  - Prepare revised Admissions and Continued Occupancy Policy (ACOP) for resident and HUD review.
  
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Prepare revised Admissions and Continued Occupancy Policy (ACOP) for resident and HUD review.
  
- Implement public housing security improvements:
  - Continue and enhance, to the extent possible, the current Public Safety program.
  
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities):
  - Implement Designated Housing Plan.
  
- Other: (list below)

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

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

**Objectives:**

- Increase the number and percentage of employed persons in assisted families:
- Continue to manage resident services programs at the family developments and to seek additional funds when available.
  - Encourage Section 8 participants to enroll in the FSS program.
  - Facilitate the transition of Welfare-to-Work participants from welfare to meaningful permanent employment.
  - Implement Section 8 participant empowerment workshops.
- Provide or attract supportive services to improve assisted recipients' employability:
- Continue to seek funding to increase supportive services.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Continue to implement and manage the Resident Services Program at all Elderly/Disabled Program sites.
  - Continue to seek funding to increase supportive services.
- 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:
- Continue with multi-lingual occupancy information sessions.
  - Monitor the site-based wait lists at Mission Main and Orchard Park at least every three years starting in 2002 using independent testers or other means satisfactory to HUD to assure they are not being implemented in a discriminatory manner, and that no patterns or practices of discrimination exist; and such results will be reported to HUD. The BHA will take any steps necessary to remedy the problems surfaced during the review and the steps necessary to affirmatively further fair housing.
- 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:
- Continue to implement the Civil Rights Protection Plan, which was approved by HUD and the U.S. Department of Justice on 6/17/96 with revisions approved by the Department of Justice on 7/26/99.
  - Continue to provide the following resident and employment training initiatives: Building a Diverse and Empowered Community; Team Building Through Diversity; and Mediation, Leadership, and Team Building through Diversity Program
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Implement a “reasonable accommodation” procedure and process for all BHA applicants and residents in both the public housing and Section 8 programs; also implement a corresponding training program for all BHA employees.
- Other: (list below)

**Other PHA Goals and Objectives:**

- PHA Goal:** Decentralize the BHA based upon Real Estate Industry's Practices and Standards.

**Objectives:**

- Develop an organizational structure for site-based management:
  - Establish the following site-based systems – Budgeting; Preventive Maintenance; Emergency Responses; Rent Collection; Purchasing and Work Orders
  
- PHA Goal: Establish a comprehensive community participation process to ensure that all significant BHA policies receive appropriate review and recommendation.

**Objectives:**

- Continue to recognize current and approved LTO role to review and advise on new and amended BHA policy.
  
- Establish a citywide tenant participation policy.
  
- Establish a Section 8 tenant participation policy.
  
- Maintain Resident Advisory Board for purposes of reviewing and advising the BHA on all new and revised policies related to the Annual and Five-Year Agency Plan.
  
- Re-establish the BHA Monitoring Committee to respond to state statutory requirements.

**Annual BHA Plan**  
**HUD Fiscal Year 2001**  
**BHA Fiscal Year 2002**  
[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 BHA 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.

Included herein is the Boston Housing Authority's FY2001 Annual Plan submission in response to Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) and the ensuing requirements of the Department of Housing and Urban Development (HUD). Significant staff, resident and community resources were dedicated to the preparation of this plan and the development of several new and important programs and policies. A summary of these highlights follows.

**Community Service Requirement**

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires non-exempt adult residents of federal public housing to complete 8 hours of community service/self sufficiency activities per month. The BHA has drafted a policy to comply with this requirement called the Community Service Policy. The policy is included as a supporting document to this plan to be effective April 1, 2001. A summary has been included herein as a required attachment.

**Pets in Public Housing**

QHWRA also required public housing authorities to develop a policy to allow pets in public housing developments. The BHA has developed a policy for its family developments consistent with these requirements, which is included in Section 14 of this Plan.

### **Admissions and Continued Occupancy**

The Admissions and Continued Occupancy Policy (known as the ACOP) was a major amendment to the FY2000 Plan submitted just prior to this FY2001 plan. Significant public process was conducted resulting in substantial revisions based upon resident, Resident Advisory Board, Department of Housing and Urban Development and Department of Housing and Community Development feedback. Although technically submitted under the FY 2000 Plan, the ACOP now stands as an important attachment to the FY 2001 Plan.

### **Section 8 Homeownership**

On August 24, 2000, HUD issued the final rule regarding the Section 8 Homeownership program. In addition, on September 19, 2000, HUD issued guidance stating that public housing authorities who wish to administer a Section 8 Homeownership program must submit a capacity statement along with the Annual Plan. The BHA has developed a capacity statement included herein as an attachment and is working actively to develop the full program.

### **Capital Fund Program**

The FY2001 Capital Fund Program Plan is included as an attachment to the Annual Plan. The results of the BHA's focused and aggressive strategy for tackling the basic capital improvement issues facing the portfolio are evident in this 5-year plan. In the Elderly/Disabled portfolio the BHA has been able to address, in total, the primary and secondary critical capital projects. Consequently, projects related to quality of life issues such as upgrades to hallways and community rooms are planned. Likewise, in the Family portfolio the bulk of the priority life/safety and basic system projects will be accomplished, enabling the BHA to turn its attention to items such as site improvements and electrical upgrade projects. The progress reflected in the FY2001 plan represents real progress towards bringing the entire federal portfolio up to a physical standard that is acceptable to all. See the attached CFP Annual Statement and 5-Year Plan for specific funding allocations.

### **Public Housing Drug Elimination Program Plan**

The FY2001 PHDEP Plan is included as an attachment to the Annual Plan. This plan details the BHA's comprehensive drug and crime prevention and intervention programs. These programs focus on making BHA developments safer environments for families while promoting resident economic self sufficiency through coordinated policing, drug interdiction, your program services and drug intervention and referrals. Included in the plan are the goals, objectives, planned activities and funding allocations for FY2001.

### **Community Process for the Annual Plan**

The BHA has held several meetings with the Authority-wide Resident Advisory Board (RAB) in preparation of the Draft Plan. Following this consultation with the RAB, as required by Congress and HUD, the BHA initiated a 45-day public review process. A draft of the Annual Plan was available for public review and comment from September 29 through November 16. The Plan and supporting documents including the policies

mentioned above remain available for review in the BHA Planning Department at 52 Chauncy Street, 11<sup>th</sup> Floor during regular business hours. In addition, the plan and required attachments are available at the local management offices, the local tenant task force offices and on reserve in the Government Documents Department of the Copley Square branch of the Boston Public Library. A Public Hearing held November 16 at 6:00 p.m. at Roxbury Community College concluded the formal review and comment period.

### iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)] Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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#### Attachments

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

#### Required Attachments:

- A- Admissions Policy for Deconcentration 85
- B- FY 2001 Capital Fund Program Annual Statement (ma002b03)

*Note: Since HUD has instructed the BHA to utilize the new forms provided with the PHA Plan template for the CFP submission, the Annual Statement has been consolidated into one file, So the following attachments are no longer relevant:*

*C- Annual Statement Part II: Supporting Table*  
*D- Annual Statement Part III: Implementation Schedule*

- E- Physical Needs Assessment (ma002e02)
- F- Management Needs Assessment (ma002f01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Q- Implementation of Community Service Requirements 86
- R- 5-Year Plan Progress Report (ma002r01)

Optional Attachments:

- G- PHA Management Organizational Chart 87
- H- FY 2001 Capital Fund Program 5 Year Action Plan (ma002h03)
- I- 5-Year Action Plan Part I: Summary (continued) (ma002i03)
- J- 5-Year Action Plan Part II: Physical Needs (ma002j03)
- K- 5-Year Action Plan Part III: Management Needs (ma002k03)
- L- Public Housing Drug Elimination Program Plan (ma002l04)
- M- Comments of Resident Advisory Board and Public (ma002m06)
- O – Admissions and Continued Occupancy Policy (ma002o02)

*Note: The BHA has elected not to attach the optional N- Public Housing Asset Management Table. All required information relevant to asset management activities have been reported within the template itself. In addition, the BHA has elected not to resubmit optional attachment P- Residential Relocation and Rehousing Policy submitted with the FY2000 Annual Plan Amendment. Instead, RRRP is included as a supporting document.*

- S- RASS Survey Response 88
- T- Vacancy Reduction Strategy 94
- U- Section 8 Homeownership Capacity Statement 96
- V- Resident Advisory Board Members 97

**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>		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	HUD-50070, Certificate for a Drug-Free Workplace	5 Year and Annual Plans
X	Standard Forms SF-LLL, Disclosure of Lobbying Activities	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources

X	Public Housing Admissions and (Continued) Occupancy Policy [A&O] which includes the Tenant Selection and Assignment Plan [TSAP] and Hope VI sites	Annual Plan: Eligibility, Selection, and Admissions
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions; Rent Determination; Operation and Management; Grievance Procedures; Homeownership; Community Service; Civil Rights
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Admin Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Admin Plan	Annual Plan: Grievance Procedures
X	HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	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
X	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (capacity statement only at this submission) <input type="checkbox"/> check here if included in the Section 8 Admin Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Civil Rights Protection Plan	Annual Plan: Civil Rights Certification
X	2001 Strategic Plan	Five-Year Plan
X	Section 504 Compliance Agreement	Annual Plan: Operation and Management
X	Private Management: Sample Contracts and Assessment Guidelines	Annual Plan: Operation and Management
X	HUD Healthy Homes Initiative Application	Annual Plan: Operation and Management
X	Section 8 Management Assessment Program (SEMAP) initial submission to HUD	Annual Plan: Operation and Management
X	Section 8 Welfare-to-Work Grant Application	Annual Plan: Community Service Program
X	BHA Police Department Manual and Memorandum of Understanding regarding Boston's Public Housing Developments and the Long Term Strategy for Implementing Neighborhood Policing between the City of Boston and the Boston Housing Authority	Annual Plan: Safety and Crime Prevention
X	Comprehensive list of all of the properties (with lot addresses) in line for disposition at Orchard Park, the Infills and Mission Main.	Annual Plan: Demolition and Disposition
X	Building Community Through Greenspace Program Grant Applications	Annual Plan: Operation and Management
X	Drug Elimination Technical Assistance Program	Annual Plan: Safety and Crime Prevention
X	Application for Fair Share Allocation of Incremental Voucher Funding for FY2000	Annual Plan: Operation and Management

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type									
Family Type	Overall	% of Overall	Affordability	Supply	Quality	Accessibility	% Overcrowded	Size	Location
Income <= 30% of AMI	32,150	70.28%	5	3	2	2	8.8%	1	N/A
Income >30% but <=50% of AMI	16,426	73.39%	5	3	2	2	11.1%	2	N/A
Income >50% but <80% of AMI	12,277	59.68%	4	3	2	2	10.2%	2	N/A
Elderly	12,753	48.90%	4	3	2	2	N/A	*	N/A
Families with Disabilities	3,720		3	4	2	2	N/A	*	N/A
Black Non-Hispanic Households	17,185	49.80%	4	3	2	2	N/A	*	N/A
Hispanic Households	9,938	62.50%	5	3	2	2	N/A	*	N/A
All Minority Households	32,692	55.40%	4	3	2	2	N/A	*	N/A
All Renter Households	74,405	48.60%	4	3	2	2	8%	1	N/A

\* No information available upon which to base this assessment.

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: 7/1/98 to 6/30/02
- U.S. Census data: Comprehensive Housing Affordability Strategy ("CHAS")
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: Analysis conducted in consultation with personnel from the City of Boston's Department of Neighborhood Development.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3,573		3,000*
Extremely low income <=30% AMI	3,395	95.02%	
Very low income (>30% but <=50% AMI)	162	4.53%	
Low income (>50% but <80% AMI)	16	.45%	
Families with children	2,163	60.54%	
Elderly families	301	8.42%	
Families with Disabilities	217	6.07%	
White	656	18.36%	
Black	1,614	45.17%	
American Indian	19	.53%	
Asian/Pacific Island	137	3.84%	
Hispanic	930	26.03%	
Other	217	6.07%	
*Approximately 3,000 applicants on the waiting list are contacted annually, including priority 1 applicants processed as they apply. Of the 3,000 applicants, estimated 1500 subsidies are issued resulting in 750-1000 lease ups.			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes: How long has it been closed? Since January 1990 for standard applicants; Since May 1994 for priority 2 and priority 3 applicants.			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
<i>Tabulated 08/04/00</i>			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing (state and federal family program combined)  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	10,377		1,213
Extremely low income <=30% AMI	7,926	76.38%	
Very low income (>30% but <=50% AMI)	1,961	18.90%	
Low income (>50% but <80% AMI)	432	4.16%	
Families with children	6,294	60.65%	
Elderly families	188	1.81%	
Families with Disabilities	1,280	12.33%	
White Hispanic	2,609	25.14%	
White Non-Hispanic	1,227	11.82%	
Black Hispanic	667	6.43%	
Black Non-Hispanic	4,551	43.86%	
American Indian Hispanic	44	.42%	
American Indian Non-Hispanic	63	.61%	
Asian/Pacific Island Hispanic	30	.29%	
Asian/Pacific Island Non-Hispanic	1,047	10.09%	
Non categorized	139	1.34%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3,401	32.77%	582
2 BR	4,316	41.59%	318
3 BR	2,328	22.43%	224
4 BR	304	2.93%	70
5 BR	26	.25%	16
5+ BR	2	.02%	3

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

If yes: How long has it been closed (# of months)?

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

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

*Tabulated 08/04/00*

### 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 needs
- Other: (list below)

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: Actively participate in the development of the Analysis of Impediments and Fair Housing Plan for the City of Boston.

**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>		
1a. Public Housing Operating Fund	\$41,255,403	
1b. Public Housing Capital Fund	\$31,524,558	
1c. HOPE VI Revitalization	-----	
1d. HOPE VI Demolition	-----	
1e. Annual Contributions for Section 8 Tenant-Based Assistance	\$77,994,779	
1f. Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$2,852,928	
1g. Resident Opportunity/Self-Sufficiency Grants	-----	
1h. Community Development Block Grant	-----	-----
1i. HOME	-----	-----
1j. Other Federal Grants (list below)		
Economic Development and Support Services	\$700,000	Supportive Services
Senior Services Coordinators	\$222,569	Supportive Services
<b>2. Prior Year Federal Grants (unobligated funds only)</b>		
2a. HOPE VI Revitalization	\$4,500,000	
2b. Public Housing Drug Elimination Program	\$1,500,000	
<b>3. Public Housing Dwelling Rental Income</b>	\$26,861,554	Operations
<b>4. Other income</b>		
4a. Investment income	\$518,835	Operations
4b. Vending machines	\$150,000	Operations, Social Services
<b>5. Non-federal sources (list below)</b>		
5a. Donations	\$50,000	Social Services
5b. Entrepreneurial Activities	\$75,000	Social Services
<b>Total resources</b>		
	\$188,205,626	

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

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing – General Occupancy (Family) Development Only**

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

**Note:** All the matters that follow are treated under the proposed Admissions and Continued Occupancy Policy (ACOP) as submitted by the BHA as an FY2000 Annual Plan amendment on January 8, 2001. At the time of the approval, the BHA will operate under the new policy. In the interim, the BHA is operating under the existing Tenant Selection and Assignment Plan (TSAP) as noted on pages 15-25 of the approved FY2000 Plan as submitted on November 14, 2000.

#### **(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: When the applicant reaches the top of the priority list for family units
- 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: relations with neighbors and credit history
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list\*
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)

\*Previously HUD-approved wait lists at Orchard Gardens, Orchard Commons and Mission Main are operated by the respective owners and management companies. The BHA will assess changes in racial, ethnic or disability-related tenant composition at Mission Main and Orchard Park based upon MTCS occupancy data that has been confirmed to be complete and accurate by an independent audit or is otherwise satisfactory to HUD.

The BHA proposes to use the current Mission Main wait-list to occupy all public housing units on-site regardless of construction phase. Per agreement between all of the owner entities, the entire development will be managed as one with one management agent. All public housing units will have one set of policies, including using the same wait-list.

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

- PHA main administrative office
- PHA development site management office
- Other:

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

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One (fall to the bottom unless they show good cause)
- Two (removed from the waiting list unless they show good cause)
- Three or more

- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

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

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income? *However, given the demographics of the public housing wait list it is anticipated that new admissions of families at or below 30% of median area income will significantly exceed 40%.*

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused (by 3 BR or more)
- Medical justification (in a life threatening situation)
- Administrative reasons determined by the PHA (e.g., to permit modernization work, address severe overhousing, make apartments with special features available to persons with disabilities, etc.)
- Resident choice: (state circumstances below)
- Other:

Note: Transfers in checked boxes above take precedence over new admissions in highest priority category.

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 (Natural Disaster, Condemnation, Government Action, Action of Housing Owner [No-Fault Court-Ordered Eviction Only], Inaccessibility [Disabled Applicant Only], Displacement by any low-rent housing project or by public slum clearance or urban renewal project)

- 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 / witness protection or hate crimes
- Other preference(s):
  - Disabled persons whose household requires a one-bedroom unit

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

Date and Time: Only factor among residents with same priority/preference status

Former Federal preferences:

- 1 Involuntary Displacement (Natural Disaster, Condemnation, Government Action, Action of Housing Owner [No-Fault Court-Ordered Eviction Only], Inaccessibility [Disabled Applicant Only] Displacement by any low-rent housing project or by public slum clearance or urban renewal project)
- 1 Victims of domestic violence
- Substandard housing
- 2 Homelessness
- High rent burden

Other preferences (select all that apply)

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

- Other preference(s):  
Disabled persons whose household requires a one-bedroom unit
- Disabled persons whose household requires a one-bedroom unit

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 Plan
- PHA applicant information briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition?

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

## **B. Public Housing - Elderly/Disabled Program**

### **(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: When the applicant reaches the top of the site-based wait list
- 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: relations with neighbors and credit history
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
  - PHA development site management office
  - Other:

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

1. How many site-based waiting lists will the PHA operate in the coming year? 36

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? Up to 3.

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 (fall to the bottom unless they show good cause)
- Two (removed from the waiting list unless they show good cause)
- Three or more

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

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

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income? *However, given the demographics of the public housing wait list it is anticipated that new admissions of families at or below 30% of median area income will significantly exceed 40%.*

b. Transfer policies:

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

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

Note: Transfers in checked boxes above take precedence over new admissions in highest priority category.

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 (Natural Disaster, Condemnation, Government Action, Action of Housing Owner, Inaccessibility [Disabled Applicant Only])
- 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):

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

Date and Time: Only factor among residents with same priority/preference status

Former Federal preferences:

- 1 Involuntary Displacement (Natural Disaster, Condemnation, Action of Housing Owner [No-Fault Court-Ordered Eviction Only], Inaccessibility [Disabled Applicants Only])
- 2 Involuntary Displacement (Government Action, Action of Housing Owner)
- 3 Involuntary Displacement (Imminent Action by Housing Owner)
- 1 Victims of domestic violence
- 3 Substandard housing
- 2 Homelessness
- 3 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or 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 Tenant Selection and Assignment Plan
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition?

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

### **(6) Deconcentration and Income Mixing**

**Note:** According to Additional HUD guidance issued 12/16/99 (PIH Notice 99-51), PHAs should not provide responses to section 6, Deconcentration and Income Mixing in the PHA Plan since the questions do not fully reflect the requirements of the Final Rule. The Final Rule was issued in December, 2000 but does not go into effect until July 1, 2001. Future submissions of the Annual Plan will address Final Rule requirements.

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
  - More general screening than criminal and drug-related activity (list factors below)
  - Other: The Regional Opportunity Counseling Program screens for credit and landlord histories.
- 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?
- Criminal or drug-related activity
  - Other: Former landlord name and address upon request by prospective landlord as required by federal regulation.

### (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:
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office - Leased Housing Division
  - Other: There are several special admissions programs run by the BHA with non-profit partners which allow applications on a referral basis to eligible families.

### **(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:

The BHA issues vouchers with an initial term of 120 days. The BHA shall use its discretion to grant a family one or more extensions of an additional 60 days unless otherwise specified. Extensions will be granted in circumstances where during the initial voucher search term:

- The family or individual was not able to actively search for housing due to extenuating circumstances beyond the control of the voucher holder (such as fire, flood or other natural disaster, or death in the family which required that the voucher holder travel out of the state);
- A voucher holder suffered from severe medical difficulties, an unexpected illness or hospitalization (including a rehabilitation program) during the initial 120 day search period. Under these circumstances, the BHA will extend the search period for 60 days or if such time was more than 60 days, for as many days as an applicant was hospitalized, in a rehabilitation center, or incapacitated due to illness;
- The family needs and requests an extension of the initial voucher term as a reasonable accommodation for a person with a disability. The BHA will extend such voucher term as is reasonably necessary so that the program may be accessible to a family member or individual who is a person with a disability;
- The family has filed a complaint of alleged discrimination with either HUD, Massachusetts Commission Against Discrimination (MCAD), or the Boston Fair Housing Commission, the BHA will extend the client's voucher for a period not to exceed 180 days pending resolution of the matter or a finding of probable cause; and/or
- A Section 8 Program Voucher will be extended for an additional 120 day period if the family or individual can demonstrate by search log entries or other means that the family contacted a minimum of forty (40) available apartments during the search period and was not successful in locating an apartment in which to utilize his/her Section 8 rental assistance.

### **(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):
  1. Condemnation
  2. Loss of rent control
  3. Loss of vacancy decontrolled units
  4. Loss of shelter eligibility due to increased income
  5. Loss of TAFDC benefits of homeless families residing in shelters
  6. Transfer from public housing because of health, safety, and humanitarian reasons
  7. One or two-person elderly, disabled or displaced families (including persons who are displaced as a result of expiring use) over other singles.
  8. Families who are facing displacement from an "expiring use" development and whose income is between 50% and 80% of area median.
  9. A participant in a supportive housing program for elderly or disabled persons shall be considered to be imminently in danger of homelessness and shall be eligible for Priority One status if the program participant: 1) has been a tenant in such program for not less than twelve (12) months; AND 2) has outgrown or completed the program's services; AND 3) as a result must relocate from such housing.
  10. To applicants who are, or recently were, assisted under a state of federal, project-based or tenant-based rental assistance program where such program funding is expiring (or has expired during the applicants receipt of the rental assistance) as a result of cessation of assistance by the funding source provided that the applicants are in compliance with, or were in compliance with, all of the requirements of the expiring or expired rental assistance program subsidy.

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

Date and Time (Only a factor among residents with same priority status)

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 3 Substandard housing
- 1 Homelessness
- 3 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):
  - 1. Condemnation
  - 2. Loss of rent control
  - 3. Loss of vacancy decontrolled units
  - 4. Loss of shelter eligibility due to increased income
  - 5. Loss of TAFDC benefits of homeless families residing in shelters
  - 6. Transfer from public housing because of health, safety, humanitarian reasons
  - 7. One or two-person elderly, disabled or displaced families (including persons who are displaced as a result of expiring use) over other singles.
  - 8. Families who are facing displacement from an “expiring use” development and whose income is between 50% and 80% of area median.
  - 9. A participant in a supportive housing program for elderly or disabled persons shall be considered to be imminently in danger of homelessness and shall be eligible for Priority One status if the program participant: 1) has been a tenant in such program for not less than twelve (12) months; AND 2) has outgrown or completed the program’s services; AND 3) as a result must relocate from such housing.

10. To applicants who are, or recently were, assisted under a state of federal, project-based or tenant-based rental assistance program where such program funding is expiring (or has expired during the applicants receipt of the rental assistance) as a result of cessation of assistance by the funding source provided that the applicants are in compliance with, or were in compliance with, all of the requirements of the expiring or expired rental assistance program subsidy.
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: Individual program mailings (i.e. FSS program marketing), advocacy group meetings, support service groups
- b. How does the PHA announce the availability of any special-purpose Section 8 programs to the public?
- Through published notices
- Other: Press releases and Marketing to targeted support service groups

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

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

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

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the highest 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 (between annual recertifications)
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

3. Select the space or spaces that best describe how you arrive at ceiling rents

- 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: Between income reexaminations, how often must tenants report change 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: Survey of rents via local realtors

\* For HOPE VI developments (currently Orchard Gardens and Mission Main), given the unique financing of these developments, separate flat rents are in the process of being developed for approval by the BHA.

## B. Section 8 Tenant-Based Assistance

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

a. What is the PHA's payment 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):
  1. if in an exception rent area due to tight housing market
  2. as a reasonable accommodation for a person with disabilities

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: Market conditions

**(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached (see attachment B)
- A brief description of the management structure and organization of the PHA follows:

### Boston Housing Authority Federal Developments

DEVELOPMENT NAME	ADDRESS	BHA MANAGED	PRIVATELY MANAGED
Alice H. Taylor	71 Prentiss Street, Roxbury, MA 02120	X	
Amory Street	125 Amory Street, Jamaica Plain, 02119	X	
Annapolis	52 Summer Street, Dorchester, MA 02122	X	
Ashmont	374 Ashmont Street, Dorchester, MA 02124	X	
Ausonia	185 Fulton Street, Boston, MA 02109		X
Bellflower	24 Bellflower Street, Dorchester, MA 02125	X	
Bickford	42 Horan Way, Jamaica Plain, MA 02130		X
Bromley Park	42 Horan Way, Jamaica Plain, MA 02130		X
Cathedral	617 Harrison Avenue, Boston, MA 02118	X	
Charlestown	55 Bunker Hill Avenue, Charlestown, MA 02129	X	
Codman	784 Washington Street, Dorchester, MA 02124	X	
Commonwealth	35 Fidelis Way, Brighton, MA 02135		X
Davison	101 Davison Street, Hyde Park, MA 02136	X	
Eva White	440 Tremont Street, Boston, MA 02116		X
Evans Street	82/86 Evans Street, Roxbury, MA 02119	X	
Foley	199 "H" Street, South Boston, MA 02127	X	
Franklin Field	91 Ames Street, Dorchester, MA 02124	X	
Franklin Hill	1 Shandon Road, Dorchester, MA 02124	X	
Frederick Douglass	755 Tremont Street, Roxbury, MA 02118	X	
General Warren	114 Rutherford Street, Charlestown, MA 02129		X
Groveland	15 Mary Moore Beatty Circle, Mattapan, MA 02126	X	
Hampton House	155 Northampton Street, Roxbury, MA 02118	X	
Hassan	705 River Street, Mattapan, MA 02126	X	
Heath Street	42 Horan Way, Jamaica Plain, MA 02130		X
Heritage	209 Summer Street, East Boston, MA 02128		X

DEVELOPMENT NAME	ADDRESS	BHA MANAGED	PRIVATELY MANAGED
Highland Park	16 Center Street, Roxbury, MA 02119		X
Holgate	125 Elm Hill Avenue, Roxbury, MA 02121	X	
Infill 1	Scattered sites	X	
Infill 2	Scattered sites	X	
J.J. Carroll	130 Chestnut Hill Street, Brighton, MA 02136		X
Lenox Street	136 Lenox Street, Roxbury, MA 02118	X	
Lower Mills	2262 Dorchester Avenue, Dorchester, MA 02124	X	
Malone	11 Gordon Avenue, Hyde Park, MA 02136	X	
Mary Ellen McCormack	354 Old Colony Avenue, South Boston, MA 02127	X	
Maverick	41 Maverick Street, East Boston, MA 02128	X	
Meade	5 Melville Avenue, Dorchester, MA 02124	X	
Martin Luther King Tower	280 Martin Luther King Boulevard, Roxbury, MA 02119	X	
Mission Hill	176 Ward Street, Roxbury, MA 02120	X	
Old Colony	255 East Ninth Street, South Boston, MA 02127	X	
Orchard Park	2 Ambrose Street, Roxbury, MA 02118		X
Pascuicco	330 Bowdoin Street, Dorchester, MA 02122	X	
Patricia White	20 Washington Street, Brookline, MA 02146		X
Peabody/Englewood	1875 Dorchester Avenue, Dorchester, MA 02122	X	
Pond Street	29 Pond Street, Jamaica Plain, MA 02130	X	
Rockland	5300 Washington Street, West Roxbury, MA 02132	X	
Roslyn	1 Cliffmont Street, Roslindale, MA 02132	X	
Rutland/E. Springfield	Scattered Site	X	
St. Botolph	70 St. Botolph Street, Boston, MA 02116		X
Spring Street	23 Spring Street, West Roxbury, MA 02132	X	
Torre Unidad	80 West Dedham Street, Roxbury, MA 02119	X	
Walnut Park	1990 Columbus Avenue, Roxbury, MA 02119		X
Washington/Beech	4550 Washington Street, Roslindale, MA 02130	X	
Washington Manor	1701 Washington Street, Roxbury, MA 02118	X	
Washington Street	35 Fidelis Way, Brighton, MA 02135	X	
West Newton Street	630 Tremont Street, Boston, MA 02118	X	
West Ninth Street	195 W. 9 <sup>th</sup> Street, South Boston, MA 02127	X	
Whittier Street	1170 Tremont Street, Roxbury, MA 02120	X	

**Note:** Sample contracts with management companies have been included with the Agency Plan supporting documents available in the Planning Department. In addition, the management assessment form used to evaluate performance at each site for both private management companies and in-house managers is available. Resident input in the evaluation of private management companies is considered through 1-2 private meetings with the resident organizations during the term of the contracts and prior to selection of contractors during contract renewal processes. Regular interaction between Local Tenant Organizations and BHA supervisory staff informs and guides in assessing management performance at sites directly managed by the BHA.

## B. HUD Programs Under BHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	*10,088	1,000
Section 8 Vouchers	**7,107	550
Section 8 Certificates	2,129	(total upon merger)
Section 8 Mod Rehab	868	
Section 8 New Construction/Substantial Rehab Program	557	30
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Mainstream Housing Program	***200	10
Designated Housing Program- vouchers for non-elderly disabled currently on BHA's Elderly/Disabled Public Housing Program waiting list	***200	5
Family Unification Program	***200	5
Vacancy Consolidation Counseling Program (Hope VI)	***456	****0
Moving to Opportunity Program	***286	*****0
Welfare to Work	***300	10
NAACP	***400	10
Grandfamilies Program	***50	3
Other Federal Programs (list individually)		
Public Housing Drug Elimination Program	9,980	-N/A-
Economic Development and Social Services Program	800	200
Resident Initiatives Grant Program	4,019	-N/A-
Elderly and Disabled Resident Services Program	3,500	-N/A-
Supportive Housing Services Program	82	4
Hope VI Resident Services Program	629	-N/A-
Regional Opportunity Counseling Program	1,000	-N/A-
Family Self-Sufficiency Program	250	-N/A-
Resident Employment Program	67	-N/A-

As of 12/1/00

\* total federal development only anticipated occupancy on 4/1/00.

\*\*This figure includes units shelved pursuant to litigation, special purpose funding and project-basing of Section 8 vouchers, and remaining budget authority

\*\*\*These figures represent the maximum units which may be utilized under each Annual Contributions Contract.

\*\*\*\*At Mission Main and Orchard Gardens the subsidy is held by the family until all phases of the Hope VI construction are complete.

\*\*\*\*\*This demonstration program is no longer operational.

-NA- These programs provide assistance to all eligible applicants so turnover rates are not applicable.

# BRIEF PROGRAM DESCRIPTIONS

## • PUBLIC HOUSING PROGRAM

The Boston Housing Authority owns and operates 57 federally subsidized housing developments with a total of 11,868 units scattered throughout the city of Boston. The Federal Public Housing Program consists of two programs operated in compliance with regulations set forth by the Department of Housing and Urban Development. The Family Program, consisting of 8,232 units, offers subsidized housing to low-income households earning less than 80% of Boston Area Median Income (AMI) that meet the eligibility criteria. The Elderly/Disabled Housing Program, consisting of 3,636 units, targets seniors, age 62 or older, and persons with disabilities who meet the income and eligibility criteria. The Boston Housing Authority also owns and operates 12 state subsidized housing developments with a total of 2,568 units scattered throughout the city of Boston including 107 elderly/disabled units and 2,461 family units. The Commonwealth of Massachusetts and the Department of Housing and Community Development establish the basic guidelines and regulations that govern the state-funded program.

\*Note: Franklin Field is counted as both a federally funded and a state funded development. For Mission Main and Orchard Gardens, the expected unit count upon completion of redevelopment was included. West Concord is included in the federal unit count although it is technically a project-based Section 8 development.

## • SECTION 8 TENANT BASED ASSISTANCE

The Section 8 Tenant Based Assistance Program increases affordable housing choices for very low-income households by allowing families to live in privately owned rental housing. In total the Boston Housing Authority is able to assist 6,500 families with affordable housing through this program. The merger of the two primary programs of the Section 8 rental assistance program, the Section 8 certificate program and Section 8 voucher program, is underway to form the Housing Choice Voucher Program.

## • SECTION 8 MODERATE REHABILITATION PROGRAM

The Moderate Rehabilitation Program encourages owners to substantially rehabilitate or construct apartment buildings, which include non-subsidized as well as subsidized residents. The BHA provides oversight of subsidy holders at 16 of these developments. Two examples follow:

- (1) SRO Section 8 Moderate Rehabilitation for Homeless Individuals: HUD awarded funding for projects which, after rehabilitation, are placed under contract for a maximum of 10 years to serve the homeless. These projects were selected through a nationwide competition. Each project is designed to accommodate the needs of homeless individuals in need of services.
- (2) SRO Section 8 Moderate Rehabilitation for Homeless Veterans: Single Room Occupancy Units are available for occupancy by homeless veterans at 17 Court Street in Boston.

## • SECTION 8 SUBSTANTIAL REHABILITATION & NEW CONSTRUCTION

These programs combine a guaranteed subsidy with bond financing through the 11(b) program to encourage the “gut rehab” of older structures or the construction of new apartment buildings. The apartments created are rented to families eligible for Section 8 assistance for a period ranging from 20 to 40 years. The owner manages the property and selects tenants from an on-site waiting list. The BHA, as the contract administrator for HUD, oversees the management and makes monthly subsidy payments.

- **MAINSTREAM HOUSING PROGRAM**

The Boston Housing Authority has received an allocation of Section 8 subsidies for non-elderly disabled individuals. In addition to Section 8 assistance, the program coordinator has created a network of services to aid non-elderly disabled participants in their search for housing. These services include referrals to agencies throughout the Boston area who offer support such as housing search assistance, information on disability issues, and advocacy services.

- **FAMILY UNIFICATION PROGRAM**

The Family Unification Program provides housing assistance to families involved with the Dept. of Social Services to which permanent, stable housing is the final barrier for reunification with children in foster care.

- **VACANCY CONSOLIDATION COUNSELING PROGRAM**

The BHA was awarded Section 8 assistance to be provided to residents of the Mission Main and Orchard Gardens Public Housing Developments to facilitate vacancy consolidation efforts in conjunction with the HOPE VI initiative. Section 8 assistance was offered to all tenants residing at these two sites for the purpose of relocation when their unit was scheduled for demolition. Clients who receive this Section 8 assistance are also eligible for counseling services including access to information on available housing, public transportation, schools, childcare, employment, volunteer positions, and neighborhood network information. The VCCP counseling staff offers workshops on topics to promote self-sufficiency such as credit counseling and welfare reform.

- **MOVING-TO-OPPORTUNITY PROGRAM**

The Moving-to-Opportunity (MTO) program was an experimental demonstration and research project enacted by Congress and designed by HUD to evaluate the impact of assisting low-income families in moving from public and assisted housing in high-poverty areas to low poverty communities with better housing, education and employment opportunities. The Boston Housing Authority was selected as one of five housing authorities nationwide to participate in the MTO program. This demonstration program combined housing counseling services with Section 8 tenant-based rental assistance to very low income families living in public housing or who received project-based Section 8 assistance in high poverty areas. The BHA received an award of 285 Section 8 tenant based certificates and vouchers. MBHP assisted the BHA in this endeavor by providing counseling services. All 285 participants in Boston's MTO Program were followed by HUD over a ten year period to evaluate their progress and to determine whether extensive housing counseling services and assistance with housing choice are key elements in breaking the poverty cycle. This program is no longer operational as its demonstration period has ended.

- **WELFARE-TO-WORK PROGRAM**

The focus of the BHA's Welfare-to-Work Program is to provide opportunities for self-sufficiency by offering participants a wide range of supportive services that will enable families to make the life-changing transition from welfare to work. Collaboration with public and private partners will help eligible participants to acquire skills and resources necessary to obtain jobs, secure child-care, access transportation, and undertake other activities to achieve economic self-sufficiency. The availability of Section 8 Vouchers also allows families to move to apartments that are located near employment opportunities. Hence the program focuses on the three most frequent barriers complicating the successful transition from welfare to work: 1) lack of job readiness training, 2) difficulty in obtaining child care and 3) inability to access jobs because of transportation constraints.

- **GRANDFAMILIES PROGRAM**

The Grandfamilies Program will provide housing assistance in the form of 50 Section 8 tenant based rental vouchers to very low-income families containing near elderly or elderly persons who are raising minors. Under this program, the Boston Housing Authority will administer the Section 8 assistance and support services will be provided to families after the appropriate referral is made by Boston Aging Concerns Young & Old United (BACYOU)

- **NAACP**

As part of the relief settlement of the NAACP v. HUD lawsuit, the BHA will work with the Metrolist agency to provide housing counseling services to afford minority families the opportunity to live in predominantly white or racially diverse neighborhoods. The mobility counseling and housing search assistance will include landlord outreach; assistance in negotiations and the completion of paperwork; financial assistance for moving costs; and post-move counseling. In addition, there are currently four hundred subsidies being held in escrow by the BHA pending resolution of litigation.

- **PUBLIC HOUSING DRUG ELIMINATION PROGRAM (PHDEP)**

The Boston Housing Authority's Public Housing Drug Elimination Program is a critical part of our efforts to reduce and/or eliminate drug-related crime in our housing developments. The BHA's overall approach to drug elimination focuses on organizing and serving the community, not just policing it. The major goals of the PHDEP program and BHA's drug elimination initiatives are to:

1. Continue reducing drug-related and other serious crimes;
2. Continue Community Policing efforts at all sites to address resident fear and perception of drug-related crime, thereby improving resident quality of life;
3. Constructively engage all resident youth including the growing BHA youth population years 13 and under to avoid potential crime;
4. Improve linkages with drug treatment programs so that more BHA residents will participate in these vital services; and
5. Continue to improve upon management lease enforcement and related actions to quickly remove criminals and drug involved households from the community and to prevent them from gaining admission to BHA properties.

These activities reflect the BHA's commitment to utilize a broad array of techniques to combat crime and drugs, ranging from basic security activities to recreational and educational activities.

- **ECONOMIC DEVELOPMENT AND SUPPORTIVE SERVICES PROGRAM (EDSS)**

The Boston Housing Authority, in partnership with the Boston Private Industry Council, the Mayor's Office of Jobs and Community Services (JCS), Local Tenant Organizations (LTO's) from several BHA developments, Greater Boston Legal Services (GBLS) and the Metropolitan Area Planning Council (MAPC), received funding under HUD's Economic Development and Supportive Services (EDSS) Program to train and place 400 or more public housing residents from across the City of Boston in living wage jobs. Outreach and intake of public housing residents will take place at public housing sites, which will function as "satellites" of the City's One-Stop Career Centers. Public housing residents from all BHA family developments will be able to directly access a broad range of employment, training and supportive service programs and referrals. The program has been designed to coordinate with the City of Boston and Statewelfare -to-work systems and to support residents in meeting the new TANF work requirements. It is based on a detailed analysis of public housing resident employment, training and supportive service needs.

- **RESIDENT INITIATIVES GRANT PROGRAM (RIGP)**

The purpose of the Resident Initiatives Grant Program (RIGP) is to assist the Boston Housing Authority (BHA) in its efforts to sustain physical improvement programs at family developments through the development of a meaningful partnership with local tenant organizations (LTO's) and to increase access for residents to greatly needed supportive services from area providers. The grant provides assistance for two primary types of activities: capacity building for LTO's and resource coordination for the resident population. The rules and requirements for the conduct of RIGP activities are provided through contractual terms and the RIGP Handbook, which provides contracts with instructions on how to develop programmatic initiatives and report on them. The RIGP program is funded through the BHA's Comprehensive Grant Program (CGP). RIGP activities are currently conducted at seven (7) developments throughout the local tenant organizations: Alice Taylor, Bunker Hill, Cathedral, Commonwealth, Lenox Street, Mary Ellen McCormack and Maverick. The Community Services Department intends to contract with one (1) additional site this year bringing the total to eight (8) sites under contract.

- **ELDERLY/DISABLED RESIDENT SERVICES PROGRAM**

The Elderly/Disabled Resident Services Program provides service coordination through a combination of in-house staff and contracted services at all elderly/ disabled developments. Resident Service Coordinators are charged with two major tasks. The first is to assist individual residents as needed with health, personal care, meals services, money management, substance abuse treatment, and/or other aspects of daily life. The purpose of this effort is to assist residents who are facing difficult problems to maintain their independence. The service coordinators accomplish this by bringing in the assistance which residents need from available community resources. By providing this service, we have stabilized individuals in their apartments, enabling them to continue their residency and remain good neighbors. The second major charge of resident service coordinators is to work with managers and residents to create an open and friendly community environment. By assisting resident organizations in planning and implementing community activities, resident service coordinators increase socialization among residents and decrease isolation. The use of the resident service coordinator program in each of our buildings has proven to be an invaluable resource to both residents and managers, particularly in communities that have a wide range of ages and disabilities among the population.

- **SUPPORTED HOUSING SERVICES PROGRAM**

The Supported Housing Services Program provides a combination of housing and supportive services to frail elderly and non-elderly disabled residents of federally assisted housing who are at risk of nursing home or other institutional placement. The primary goal of the program is to promote and encourage maximum resident independence within a home environment, and to improve the ability of management to assess the service needs of eligible residents and provide or ensure the delivery of needed services. In addition to providing quality affordable housing, the program provides a variety of support services, which can include meal preparation, housekeeping, laundry, transportation, or other personal care services. There are currently seven (7) supported housing programs with a total of 77 units operating in five (5) different developments. These programs are administered by local non-profit providers including Ethos, Vinfen, Latino Health Institute, Justice Resource Institute, Elders Living at Home and Friends of Shattuck Shelter.

- **HOPE VI**

The HOPE VI Program provides grants to revitalize the BHA's most distressed public housing developments. Revitalization efforts are focused on three areas: physical improvements, management improvements, and social and community services to address resident needs. The program has five key objectives:

- Changing the physical shape of public housing by demolishing the most distressed developments and replacing them with housing designed to blend with the surrounding community.
- Reducing the concentrations of poverty by encouraging a greater income mix
- Establishing support services.
- Forging broad-based partnerships to involve public housing residents, state and local government officials, the private sector, non-profit groups and the community at large in planning and implementing improvements in public housing developments.

HOPE VI permits expenditures for the capital costs of demolition, construction, rehabilitation and other physical improvements, development of replacement housing, planning and technical assistance, and implementation of resident self-sufficiency programs. To date, through this program, the BHA has successfully created new partnerships with private entities to produce mixed-finance and mixed-income affordable housing at the Orchard Gardens and Mission Main developments.

- **REGIONAL OPPORTUNITY COUNSELING PROGRAM**

The Boston Housing Authority Regional Opportunity Counseling Program promotes regional collaboration and involves two non-profit counseling agencies and six partner PHAs. The goal of the Boston ROC program is to promote upward mobility and long-term self-sufficiency among low-income participants. The BHA will expand the housing choices through landlord outreach, counseling and housing search assistance that focuses on regional mobility. The most important aspect of the counseling programs is the concentrated efforts of all the agencies involved in actively pursuing ways of removing impediments to mobility. The effect of limited FMR levels, the prevalence of discrimination, the reluctance of landlords to accept Section 8 subsidies, and the differing policies and procedures of each PHA are all impediments to mobility and are addressed in the BHA's counseling programs. Basic information about suburban apartment listings and Section 8 portability are distributed widely by the BHA. In addition, regional mobility is promoted through the provision of information on transportation, education and employment opportunities, which are available in suburban communities in the BHA's Housing Search Room.

- **FAMILY SELF SUFFICIENCY**

The Family Self-Sufficiency program is designed to help Section 8 tenants achieve independence and economic self-reliance. The program is voluntary and offered to all current Section 8 recipients. Each program participant works with a case manager to develop an Individual Training and Service Plan that includes a multitude of services, which help the family achieve self-sufficiency. FSS families enter into a five-year contract with the Boston Housing Authority that specifies the obligations of the family and the Housing Authority. The case manager works with the head of household to obtain the service necessary to implement the plan. A family begins to accrue an escrow savings account of matching funds when their Total Tenant Payment (TTP) increases due to financial earnings. The family receives the money in this account, plus interest, when the FSS Contract is completed.

- **RESIDENT EMPLOYMENT PROGRAM**

The Resident Employment Program seeks to promote the BHA's policy to provide employment and other economic contracting opportunities for BHA residents and BHA resident owned businesses in accordance with Section 3 of the Housing and Urban Development Act of 1968 as amended by the Housing and Community Development Act of 1992.

## 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) Agency-wide policies (govern both Public Housing and Section 8):

- Admissions and Continued Occupancy Policy
- Anti-Harassment and Grievance Policy
- Cash Management and Investment Policy
- Civil Rights Protection Plan
- Code of Conduct
- Community Service Policy
- Confidentiality & Confidentiality Agreement Policy
- Dress Code
- Drug Free Workplace Policy
- Electronic Mail (E-mail) Usage Policy
- Family and Medical Leave Policy
- Hiring and Selection Guidelines
- Minority Participation Policy
- Pet Policy for the Elderly/Disabled Program
- Pet Policy for the Family Program
- Procurement Policy
- Reasonable Accommodation Policy for Public Housing
- Resident Employment Provision
- Residential Relocation and Rehousing Policy
- Sexual Harassment Policy
- Site Based Purchasing System Policy
- Small Necessities Leave Act
- Telephone Usage Policy
- Tenant Grievance Procedures
- Tobacco Free Workplace Policy
- Vehicle Usage Policy

### (2) Public Housing Maintenance and Management:

- Deconcentration Policy
- Demolition/Disposition Policy
- Pest Control Policy
- Resident Relocation and Rehousing Policy
- Tenant Participation (LTO) Policy

### (3) Section 8 Management:

- Section 8 Administrative Plan
- Reasonable Accommodations Policy for Leased Housing

## 6. BHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

Since the BHA has designed the grievance procedures to comply with both state and federal requirements, one additional provision required by the Department of Housing and Community Development, the state agency that regulates state-funded public housing, has been extended to residents at federal developments too. Decisions of the Grievance Panel may be appealed to a designee of the Administrator.

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

PHA main administrative office:

*Hearing Panel Coordinator  
52 Chauncy Street, 8<sup>th</sup> Floor  
(617) 988-4098*

PHA development management offices

Other (list below)

### B. Section 8 Tenant-Based Assistance

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

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

PHA main administrative office

*Leased Housing Division  
52 Chauncy Street  
4<sup>th</sup> and 5<sup>th</sup> Floors*

Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (ma002b03)

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (ma002h03, ma002i03, ma002j03, ma002k03))

-or-

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

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

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

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

- 
1. Development name: Orchard Park  
2. Development (project) number: 105 (MA06P002005)  
3. Status of grant:  
 Revitalization Plan under development  
 Revitalization Plan submitted, pending approval  
 Revitalization Plan approved  
 Activities pursuant to an approved Revitalization Plan underway

- 
1. Development name: Mission Main  
2. Development (project) number: 103 (MA06P002003)  
3. Status of grant:  
 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:  
Maverick Housing Development

- 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:  
As part of the Maverick HOPE VI application

- 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 below:

1. Disposition and redevelopment of 54 scattered site duplex units, "the Infills"

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

**Note:** BHA is planning to bring all of its current daycare spaces under current leases over the next 1 to 2 years. In some cases a lease may trigger HUD disposition requirements, in which case the BHA intends to engage in a disposition process to lease the daycare space.

### Demolition/Disposition Activity Description

1a. Development name: Infill I	
1b. Development (project) number: 156 (MA06P002056)	
2. Activity type: Demolition	<input type="checkbox"/>
Disposition	<input checked="" type="checkbox"/>
3. Application status (select one)	
Approved	<input checked="" type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date application approved: 08/09/99	
5. Number of units affected: 24	
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development
	<input checked="" type="checkbox"/> Total development
7. Timeline for activity:	
a. Actual or projected start date of activity:	11/99
b. Projected end date of activity:	04/02
<i>Note: The BHA received approval for the disposition of these units. BHA issued an RFP and accepted responses from developers to convert the units to homeownership. A complete list of addresses is available as a supporting document in the Planning Department at 52 Chauncy Street and local management offices.</i>	

Demolition/Disposition Activity Description	
1a. Development name: Infill II	
1b. Development (project) number: 159 (MA06P002059)	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved: 08/09/99	
5. Number of units affected: 28	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 11/99 b. Projected end date of activity: 04/02	
<i>Note: The BHA received approval for the disposition of these units. BHA issued an RFP and accepted responses from developers to convert the units to homeownership. A complete list of addresses is available as a supporting document in the Planning Department at 52 Chauncy Street and local management offices.</i>	

Demolition/Disposition Activity Description	
1a. Development name: Evans Street	
1b. Development (project) number: 155 (MA06P002055)	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved: 08/09/99	
5. Number of units affected: 2	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 11/99 b. Projected end date of activity: 04/02	
<i>Note: The BHA received approval for the disposition of these units. BHA issued an RFP and accepted responses from developers to convert the units to homeownership. A complete list of addresses is available as a supporting document in the Planning Department at 52 Chauncy Street and local management offices.</i>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: West Concord	
1b. Development (project) number: 636	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application planned for submission: 6/01	
5. Number of units affected: 74	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 1//01 (RFP to be issued) b. Projected end date of activity: 12/01 (Transfer to be completed)	
<i>NOTE: These properties are not public housing units. They are project-based Section 8 scattered site units being transferred to a local non-profit with continued affordability restrictions pursuant to requirement of original HUD financing.</i>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Mission Main	
1b. Development (project) number: 23	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> * <i>The homeownership component was approved as part of the HOPE VI Phase I closing in 1998. The disposition application will be specific as to parcel boundaries.</i> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application planned for submission: 02/01	
5. Number of units affected: None	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 07/01 b. Projected end date of activity: 09/01	
<i>Note: The BHA HOPE VI program has a portion of the original site designated to become the site of homeownership units. Pending receipt of financing commitments for the development project, approximately 33,320-sq. ft. is intended to be used for this purpose. The site boundaries are McGreevey, Cornelia and Horadan Streets and the rental units. A copy of the site map indicating the designated area is available as a supporting document in the Planning Department at 52 Chauncy Street.</i>	

### Demolition/Disposition Activity Description

1a. Development name: Orchard Park  
 1b. Development (project) number: 25

2. Activity type: Demolition   
 Disposition

3. Application status (select one)  
 Approved \* *HUD approved the Homeownership as part of the HOPE VI grant in 1995..  
 The disposition application will be specific as to boundaries and size.*  
 Submitted, pending approval   
 Planned application

4. Date application planned for submission: 02/01

5. Number of units affected: None

6. Coverage of action (select one)  Part of the development  
 Total development

7. Timeline for activity: a. Actual or projected start date of activity: 04/01  
 b. Projected end date of activity: 01/02

*Note: The BHA acquired several vacant lots from the City of Boston as part of the HOPE VI program. The BHA will issue an RFP in the winter of 2001 to develop the lots into homeownership units or will transfer the sites back to the Department of Neighborhood Development for community development activity. A complete list of the addresses of these lots is available as a supporting document in the Planning Department at 52 Chauncy Street and at each local management office. In addition the BHA through a subsidiary acquired 3 parcels (198 Dudley Street, 43-45 Winslow Street and 69-83 Zeigler Street) for inclusion in the HOPE VI Program. 69-83 Zeigler Street contains an abandoned 1-story masonry building, the other parcels are vacant. Due to budgetary constraints and site planning issues, BHA has determined to dispose of the properties to leverage private resources for development of the site for a use compatible with adjacent housing. A disposition application is not required for this site, since the properties were never part of an annual contributions contract with HUD.*

Demolition/Disposition Activity Description	
1a. Development name: Bickford	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> 05/01	
4. Date application approved:	
5. Number of units affected: 64	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 11/01 b. Projected end date of activity: 04/03	
<i>Note: The BHA has solicited proposals from non-profit sponsors for a HUD 202 re-development of this property. An application is being prepared to send to the Special Application Center. A public process is planned before the BHA proceeds with this proposed activity.</i>	

Demolition/Disposition Activity Description	
1a. Development name: Amory Street	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: None- vacant parcel	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: Undetermined b. Projected end date of activity: Undetermined	
<i>Note: The BHA may seek to dispose of a vacant parcel of land for development of a public housing assisted living facility. A full public process is planned before the BHA proceeds with this proposed activity.</i>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Cathedral	
1b. Development (project) number: 96-049 (MA06-P002-006)	
2. Activity type: Demolition <input checked="" type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved: February 3, 1998	
5. Number of units affected: 48	
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development
	<input type="checkbox"/> Total development
7. Timeline for activity:	
a. Actual or projected start date of activity: April 1998 (BHA has applied for rescission of demolition approval. See note.)	
b. Projected end date of activity: September 1999	
<b><i>Note: The BHA has applied for rescission of demolition approval. Once approval has been granted this demolition item will be removed from the Demolition / Disposition section.</i></b>	

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

### Designation of Public Housing Activity Description

1a. Development name: All Elderly/Disabled Program developments  
(see supplemental table below)

1b. Development number: All Elderly/Disabled Program developments  
(see supplemental table below)

2. Designation type:

- Occupancy by only the elderly  
 Occupancy by families with disabilities  
 Occupancy by only elderly families and families with disabilities:  
(In ratio of 70% Elderly, 30% Disabled at each site)

3. Application status (select one)

- Approved; included in the PHA's Designation Plan \*  
 Submitted, pending approval  
 Planned application

*\*The Plan approved by HUD included alterations to proposed BHA Plan.*

4. Date this designation approved, submitted, or planned for submission: 08/27/99

5. If approved, will this designation constitute a (select one)

- New Designation Plan  
 Revision of a previously approved Designation Plan?

11. Number of units affected: 3,548

7. Coverage of action (select one)

- Part of the development  
 Total development (see supplemental table below)

*Implementation Strategy:* The BHA sent notification letters to all residents, applicants and local tenant organizations regarding the plan and implementation process. On September 1, 2000 the BHA reordered the wait list and informed all applicants in writing of their new position on the wait list, provided information about options available under the new plan and allowed applicants an opportunity to change their housing choices if desired. Applicants chose from any of the following options: apply to other developments with lower ratios of disabled to elderly; apply for Section 8 while retaining their position on the public housing waiting list, or use one of their three choices to apply to the family citywide wait list where a preference for one-bedrooms has been extended to disabled applicants.

### Designation of Public Housing: Supplemental Table

Development	Address	Units	Supported Housing	Elderly	Disabled	Wheelchair
Amory Street	125 Amory Street, Jamaica Plain	184	20	115	49	21
Annapolis	52 Summer Street, Dorchester	54		38	16	
Ashmont	374 Ashmont Street, Dorchester	52		36	16	
Ausonia	185 Fulton Street, Boston	99		69	30	8
Bellflower	24 Bellflower Street, Dorchester	113		79	34	15
Codman Square	784 Washington Street, Dorchester	103		72	31	5
Davison	101 Davison Street, Hyde Park	46		32	14	
Eva White	440 Tremont Street, Boston	101		71	30	
Foley Apartment	199 "H" Street, South Boston	94		66	28	
Frederick Douglas	755 Tremont Street, Roxbury	76		53	23	7
General Warren	114 Rutherford Street, Charlestown	94		66	28	
Groveland	15 MM Beatty Circle, Mattapan	59	13	32	14	
Hampton House	155 Northampton Street, Roxbury	76		53	23	7
Hassan	705 River Street, Mattapan	99		69	30	9
Heritage **	209 Summer Street, East Boston	278		195	83	25
Holgate	125 Elm Street, Roxbury	80		56	24	
JJ Carroll	130 Chestnut Street, Brighton	63		44	19	
JJ Meade	5 Melville Avenue, Dorchester	39		27	12	
Lower Mills	2262 Dorchester Avenue, Dorchester	179		125	54	23
M. L. King Towers	280 MLK Avenue, Roxbury	102		71	31	
Malone	11 Gordon Avenue, Hyde Park	104		73	31	4
Pasciucco	330 Bowdoin Street, Dorchester	84		59	25	5
Patricia White	20 Washington Street, Brookline	222		155	67	24
Peabody	1875 Dorchester Avenue, Dorchester	102		71	31	11
Pond Street	29 Pond Street, Jamaica Plain	43		30	13	
Rockland	5300 Washington St., W. Roxbury	69		48	21	
Roslyn	1 Cliffmont Street, Roslindale	118		83	35	12
Spring Street	23 Spring Street, West Roxbury	103		72	31	7
St. Botolph	70 St. Botolph Street, Boston	131		92	39	7
Torre Unidad	80 West Dedham, Boston	194		136	58	16
Walnut Park	Columbus Avenue, Roxbury	158	24	94	40	
Washington Manor	1701 Washington Street, Roxbury	65		46	19	6
Washington Street	91/95 Washington Street, Brighton	81		57	24	
West Ninth Street	195 West Ninth Street, South Boston	83		58	25	

\*\*20 family units not included in these counts

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

### Conversion of Public Housing Activity Description

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

- Assessment underway
- Assessment results submitted to HUD
- Assessment results approved by HUD (if marked, proceed to next question)
- Other (explain below)

3.  Yes  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)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

Please refer to Attachment U for the Section 8 Homeownership Capacity Statement.

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. BHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

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

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 27/4/99

#### 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>				
<b>Program Name &amp; Description (including location, if appropriate)</b>	<b>Estimated Size</b>	<b>Allocation Method (waiting list/ random selection/ specific criteria/ other)</b>	<b>Access (development office / PHA main office / other provider name)</b>	<b>Eligibility (public housing or section 8 participants or both)</b>
Youth on the Rise (PHDEP)	2,210	Open to all applicants	Development Office	Public Housing
Drug Intervention Program (PHDEP)	7,291	Open to all applicants	Development Office	Public Housing
Economic Development and Social Services Program	800	Specific criteria	Development Office	Public Housing
Resident Initiatives Grant Program	4,019	Open to all applicants	PHA Main Office/Specific Development Offices	Public Housing
Elderly and Disabled Resident Services Program	3,500	Open to all applicants	Development Office	Public Housing
Supportive Housing Services Program	82	Waiting list	Justice Resource Institute (14) Vinfen (18) Latino Health Institute (12) Elders Living at Home (12) Friends of Shattuck (18) Ethos (8)	Public Housing
Hope VI Resident Services Program	629	Recruited on site; wait list if necessary	Mission Main Services Director, Orchard Park Services Coordinator	Public Housing
Regional Opportunity Counseling Program	5,000	Specific criteria	PHA Main Office	Section 8
Vacancy Consolidation Counseling Program	456	Specific criteria	PHA Main Office	Section 8
Moving to Opportunity Counseling Program	286	Specific criteria	PHA Main Office	Section 8
Skinner Litigation**	500	Specific criteria	PHA Main Office	Section 8
Welfare-to-Work	300	Specific criteria	PHA Main Office	Section 8
Family Self-Sufficiency Program	250	Open to all applicants	PHA Main Office	Section 8
Resident Employment Program	67	Specific criteria	PHA Main Office Development Offices	Public Housing

\*\*pending litigation; may change budget and duties of the group

**Note:** Detailed program descriptions are included in Operation and Management: Section 5.B

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of April 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	142	235

(As of 12/1/00)

- 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**

**Note:** See Attachment Q for a summary of the BHA's strategy for Implementation of Public Housing Resident Community Service Requirements.

### **13. BHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

- Incidence of violent and/or drug-related crime in some or all of the PHA's developments
- Incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other: Incidence of civil rights violations and obligations under the consent decree.

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Policereports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other: Regular consultation with Tenant Task Forces

3. Which developments are most affected?

Family developments

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other:
  - 1. Installation of various electronic equipment including surveillance equipment
  - 2. Regular Crime Prevention Education
  - 3. Institution of new key security systems
  - 4. Enhanced lease enforcement activity
  - 5. Employment of nationally-accredited police force
  - 6. Expanded training program and new uniforms for Safety Officers
  - 7. Expanded bicycle patrol

2. Which developments are most affected? All developments

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

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)\*
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities: Multi-law enforcement task forces geared to addressing civil rights violations in two areas- Charlestown and South Boston (police, district attorney, attorney general, HUD Inspector General)

\* In the new Admissions and Continued Occupancy Policy (ACOP), the BHA has included a proposed Occupancy by Police Officers policy. This document includes the terms of tenancy for police officers and the maximum number of apartments the BHA will offer per development. Placement will depend upon the number of officers interested in participating in the program and the particular security needs identified by the BHA at the time.

2. Which developments are most affected? All developments

**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. (Filename: ma002104)

## **14. Pet Policy**

[24 CFR Part 903.7 9 (n)]

# **Pet Policy and Rules**

## **For Family State and Federal Developments**

*Please Note: The Elderly / Disabled Housing Program Pet Policy is already in effect and differs in some respects from the proposed family pet policy. It is not a new policy under the FY 2001 Annual Plan Submission.*

### **INTRODUCTION**

This policy establishes the rules and conditions under which a pet may be kept in Boston Housing Authority (“BHA”) family developments. The primary purpose of these rules is to establish reasonable requirements for the keeping of common household pets in order to provide a decent, safe and sanitary environment for existing and prospective tenants, BHA employees and the public, and to preserve the physical condition of BHA property.

Under 24 CRF §960.705, this policy does not apply to Assistive Animals that reside in public housing or that visit Boston Housing Authority properties. It does not limit or impair the rights of persons with disabilities, or affect any authority the Boston Housing Authority has under other legal provisions to regulate animals that assist persons with disabilities.

Individual developments may designate selected common areas as no-pet areas, provided that the rules governing these areas are reasonable and do not conflict with any Federal, State or local law or regulation governing the owning and keeping of pets in dwelling accommodations (apartments), and the essential terms of this policy.

Violations of this policy shall be considered a violation of a material term of the lease. The development manager may require the removal of a pet upon violation of these rules, or may commence eviction procedures. The appeal procedures that apply to other eviction actions, including the right to a grievance hearing, shall apply to violations of these rules.

Any animal found in BHA-owned or managed outdoor or common areas without a proper license, tags and restraint shall be reported to the City of Boston Animal Control Unit or other applicable authority for its removal.

### **DEFINITIONS**

Pet – a domesticated animal of a species that is commonly kept as a household pet in the community. A cat, dog, or canary is an example of a domesticated animal that is commonly kept as a household pet. A monkey, snake or spider is an example of an animal that is not commonly kept as a household pet in the community.

*Assistive Animal – an animal which provides assistance, service, or support to a person with disabilities and which is needed as a reasonable accommodation to such individual with disabilities (for example, a dog guiding an individual with impaired vision or alerting an individual with impaired hearing). An Assistive Animal shall be counted in the number of pets kept in a household.*

## TYPES AND NUMBER OF PETS ALLOWED

1. A maximum of two pets: a cat or a dog, and either a caged bird or birds, or a fish tank not to exceed 20-gallons will be allowed in studio, one- and two-bedroom apartments. However, in place of the fish tank or the bird cage an animal cage of equivalent size housing a reasonable number of hamsters, guinea pigs, ferrets or gerbils may be kept. A maximum of three pets: a cat or a dog, a caged bird or birds, and a maximum 20-gallon fish tank will be allowed in apartments of three bedrooms or more. Again, in place of the fish tank or the bird cage an animal cage of equivalent size housing a reasonable number of hamsters, guinea pigs, ferrets or gerbils may be kept. A reasonable number of fish or other animals appropriately kept in an aquarium (such as a frog or iguana) will be permitted in a maximum 20-gallon fish tank. A reasonable number shall be the number of animals or fish that may be kept in a similarly sized cage or tank as recommended by a veterinarian.

Tenants who own more than the number of pets permitted at the time this policy is implemented may keep those pets as long as they were kept in compliance with a preexisting pet policy for their development. This exception applies only to the currently owned pets; therefore when one currently-owned pet leaves the household, the resident may not replace the pet but must comply with the new policy.

2. Only domesticated, common household pets will be allowed. Pets of vicious or aggressive disposition deemed by management to be potentially harmful to the health and safety of others are prohibited.
3. Livestock, poisonous reptiles, amphibians or fish, rodents except for hamsters, guinea pigs or gerbils, snakes, birds of prey, insects, and arachnids are strictly prohibited. Also prohibited are Doberman Pinschers, Pit Bulls, Rotweillers and any mixed breed dog with identifiable characteristics specific to one of these breeds. Currently owned pets of these breeds or types will not be permitted to stay.

No pet will be permitted which is expected to exceed 50 pounds in weight at maturity. All dogs and cats over the age of 6 months must be spayed or neutered unless the resident provides a certification from a licensed veterinarian that such procedure would jeopardize the medical well being of the pet.

## PET OWNERSHIP RULES

1. A tenant who desires to acquire a new pet, keep an existing pet or add any new pet in a manner consistent with these rules must apply in writing at their development management office on the appropriate form provided by the BHA. The form shall be available at the management office. The tenant shall provide with the application: (a) an identifying description of the pet accompanied by a photograph if the pet is a dog, (b) certificates of spaying or neutering of dogs and cats and the inoculations required by law, (c) in the case of a dog, a copy of the current license required by law, (d) the name and phone number of a contact person who can be called upon to care for the pet in an emergency, and (e) a non-refundable pet ownership fee of twenty-five dollars (\$25) in the form of a money order or bank check made payable to the Boston Housing Authority.

A tenant who wishes to keep a currently owned pet must provide the information listed above if he or she was not previously required to do so. No pet ownership fee will be required of residents who are registering currently owned pet that were in compliance with any development pet policy.

2. The tenant shall be responsible for proper care, including but not limited to flea control, yearly inoculations (certifications of which must be presented to the manager), and compliance with all applicable state and federal statutes, City ordinances, and all Authority rules and regulations.
3. The tenant shall keep the apartment and surrounding areas free of pet odors, insect infestation, waste and litter and maintain the apartment in sanitary condition at all times.
4. The tenant shall be responsible to clean up after their pet anywhere on BHA property including carrying a “pooper scooper” and disposable plastic bag any time the pet is outside the apartment. Pet waste shall be bagged and disposed of in appropriate trash receptacles. Pet waste or pet litter shall not be deposited in the toilet.
5. The tenant shall keep his/her pet inside the apartment at all times except for transportation on and off BHA property and daily walks for dogs. When outside the apartment, dogs must be controlled on a leash. Other pets shall be in suitable portable cages when outside the apartment. No animal shall be tied or chained outside the apartment.

6. Dogs and cats shall wear a collar with a tag identifying the pet and its owner, with name, address and telephone number. This tag shall be required in addition to license, rabies vaccination and any other tag required by law.
7. The tenant shall pay promptly, upon receipt of a bill, for the cost of all materials and/or labor for repair of any damage caused by their pet.
8. The tenant shall be responsible for any pet-related insect infestation and shall pay promptly, upon receipt of the bill, for all materials and/or labor used for necessary extermination.
9. No pet is to remain unattended, without proper care, for more than 24 hours. The tenant shall designate one or more persons as an emergency contact that can tend to the pet if the tenant is unable to do so. In instances where a pet appears to have been abandoned for more than 24 hours, and an emergency contact cannot be located, the Management shall report the matter to the Massachusetts Society for the Prevention of Cruelty to Animals or other applicable authority for its removal. If necessary, Management will enter the apartment, as in an emergency, to rescue the animal.
10. The tenant shall be responsible for insuring that the rights of other tenants to peace and quiet enjoyment, health, and/or safety are not infringed upon or diminished by his/her pet's noise, odors, wastes, or other nuisance.
11. The tenant shall be responsible for disposing of pet remains in accordance with Federal, State, and local laws, rules and regulations.
12. The tenant shall allow the BHA to inspect their unit as required to ensure compliance with these rules.
13. A copy of these rules shall be given to every resident who registers a pet and additional copies will be available at the management office at each development.
14. The development manager shall be responsible for maintaining records required by this policy including all pertinent pet-related information and documents supplied by tenants, periodic unit inspections, investigation of complaints regarding pets, billing for damages caused by pets and scheduling of repairs required because of pet action.
15. All complaints by other tenants or BHA personnel regarding pets shall be referred to the development manager.
16. These rules may be amended from time to time by the BHA pursuant to BHA policy and in compliance with all relevant statutes and regulations.

17. Residents are prohibited from feeding or harboring stray animals. Feeding or harboring a stray animal shall constitute keeping an animal without approval of the BHA.
18. Residents shall not alter their apartment, patio or other area on BHA property to create an enclosure for a pet.
19. Residents are entitled to request a grievance hearing pursuant to the BHA Grievance Procedure with regard to any dispute they may have with the BHA arising under this policy. Applicants are entitled to request review if they disagree with a BHA decision under this policy pursuant to the procedures of the BHA Applicant Review Procedure.

## **DETERMINATION OF NO-PET ZONES**

*Individual developments may establish reasonable no-pet zones in areas such as playgrounds or other common areas with the approval of the Manager, local tenant task force, and Regional Manager. BHA shall post such areas as no-pet zones.*

## **LEASE ENFORCEMENT AND EVICTION POLICY FOR UNAUTHORIZED PETS OR OTHER VIOLATIONS OF THIS POLICY**

1. *All lease enforcement and/or eviction actions taken as a result of this policy shall comply with the BHA's Lease and Grievance Procedures.*
2. *All violations of this pet policy shall be dealt with as a material violation of the lease and appropriate lease enforcement actions up to and including eviction shall be taken. In addition if the housing authority, through the development manager, determines that the presence of a pet constitutes a risk of damage to BHA property or creates a threat to the health and safety of any member of the public housing community, including residents, household members, guests and/or employees, BHA may require the removal of the resident's pet upon 48 hours written notice. Failure to comply with this notice shall be deemed a violation of the resident's lease obligations. Any violation shall give rise to all appropriate remedies under the lease, including eviction proceedings. In the case of a vicious dog, the housing authority may make a complaint to the City of Boston, Dog Control Unit.*
3. *After an unauthorized pet has been seen, a letter of violation will be given to the resident. This letter shall state that a resident must remove the pet within seven (7) days or eviction proceedings will commence. Seven days after this letter is given to the resident, the manager will inspect the apartment and verify whether or not the pet is gone.*
4. *If the resident still has the pet or has not otherwise responded to the 7-day letter, the resident will be served with notice of a private conference. If the resident fails to respond to the private conference, a 30-day notice to quit will be issued. If the resident responds, at the conference the resident must agree to correct the lease violation, provide alternative evidence and/or explanations that the violation has not taken place, already have corrected the problem or follow the procedures in this policy to apply to have a pet. The manager shall follow up to verify that the resident has removed the pet or otherwise complied with this policy. Should the resident refuse to comply or if s/he has been a repeat offender of the Pet Policy, the manager will proceed with eviction.*

5. An applicant who rejects an offer of housing because of a refusal to comply with the pet policy will not be allowed to apply for a “good cause” exception. All applicants are subject to the pet policy and may not move in with a pet that is not in compliance with that policy.

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. BHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other:
  
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? (The BHA received comments from the RAB as well as the general resident and advocate community.)
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached (File name): ma002m05  
 Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments but determined that no changes were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:

The Resident Advisory Board contributed to the development of this Plan in numerous ways. Throughout the year, the BHA and the RAB met regularly to review and discuss each component of the Plan as well as attached and supporting documentation. The following list highlights key Resident Advisory Board comments that resulted in actual changes to this Plan. For a complete list of the extensive comments received from the Resident Advisory Board and the general public, please refer to the attached file entitled ma002m05.

Progress Report: BHA Five-Year Plan (FY2000 – 04): The report was initially correlated in June 2000 and thus needed updating for final submittal. Updated Progress Report: BHA Five-Year Plan (FY2000 – 04) in response to comments received from the RAB.

Vacancy Reduction Strategy: Included the Vacancy Reduction Strategy as an attachment to the Annual Plan in response to RAB request.

Family Pet Policy: The RAB impacted the development of the Family Pet Policy by arguing effectively to reduce the proposed pet fee from \$50 to \$25. All existing pets other than Rottweilers, Doberman Pinschers, and Pit Bulls that were permitted under previous pet policies will be grandfathered in. Additionally, the Pet Policy was expanded to include gerbils, hamsters, and guinea pigs.

Community Service Policy: The BHA has agreed to recognize resident organizing efforts such as membership on local tenant organizations and other activities associated with improving the quality of resident life such as Building Captains and Hallway Monitors as counting towards fulfilling the community service requirement. In addition, the BHA has agreed, in response to RAB comments, that the limits on political activity should be narrowly construed such that voter registration, voter education, and organizing a

candidate's night can count towards fulfilling the community service requirement provided they are not of a partisan nature. Resident advocacy on behalf of public housing will not be considered partisan political activity.

Section 8 Search Time Extension: The BHA has agreed to extend the search time for Section 8 participants for an additional 120 days provided the person has been conducting a good faith effort that can be demonstrated by search log entries.

Annual Plan: Finally, with regard to the Annual Plan template itself, the BHA made numerous technical changes to align and update the Plan in accord with suggestions made by the RAB.

Other: (list below)

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

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

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

### 3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: Boston, MA
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)
    - Preservation of Existing Public Housing and Privately-Owned Assisted Housing Stock: One of the City's top priorities for the next four years is to ensure the preservation of the existing stock of public housing and HUD & MFHA- assisted privately-owned rental housing stock which is currently at-risk due to the expiration of project-based Section 8 contracts or expiring use restrictions. **The entire mission of the BHA is dedicated to this goal. Through the CGP Plan and a new and enhanced preventative maintenance policy the BHA intends to preserve the existing public housing stock. In addition, through the disposition of the BHA's only expiring use property, West Concord, to a non-profit housing provider we will retain the long-term affordability of this property and secure the future of the existing residents.**
    - Rental Assistance: The City will continue to work with owners, tenants and affordable housing advocacy groups to educate HUD, members of Congress, the Mass. Housing and Community Development Department and members of the State legislature about the need for additional funding to ensure the renewal of all existing tenant-based Section 8/Mass Rental Voucher Program certificates & vouchers and to fund new incremental vouchers. The City will also encourage the BHA to conduct a Random Digit Dialing Survey and strongly supports the BHA's request that HUD increase its proposed FY 2000 FMRs to more adequately reflect actual market rents. The City will strongly encourage the Boston Housing Authority and the Metro Boston Housing Partnership to apply for any additional Section 8 or Mass Rental Voucher Program funding that may become available for use in Boston. **In support of the City's goals, the BHA is committed to applying for any additional Section 8 or Mass Rental Voucher Program funding that may become available.**

- Housing Counseling: Another key element of the City's strategy for addressing the housing needs of lower-income renters, especially those having a severe housing cost burden is housing counseling services. Housing counseling service attempt to match the needs of lower-income households with appropriate affordable housing opportunities. **The BHA will further this goal through continued operation of the Regional Opportunity Counseling Program which provides housing counseling services to Section 8 certificate and voucher holders. In addition, the Welfare-to-Work program will offer job, transportation and housing counseling services to assist participants in securing housing located near employment opportunities thereby increasing the likelihood of successfully transitioning from welfare to meaningful permanent employment.**
- Expand Homeownership Opportunities: One of the most effective ways of providing long-term affordable housing for renters is to make homeownership an affordable and attractive option for current renters. Homeownership is empowering and helps to stabilize and strengthen the fabric of city neighborhoods. Expanding homeownership opportunities is one of the top priorities of HUD Secretary Andrew Cuomo and Boston Mayor Thomas Menino. **The BHA is developing a Section 8 Homeownership Program as described herein. This program will allow an eligible family who is an applicant or participant in the Section 8 Program to purchase a home and use the rental assistance (subsidy) to meet the monthly homeownership expenses.**
- Homelessness: Permanent housing and permanent supportive housing targeting individuals and families who have been [formerly homeless and] assessed as ready for independent living. **The BHA is among the leading providers of permanent housing to formerly homeless families and individuals in the City. The BHA admissions policy in both the public housing and Section 8 programs assigns a priority to homeless applicants, including persons living in shelters or in housing not meant for human habitation. In addition, the BHA Elderly/Disabled Program has partnered with two non-profit service providers, Elders Living at Home and Friends of the Shattuck Shelter, to offer 30 units of supportive housing programs for the formerly homeless at three Elderly/Disabled sites. The Section 8 Program administers the Mainstream Housing Program, which provides 200 Section 8 subsidies to homeless, disabled individuals.**
- HIV/AIDS: Addressing the priority housing and supportive housing needs of persons with HIV/AIDS is a high priority for the City of Boston. **The BHA Elderly/Disabled Program has partnered with three non-profit providers, Vinfen, Justice Resource Institute and Latino Health Institute, who serve persons with AIDS or HIV to provide 39 units of supportive housing at three Elderly/Disabled sites. In addition, through the Moderate**

**Rehabilitation Program, the Leased Housing Division administers 49 single room occupancy units (SROs) for persons with disabilities, including persons living with AIDS, at various sites throughout the city. The Leased Housing Division also administers 20 subsidies for persons with AIDS via the Massachusetts Rental Voucher Program.**

- **Frail Elderly**: There is a moderate and growing need for additional supportive services and/or access to assisted living facilities for frail elderly person. Many of these persons will not be able to continue to live independently without some additional assistance with daily living activities. The city will strongly support requests to HUD under the Section 2020 program for new supportive housing for elderly and frail elderly persons and for service coordinators under existing Section 202 projects. **The BHA Elderly/Disabled Resident Services Program provides resident service coordinators at every Elderly/Disabled development to coordinate supportive services. These services are instrumental in enabling elderly residents to live independently for longer. The BHA has also partnered with non-profit service provider, ETHOS, to provide 8 units of supportive housing at one Elderly/Disabled site. In addition, the BHA continues to pursue opportunities to convert an existing Elderly facility to an assisted living model. The Elderly/Disabled Housing Program is actively working with the Upham's Corner Health Center's PACE Program provide supported units for frail elderly at one site. To date, however, this has not been financially feasible.**
- **Physically Disabled**: As evidenced in the inventory of BHA, HUD, & MHFA housing, there are a substantial number of accessible units for physically disabled persons. **Comprehensive modernization of six developments as well as improvements at three additional developments have increased the supply of accessible units to address the demands of the current city-wide BHA waiting list. In addition, program spaces and management offices at most of the developments have been made accessible with compliant entries, lobbies, counters, restrooms, etc. Site pathways, including parking spaces, curb cuts, ramps and signage, have been improved to meet current UFAS and state code requirements for the mobility-impaired and other persons with disability. Current capital construction projects continue to adhere to both federal and state code requirements for handicap accessibility. A 504 compliance study is currently underway as well. Part of the study will analyze the number of accessible units in the portfolio as well as the needs of people on the waiting list. As noted earlier, the Leased Housing Division administers 200 Section 8 subsidies for homeless individuals with disabilities via the Mainstream Housing Program. The BHA also administers 143 single room occupancy units under the Section 8 Moderate Rehabilitation Program (in addition to the 49 SROs designated for persons with AIDS) and approximately 20 state funded vouchers for persons with disabilities.**

- Non-Housing Community Development: Another priority non-housing community development activity is the provision of a wide range of much needed human service programming, including childcare, senior services, youth programs, and adult literacy. **Through the Community Services Department and the Elderly/Disabled Resident Services Program, the BHA offers a broad range of services for youth, adults and families and seniors.**
- Anti-Crime Programs: Boston has been recognized nationally for its success at reducing violent crime. One of the keys to Boston's success has been stepped-up community policing. The City's Police Department has also undertaken a series of aggressive anti-drug sweeps at the City's most troubled public housing projects...The City also encourages and supports efforts of the Boston Housing Authority and resident groups to obtain funding for anti-drug activities at public housing developments under HUD's Public Housing Drug Elimination program. **The BHA, through the efforts of its nationally accredited Public Safety Department and with the services of the thirty municipal police officers assigned to BHA patrol, works closely with BPD to provide above baseline services utilizing the community-policing model. The BHA is committed to continuing to pursue funding under HUD's Public Housing Drug Elimination program to continue its anti-crime programs.**
- Lead-based paint Hazards: The City of Boston recognizes the importance of controlling lead paint hazards in housing as a key element in a comprehensive strategy to prevent the tragedy of childhood lead poisoning. **Through the lead abatement program, the BHA continues to dedicate resources to making public housing units safe. In addition, as part of the pending Healthy Homes Initiative, the BHA will be embarking upon a major air-quality study to include strategies to prevent lead poisoning.**
- Anti-Poverty Strategy: The City of Boston is committed to reducing the number of families living in poverty and to reducing the concentration of poverty. However, many of the factors which impact the number of poverty level households beyond the City's control, including factors such as regional economic trends, the exodus of traditional higher wage manufacturing industries to Third World countries, the growth of low-wage service industries and the influx of low-skilled immigrants. Nonetheless, the city has initiated or supported a number of initiatives and program designed to reduce or assist in reducing the number of poverty level families and reducing the concentration of poverty. **A critical part of the BHA's mission is to "create living environments which serve as catalysts for the transformation from dependency to economic self-sufficiency." Within the Public Housing Program, the Community Services Department provides several self-sufficiency programs funded through the Economic Development and Supportive Services Program. The Section 8 program also administers a**

**family self-sufficiency program. In addition, the BHA has recently implemented discretionary rent policies to encourage self-sufficiency.**

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- Regional Mobility Programs: A statement that “the City has supported the Boston Housing Authority’s participation in HUD’s Moving to Opportunity Program and other related initiatives designed to enable poor persons living in areas with a concentration of poverty to obtain housing and access to employment opportunities in areas with a low concentration of poverty.”
  - CGP-funded Resident Initiatives: A statement acknowledging that “the Boston Housing Authority...will continue to fund the Resident Initiatives Grant Program which currently funds resident task forces at eight developments and will provide six additional contracts to local tenant organizations at federally assisted family public housing developments. The BHA also funds resident self-sufficiency through social service coordination and outreach for elderly and disabled residents. In addition, the BHA funds local service coordinators for adolescents at risk of gang involvement, drug abuse, and teenage pregnancy.”
  - CDBG Human Services: The City’s Office of Jobs and Community Services provides support to public housing resident groups for various social service programs through its CDBG-funded human service programs, including the Archdale Community Center, the Cathedral Tenants group, the Maverick Tenants Organization, and Commonwealth Tenants.
  - Drug Elimination Program: The Boston Housing Authority is planning to apply to HUD for additional Public Housing Drug Elimination funding to continue ongoing drug-elimination efforts at the BHA’s family developments. The City strongly supports the BHA’s application and considers the application an integral part of the City’s comprehensive strategy for stabilizing Boston’s neighborhoods.

## D. Other Information Required by HUD

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

Definition of “Substantial Deviation” and “Significant Amendment or Modification”:

In the Final Rule issued on 12/14/99, HUD provides that, while PHAs may change or modify their plans or policies described in them, any “significant amendment or modification” to the plan would require PHAs to submit a revised PHA plan that has met full public process requirements. The statute also requires that PHAs define “significant amendment or modification” of the Annual Plan and “substantial deviation” from the 5-Year Plan themselves, by stating the basic criteria for such definitions in an annual plan that has met full public process requirements, including Resident Advisory Board review. However, neither January nor April PHAs will be required to include these descriptions in their first PHA Plans. Until the PHA has met the requirements, HUD will consider the following actions to be significant amendments or modifications:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) over \$1 million or 10% of total CFP, whichever is less or change in use of replacement reserve funds under the Capital Fund ;
- Additions of new activities not included in the current PHDEP Plan; and
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

## **Attachments**

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

**Boston Housing Authority**  
**DECONCENTRATION POLICY**  
*Revised May 30, 2001*

In accordance with Congressional mandate in the Quality Housing and Work Responsibility Act of 1998, the Boston Housing Authority has adopted the required policy to provide for deconcentration of poverty in all family (general occupancy) developments. The policy is located on pages \_\_\_\_ of the Admissions and Continued Occupancy Policy which stands as an attachment to this Agency Plan.

Annually, as required for the Annual Plan submission, the BHA will determine the average household income of families residing in each family development. Higher income developments will be defined as those where the average family income is over 115% of the average family income program-wide. Lower income developments will be defined as those where the average family income is under 85% of the average family income program-wide.

Based upon this analysis, the BHA will review any discrepancies and the factors that might have contributed to the discrepancies and how those factors might be mitigated within the next Annual Plan period. Pursuant to regulations, the BHA is not required to implement this policy prior to submission of the next Annual Plan, however our policy requires that if we are unable to justify the discrepancy that we will engage in one or more of the following strategies.

- Establish an income Preference in order to reach Applicant Households with lower or higher incomes as appropriate.
- Initiate affirmative marketing strategies to all eligible income groups.
- Provide additional applicant consultation and information.
- Provide additional supportive services and amenities.
- Provide rent incentives authorized by Quality Housing and Work Responsibility Act of 1998 (“QHWRA”).
- Targeting investment and capital improvements towards a development(s) below 85% of the Authority-wide average income.

It is important to note that until the BHA is authorized to operate site-based waiting lists such strategies will have a very limited impact.

The Boston Housing Authority will accomplish the deconcentration goal in a uniform and non-discriminatory manner. We will affirmatively market our housing to all eligible income groups. Lower income households will not be steered toward lower income developments and higher income households will not be steered toward higher income developments.

Note: Revisions to the Admissions and Continued Occupancy Policy require approval from HUD.

Boston Housing Authority

## **IMPLEMENTATION OF PUBLIC HOUSING COMMUNITY SERVICE REQUIREMENTS**

In compliance with the Quality Housing and Work Responsibility Act of 1998, the Boston Housing Authority has developed a policy to implement the resident community service requirement. This policy describes the way the BHA will implement the community service requirement and includes the following provisions:

- Definitions of community service and economic self-sufficiency
- How residents will be notified
- Definitions of exemptions from participation
- How the exemptions will be verified, both at the beginning of the program and as a ongoing part of program administration
- How compliance will be determined
- How non-compliance will be treated
- BHA's cooperation with other organizations.

BHA's residential lease has been modified to include the community service requirement and a community service policy has been drafted and distributed for public comment for inclusion in the 2001 Annual BHA Plan. When the 2001 Annual Plan is approved the community service policy will be implemented. At that time all residents will be sent an information sheet advising them of the community service requirement. This sheet will provide a description of the requirement, qualifying activities, the exemptions and how the exemptions will be verified.

Residents will become subject to the requirement at the time of their first annual recertification and lease renewal after final adoption of the policy. Another notification describing the requirement will be sent at least ninety days before this annual recertification, so that residents will be reminded of the requirement and informed what documentation may be used to establish an exemption.

Each year at the time of their annual recertification resident compliance with the community service requirement will be determined and exemption status will be reverified. Residents will be notified of this at least 90 days before the recertification date and required documentation will be specified in the notice. If a resident does not complete community service as required he or she will have one additional year to make up the required service. If the non-compliant resident does not do so or leave the unit, lease termination proceedings will commence.

BHA intends to implement the policy using the range of alternatives described in the regulations. The authority will directly administer some activities and make others available through contractors or partners.

The policy includes a description of qualifying work and self-sufficiency activities. These activities include: unsubsidized employment, subsidized private or public sector employment, on the job training, job search and job readiness assistance, vocational educational training, job skills training, education directly related to employment, attendance at a secondary school or GED program or provision of child care services to an individual participating in a community service program.

**Boston Housing Authority**  
**ORGANIZATIONAL CHART**

*(Due to incompatibility of the software, the organizational chart has not been included in the electronic version of this template. However, a hard copy will be forwarded with the certifications.)*

Boston Housing Authority  
**RASS SURVEY RESPONSE**

The BHA met the threshold for resident satisfaction in two areas – Maintenance (88.2%) and Services (85.1%) but did not meet it for Communications (71.8), Neighborhood Appearance (67.3%) or Safety (66.0%). In accordance with HUD regulation, Improvement Plans are required for each area that did not meet their resident satisfaction threshold of 75%. The survey of resident satisfaction, was performed by HUD, was based on surveys returned by 101 households. This document is in response to the requirement of an improvement plan and is based on HUD recommendations for improving resident satisfaction, or perception of satisfaction, as detailed on the HUD REAC web pages.

It is important to note that we have no basis of comparison for these scores against other housing authorities or against other landlords within Boston as a whole. HUD has set the threshold for creating improvement plans at the 75% satisfaction level.

**COMMUNICATION**

Overall satisfaction scoring ranged from a low of 68.2% on two questions, to a high of 75.9% on another. A total of six questions were asked:

Do you think management provides you information about:

Maintenance and repair?	72.9%
The Rules of your lease?	75.9%
Meetings and events	68.2%

Do you think management is:

Responsive to your questions and Concerns?	68.2%
Courteous and professional with you?	75.6%
Supportive of your resident/tenant organization?	70.9%

HUD recommends that in order to improve communication, PHAs take a number of steps. Because we do all of the items that HUD recommends, we believe that the improvements needed may be more in the way of style than quantity – we communicate early and often with our residents. We have noted below HUD’s suggestions and our responses to each:

- ▶ Meet with tenant organizations, RAB, and/or individual tenants to obtain their concerns about communication.
  - □ The BHA meets regularly with RAB and resident organizations and a major subject has been how we communicate with residents. As a result, we have been more careful to use translators and to translate written material into as many languages as practical and as needed for various topics. We also work now with the RAB on actual development of flyers and other informational tools for residents and obtain their input prior to actual publication of certain items.
  
- ▶ Train PHA staff to effectively and politely communicate with residents
  - □ This has been the subject of training and based on the scores above, are doing fairly well. The issue of “Customer Service” is regularly reiterated by upper management and by managers to their staffs.
  
- ▶ Ensure there are adequate internal PHA communications
  - □ Over the past year the BHA has developed two new internal publications: A weekly bulletin which is e-mailed to all staff who have computers (and from there printed out and distributed to staff who do not have computers) and a bi-monthly 8 page newsletter which is distributed with payroll to all staff and is left in management offices for residents to pick up.
  
- ▶ Make sure that there are written policies and procedures, that residents have copies of them and that they have input and are in agreement with them.
  - □ The BHA has extensive tenant participation processes which involve the RAB, local tenant councils at all developments, as well as notification to all residents whenever a new policy is under consideration. While this does not insure that all tenants will agree with all policies, as a general matter Tenant Councils are well informed. We have also developed an extensive Bulletin Board procedure to insure that policies are immediately available to managers, who can copy them out for residents, on a regular basis.
  
- ▶ Have frequent resident meetings, inviting the resident to help set your agenda.
  - □ The BHA manages multiple developments and the success of community meetings at the various developments varies tremendously on a site by site basis. However, almost all community meetings are jointly sponsored by the Tenant Council and the manager, with the agenda set up jointly. In addition, managers meet regularly – usually on a monthly basis and more frequently as needed – with the elected Tenant Councils. Where this is not working well, managers are working to establish better communications.

- ▶ Try to communicate with residents in their spoken language, if they do not understand English.
  - □ Translation into Spanish, and other languages as needed, is a regular component of public meetings. In addition, as noted above, we translate important documents into as many other languages as needed. For instance, the lease is available in six languages (posted on the network and available to all managers). We will continue with this policy, adding new languages as needed to address various immigrant groups.
- ▶ Identify an effective method of communicating with residents such as flyers sent with rent bill, flyers/letters placed in all mailboxes or a community bulletin board.
  - □ We use all of these methods and more to communicate. We may slip flyers under doors in an emergency or for other reasons, we post notice in hallways, rent bills are always used as a means of transmitting information, we sometimes do special mailings, and we are currently developing an internet site. In fact, we are concerned that we send too many notices, especially as we implement the myriad of new requirements from HUD. We have sent notices with rent bills in just about every rent bill sent this year, and for several in 1999. Part of the problem, we believe, is that there are so many notices going out that tenants are confused.
- ▶ Assist and encourage residents to be part of the solution, to join or develop committees/organizations that can help improve the community.
  - □ This is a regular facet of our tenant participation policy.
- ▶ Notify residents of improvements being made to the development. The possibility of positive change can be an incentive for residents to be involved in their development and maintain their own unit better.
  - □ Tenant councils are actively involved in planning all capital and other improvements. Residents are generally notified as plans become firmer and are approaching the start up of construction.
- ▶ In addition to these HUD suggestions, the BHA will continue to:
  - □ Conduct thorough orientations with new residents;
  - □ Use development-based newsletters as much as possible;
  - □ Continue its work of supporting and assisting the development of active and stable tenant organizations at all developments.

## SAFETY

On safety, the BHA received a rating of 66%. We do not know how this would compare to the City of Boston as a whole, as this survey does not include this comparison. As we read the survey results, the percentages given below translate into positive assessments – for instance, in answer to the question, “How safe do you feel in your building?” we are provided with a score of 69.4% which we understand to mean that 69.4% of the residents feel safe. The scores range from a very low of 34.1% to a high of 77.2% in response to eight questions:

How safe to you feel

In your unit/home?	74.5%
In your building?	69.4%
In your parking area?	63.5%

Do you think any of the following contribute to crime in your development?

Bad Lighting	77.2%
Broken locks	69.2%
Location of Housing development	75.2%
Police to not respond	76.2%

If residents in your development break the rules in the lease, does management take action? 39.8%

(this number not included in overall score)

Are you aware of any crime prevention programs available to residents (for example Neighborhood Watch, Block Watch or Street Patrol)?

34.1%

HUD has made numerous suggestions for improving safety, which are not all listed below. Most are already in place at the BHA, such as providing space for police/community meetings, providing youth programs, provision of playgrounds and basketball courts, and procedures for tracking crime. The BHA’s Public Safety Department is one of a very small number of fully accredited housing authority police forces in the country and is working hard to establish

The BHA does agree that the following areas need to be strengthened. While much of this work is in progress, it is done with varying levels of success and needs to be institutionalized and reinforced at many developments:

- □ Lighting needs to be upgraded and/or more regularly maintained especially in certain developments

- □ Door locking systems need to be in place and working consistently, including a program for hallway by hallway organizing to keep them locked during evening and night hours
- □ Consistent lease enforcement around all infractions, including minor infractions to re-establish a sense of discipline at some developments as needed
- □ Establishment of better ties with some police sub-stations to insure their regular presence at Community/Police meetings, in cooperation with the BHA Police force
- □ Where appropriate, work with residents to create Neighborhood Watch Programs in cooperation with the BHA and Boston Police Departments. It is especially important that residents understand that the best source of security is from among themselves, with appropriate Police and Management support.

These programs and efforts will be defined more clearly as part of the work of the BHA's sub committee on Safety which is being put together as part of its 2001 Planning efforts.

### **HOUSING DEVELOPMENT APPEARANCE**

The BHA received an overall score of 67.3% in this category, the result of 11 questions:

How satisfied are you with the upkeep of the following areas in your development:

Common Areas (for example, stairways, walkways, hallways etc:	56.6%
Exterior of buildings	63.7%
Parking Areas	62.0%
Recreation Areas (for example, playgrounds and other outside facilities)	59.7%

How often, if at all, are the following a problem in your development:

Abandoned cars	88.6%
Broken glass	73.2%
Graffiti	77.2%
Noise	62.2%
Rodents and insects (indoors)	74.2%
Trash/litter	66.1%
Vacant Units	77.3%

Again, we interpret the ratings in the second set of questions above to be essentially positive – so that only 11.4% of residents, for instance, felt that abandoned cars were a problem, and 88.6% did not.

HUD makes a number of suggestions for improving the appearance of developments, most of them – such as removing graffiti within 24 hours, exterminating pests regularly, etc – fairly self-evident and done by the BHA. It is important to note that many of the BHA's problems stem require extensive capital funding to correct – removal of asphalt,

new plantings, new sidewalks and the like. However, the BHA feels it can continue to improve development appearance within its operating budget as well and has the following improvement goals:

- □ Improved landscaping efforts, using a regular system of annual planting, cleaning, edging, mowing, fertilizing and other work. The Authority uses a combination of outside contractors and in-house grounds crews and will continue to do so. It's landscaping coordinator will continue to work with development managers and maintenance staff on this work. This will not, however, solve capital needs problems with sidewalks, parking areas, play areas and the like. To address this, the BHA's recently created
- □ Greenspace Program will seek funds from outside sources for large and small-scale capital improvements to grounds.
- □ Improved hallway cleanliness through a combination of reorganizing the workloads and methods of on-site laborer staff and working with residents to keep doors locked and otherwise monitor the cleanliness of hallways. Regular supervisory inspections will supplement this effort.
- □ Regular extermination as part of Integrated Pest Management Programs, which includes cleaning and maintaining basements, resident education, and working with individual residents when needed to improve cleanliness of apartments.
- □ Continue the program of immediate removal of graffiti (a recent consultant's report issued to HUD indicates that the Boston Housing Authority's level of graffiti problems is low, and consists mainly of "kid's stuff" rather than offensive or gang related graffiti).
- □ Continued work to eliminate litter as a problem, including reviewing trash removal methods (the BHA relies primarily on dumpsters) to determine the best ways of reducing on-going trash problems. We will also consider a community education program, involving development children, as part of this process.

## Boston Housing Authority

# Vacancy Reduction Strategy

The BHA continues to agree with the comments that vacancy reduction is critical. The Boston Housing Authority is focused on reducing vacancies as quickly as possible to insure that we maximize the number of families housed. To this end, the BHA works regularly on these issues and monitors occupancy on a monthly basis.

Over the past several months, the BHA has worked very closely with the City on its overall housing plans and has received a commitment from the City to invest funds in our vacant public housing units. Obtaining city funds for public housing is a first for Boston, and rare across the country. The commitment of these funds will make it possible for the BHA to achieve full occupancy in the next few years.

Most of the work contemplated in the comments written into the Annual Plan last year has been completed including:

From April 1, 2000 (the beginning of our fiscal year) through November 30, 2000, an 8 month period, vacancies were reduced across all developments by two hundred and sixty one (261) units. This represents a reduction in vacancies of 21%, year to date.

The goal for fiscal year 2001 was set at 396 units. At this time, we anticipate falling short of that goal by 42 units (fourteen at Cathedral and twenty-four at Orient Heights) due to unforeseen and intractable difficulties in the construction projects. This leaves us with a goal of three hundred fifty four (354) units and a total of ninety-three left to complete before the end of fiscal year 2001. The additional vacancies that should go back on line prior to the end of this fiscal year are at Heath Street, Bromley Park, Maverick, M.E. McCormack and Washington Beech.

It is important to note that the elderly developments, taken as a whole, have maintained an occupancy level of more than 98% for the past four months. While about five of these developments need to bring their occupancy levels up by between 2 and 4 units, and maintain this higher level of occupancy in the future, vacancies in the Elderly & Disabled Housing Program are at an all-time low, and the program is able to maintain an occupancy level which exceeds the BHA's standard of turnover vacancies of between 2 and 3% at all times.

In the family program, seventeen of twenty-eight developments are at or near the objective set of 2.5% at the end of each month (normal turnover vacants) and several stay well below this level at all times. These developments (which can be considered generally fully occupied), along with several others who are now nearing that turnover goal, will continue to be carefully monitored to insure that the highest possible levels of occupancy are maintained at all times.

The BHA has the following list of long-term vacancies. Noted next to each development are the plans for correction and reoccupancy of these units.

<b>Development</b>	<b>Long Term Vacancies</b>	<b>Comments</b>
Cathedral	168	Low rise units (72) currently under construction by Force Account Crews; high rise units (96) need additional mechanical work then will be renovated by Force Account Crews. Seventy two low rise units should be back on line during fiscal year 2002, high rise units in later years
Heath Street	96	Four low-rise buildings of 24 units; design required; contract to be issued - will not be on line in fiscal year 2002.
ME McCormack	53	This is the total number of vacant units as of 11/30/00. Management is completing in-house transfers and other work. Vacancy level should be at or below 2.5% standard of 25 units by the end of fiscal year 2001.
Bickford Street	64	BHA plans to apply for HUD 202 funding along with a non-profit sponsor to reclaim this building. Please refer to the demolition / disposition section of the Plan.
W Broadway	244	To be converted to 133 town house units; in design; will not be occupied before the end of year 2002.
Orient Heights	24	These units are mainly ready; once complete, 80% will be used for in-house transfers; therefore, occupancy will not increase significantly at this development prior to the middle of the fiscal year 2002 (around September 2001). However, vacancies here have decreased overall by eight units in the past eight months.
Franklin Field Elderly	32	These units are to be converted from 32 one brs to 16 two brs for grandparent housing; design completed; anticipate completion and reoccupancy during fiscal year 2002.
West Concord	7	West Concord is being disposed of to a non-profit for continued use as affordable, section 8 housing. These six units will be restored to occupancy as part of that sale. At that time, they will no longer be in the BHA's portfolio.
Condos	6	These are six units in one condo building which were fire damaged. We are continuing to work with the state to obtain funds for renovation and/or replacement.

The list above does not include some scattered, uninhabitable units including two at Gallivan Boulevard (we are bidding for the restoration of these units now), two basement units at West Newton Street which flood, and a few others which we are continuing to work on and are counted in our routine vacancy numbers.

At the end of the fiscal year 2002 we should expect to see the following vacancy figures:

Two to two and half percent turnover units at all developments plus hard core vacants at Cathedral, Heath Street, West Broadway, Bickford Street and the Condos of about 525 units.

Boston Housing Authority  
**Section 8 Housing Choice Voucher Program**  
**Homeownership Capacity Statement**

As provided under the final rule for the Section 8 Homeownership Program published September 12,2000, the Boston Housing Authority is permitted to administer a voucher homeownership program as provided in section 8(y) of the U. S. housing act of 1937. The Boston Housing Authority plans to administer such a homeownership program.

The Boston Housing Authority through this statement will demonstrate its capacity to administer the program by satisfying criteria 4(b) on page 7 of PIH Notice 2000-43 “PHA Plan Guidance; Streamlining of Small PHA Plans; Extension of Notices PIH 99-33(HA) and PIH 99-51 (HA).

The Boston Housing Authority under its Section 8 Homeownership program will require that program participants obtain financing which shall comply with underwriting standards in conformity with the secondary market or generally accepted private underwriting standards. Participants shall be permitted to obtain a loan that includes government sponsored mortgage insurance, including but not limited to the Federal Housing Administration and the Veterans Administration. Participants will be required to tender a minimum homeowner downpayment of at least 3% of the purchase price; at least 1% of the purchase price will be required to come from the family’s personal resources. Should the family seek to tender a down payment which is not congruent with the downpayment requirements stated above, said family shall apply to the BHA for a wavier of the within requirement. The BHA shall review and render a decision on said nonconforming financing proposal within a reasonable time.

Participants are herein permitted to obtain financing to be secured by a mortgage or mortgages subordinate to the first mortgage, as is typical for the purchase of homes by first time home buyers in the Commonwealth, provided said junior mortgage or mortgages comply with generally accepted borrowing practice in the Commonwealth.

**Boston Housing Authority**  
**RESIDENT ADVISORY BOARD MEMBERS**

Ms.	Grace	Braxton	Section 8
Mr.	Tilton Otto	Brinkley	Section 8
Ms.	Edna	Bynoe	Orchard Gardens
Mr.	Aramis	Camps	JJ Carroll
Ms.	Patricia	Conners	Mary Ellen McCormack
Ms.	Judy	Deal	Section 8
Ms.	Rene	Franks	Section 8
Ms.	Olive	Fulton	Martin Luther King Tower
Ms.	Dorothea	Guild	Section 8
Mr.	Prince	Haraway	Amory Street
Ms.	Georgia	Jones	Franklin Hill
Ms.	Josephina	Luna	Section 8
Ms.	Mary	Martin	Bromley-Heath
Ms.	Olivia	Martin	Charlestown
Ms.	Jean	McDonald	Mary Ellen McCormack
Ms.	Julie	McElligott	Section 8
Ms.	L. B.	Meyer	Pasciucco
Mr.	Paul	Milhomme	Groveland
Ms.	Sandy	Ortiz	Orient Heights
Mr.	Lester	Payne	Hampton House
Ms.	Julia	Pena	Section 8
Ms.	Luz	Pena	Section 8
Mr.	Frank	Pina	Martin Luther King Tower
Ms.	Aida	Pizarro	Section 8
Mr.	Carl	Purdy	Holgate
Ms.	Doris	Robinson	Section 8
Ms.	Noris	Rosado	Section 8
Ms.	Grace	Sanabria	Section 8
Ms.	Elly	Saraceni	Maverick
Mr.	Howard	Shindler	Lower Mills
Mr.	Charles	Smith	Section 8
Ms.	Karen	Stram	Section 8
Ms.	Jeanne	Sundstrom	Washington-Beech
Ms.	Shameca	Tyson	Section 8
Ms.	Barbara	Wallace	Faneuil
Ms.	Della	Webb	Frederick Douglass
Ms.	Patricia	Williams	Section 8

**PHA Plan  
Table Library**

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

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

Capital Fund Grant Number

MA06-P002-502-01

FFY of Grant Approval: (MM/YYYY)

01/2001

Original Annual Statement

Revised Annual Statement #

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CFP Funds	
2	1406 Operations	
3	1408 Management Improvements	3,331,640
4	1410 Administration	1,845,599
5	1411 Audit	25,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	1,214,041
8	1440 Site Acquisition	
9	1450 Site Improvement	1,972,827
10	1460 Dwelling Structures	20,108,973
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	195,000
13	1475 Nondwelling Equipment	298,765
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	1,075,494
<b>20</b>	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>30,067,339</b>
21	Amount of line 20 Related to LBP Activities	1,071,200
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	938,522
24	Amount of line 20 Related to Energy Conservation Measures	



































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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA AUTHORITY-WIDE	30-Sep-03	30-Sep-04
2-01 CHARLESTOWN	30-Sep-03	30-Sep-04
2-03 MISSION HILL	30-Sep-03	30-Sep-04
2-04 LENOX STREET	30-Sep-03	30-Sep-04
2-05 ORCHARD PARK	30-Sep-03	30-Sep-04
2-06 CATHEDRAL	30-Sep-03	30-Sep-04
2-07 HEATH STREET	30-Sep-03	30-Sep-04
2-08 MAVERICK	30-Sep-03	30-Sep-04
2-09 FRANKLIN HILL	30-Sep-03	30-Sep-04
2-11 WHITTIER STREET	30-Sep-03	30-Sep-04
2-13 WASHINGTON-BEECH	30-Sep-03	30-Sep-04
2-14 ALICE H. TAYLOR	30-Sep-03	30-Sep-04
2-19 BROMLEY PARK	30-Sep-03	30-Sep-04
2-23 M.E. McCORMACK	30-Sep-03	30-Sep-04
2-24 OLD COLONY	30-Sep-03	30-Sep-04
2-25 BICKFORD STREET	30-Sep-03	30-Sep-04

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

(continued)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
2-26 M. COLLINS	30-Sep-03	30-Sep-04
2-27 ANNAPOLIS	30-Sep-03	30-Sep-04
2-28 ASHMONT	30-Sep-03	30-Sep-04
2-29 HOLGATE	30-Sep-03	30-Sep-04
2-30 FOLEY	30-Sep-03	30-Sep-04
2-34 DAVISON	30-Sep-03	30-Sep-04
2-35 WASHINGTON STREET	30-Sep-03	30-Sep-04
2-36 W. NINTH STREET	30-Sep-03	30-Sep-04
2-37 JOHN CARROLL	30-Sep-03	30-Sep-04
2-38 J.J. MEADE	30-Sep-03	30-Sep-04
2-40 MLK TOWERS	30-Sep-03	30-Sep-04
2-41 EVA WHITE	30-Sep-03	30-Sep-04
2-42 WALNUT PARK	30-Sep-03	30-Sep-04
2-44A F. DOUGLASS	30-Sep-03	30-Sep-04
2-44B HAMPTON HOUSE	30-Sep-03	30-Sep-04

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

(continued)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
2-44C WASHINGTON MANOR	30-Sep-03	30-Sep-04
2-45 AMORY STREET	30-Sep-03	30-Sep-04
2-47 GENERAL WARREN	30-Sep-03	30-Sep-04
2-49 TORRE UNIDAD	30-Sep-03	30-Sep-04
2-50 ROCKLAND	30-Sep-03	30-Sep-04
2-51 CODMAN	30-Sep-03	30-Sep-04
2-52 HERITAGE	30-Sep-03	30-Sep-04
2-53 ST. BOTOLPH	30-Sep-03	30-Sep-04
2-54 PASCIUCCO	30-Sep-03	30-Sep-04
2-55 EVANS STREET	30-Sep-03	30-Sep-04
2-56 INFILL I	30-Sep-03	30-Sep-04
2-57 LOWER MILLS	30-Sep-03	30-Sep-04
2-58 WEST NEWTON	30-Sep-03	30-Sep-04
2-59 INFILL II	30-Sep-03	30-Sep-04
2-61 AUSONIA	30-Sep-03	30-Sep-04

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

(continued)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
2-62 HASSAN	30-Sep-03	30-Sep-04
2-70 SPRING STREET	30-Sep-03	30-Sep-04
2-71 PATRICIA WHITE	30-Sep-03	30-Sep-04
2-72 ROSLYN	30-Sep-03	30-Sep-04
2-74 RUTLAND	30-Sep-03	30-Sep-04
2-77 BELLFLOWER	30-Sep-03	30-Sep-04
2-82 COMMONWEALTH	30-Sep-03	30-Sep-04
2-83 PEABODY SQUARE	30-Sep-03	30-Sep-04
2-89A FRANKLIN FIELD	30-Sep-03	30-Sep-04
2-89B HIGHLAND PARK	30-Sep-03	30-Sep-04
2-89C JOSEPH MALONE	30-Sep-03	30-Sep-04

Annual Statement/Performance and Evaluation Report  
 PART III: Implementation Schedule  
 Comprehensive Grant Program (CGP)

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

Development Number/Narrative HA-Wide Activities	All Funds Obligated (Quarter)			All Funds Expended (Quarter)			Reasons for
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA AUTHORITY	37529			38260			
2-26 M. COLLINS	37529			38260			
2-27 ANNAPOLIS	37529			38260			
2-28 ASHMONT	37529			38260			
2-29 HOLGATE	37529			38260			
2-30 FOLEY	37529			38260			
2-34 DAVISON	37529			38260			
2-35 WASHINGTON	37529			38260			
2-36 W. NINTH ST	37529			38260			
2-37 JOHN CARROLL	37529			38260			
2-38 J.J. MEADE	37529			38260			

1) To be completed for the Performance and Evaluation Report  
 Signature of Executive Director and Date

2) To be completed for the Performance and Evaluation Report  
 Signature of Public Housing Director/Office of National



ST. BOTOL 37529 38260

2-54  
PASCIUCC 37529 38260

2-57  
LOWER MI 37529 38260

2-61  
AUSONIA 37529 38260

2-62  
HASSAN 37529 38260

2-70  
SPRING ST 37529 38260

2-71  
PATRICIA 37529 38260

2-72  
ROSLYN 37529 38260

2-77  
BELLFLOW 37529 38260

2-83  
PEABODY 37529 38260

1) To be completed for the Performance and Evalu (2) To be completed for the Performance and Evalu  
Signature of Executive Director and Date Signature of Public Housing Director/Office of Nat

2-89C  
JOSEPH M 37529 38260

1) To be completed for the Performance and Evalu (2) To be completed for the Performance and Evalu  
Signature of Executive Director and Date Signature of Public Housing Director/Office of Nat

Revised Target Dates (2)

uation Report  
tive American Programs Administrator and Date

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original	
		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-001</b>	Development Name <b>Charlestown</b>	DOFA Date or Construction Date <b>05/01/1941</b>	
Development Type:	Occupancy Type:	Structure Type:	Number of Buildings
Rental <input checked="" type="checkbox"/>	Family <input checked="" type="checkbox"/>	Detached/Semi-Detached <input type="checkbox"/>	<b>45</b>
Turnkey III-Vacant <input type="checkbox"/>	Elderly <input type="checkbox"/>	Row <input type="checkbox"/>	Current Bedroom Distribution
Turnkey III-Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-up <input checked="" type="checkbox"/>	0 <u>0</u> 1 <u>363</u> 2 <u>432</u>
Mutual Help <input type="checkbox"/>		Elevator <input type="checkbox"/>	3 <u>250</u> 4 <u>73</u> 5 <u>3</u>
Section 23, Bond Financed <input type="checkbox"/>			5+ _____
			Total Current Units <b>1,109</b>
			Number of Vacant Units <b>84</b>
			8%
General Description of Needed Physical Improvements			Urgency of Need (1-5)
1. Site Improvements			1
2. Unit Modernization			3
3. Roofing			5
4. Exterior Walls			1
5. Doors			5
6. Windows			1
7. Stair/Halls			1
8. Non-Residential Areas			3
9. Elevators			N/A
10. Fire Protection			1
11. Plumbing			1
12. HVAC			2
13. Electrical			3
14. Vacant Unit Rehabilitation			5
15. Lead Paint			5
16. Asbestos			5
17. Non-Dwelling Equipment			5
Total Preliminary Estimated Hard Cost for Needed Physical Improvements			\$54,621,959
Per Unit Hard Cost			\$49,253
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared		April 1999	
Source(s) of Information:			
Resident Comments	Management/Maintenance Personnel	Site Inspections	
A/E Recommendations			



**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number <u>2</u>	
Development Number <b>MA06-P002-004</b>		Development Name <b>Lenox Street</b>		DOFA Date or Construction Date <u>11/01/1940</u>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <u>12</u>		Number of Vacant Units <u>10</u>	
		Current Bedroom Distribution		Total Current Units <u>305</u>	
		0 <u>    </u> 1 <u>144</u> 2 <u>120</u>			
		3 <u>42</u> 4 <u>    </u> 5 <u>    </u>			
		5+ <u>    </u>			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				1	
2. Unit Modernization				5	
3. Roofing				5	
4. Exterior Walls				5	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				N/A	
10. Fire Protection				1	
11. Plumbing				1	
12. HVAC				1	
13. Electrical				1	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				2	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$15,567,773	
Per Unit Hard Cost				\$51,042	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised December 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-005</b>		Development Name <b>Orchard Gardens Phase 1 &amp; Phase 2</b>		DOFA Date or Construction Date <b>12/01/1942</b>	
Development Type:	Occupancy Type:	Structure Type:	Number of Buildings		Number of Vacant Units
Rental <input checked="" type="checkbox"/>	Family <input checked="" type="checkbox"/>	Detached/Semi-Detached <input type="checkbox"/>	31 *		1 *
Turnkey III-Vacant <input type="checkbox"/>	Elderly <input type="checkbox"/>	Row <input type="checkbox"/>	Current Bedroom Distribution		0.5%
Turnkey III-Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-up <input checked="" type="checkbox"/>	0	1 35	Total Current Units 216 *
Mutual Help <input type="checkbox"/>		Elevator <input type="checkbox"/>	3 82	4 22	
Section 23, Bond Financed <input type="checkbox"/>			5 6		
			5+ 0	*	
General Description of Needed Physical Improvements					Urgency of Need (1-5)
* Demolition and new construction program approved and funded through HOPE VI with additional Development Funds monies					
Total Preliminary Estimated Hard Cost for Needed Physical Improvements			\$20,553,613		
Per Unit Hard Cost			\$95,156		
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost			Yes	<input checked="" type="checkbox"/>	No
Development Has Long-Term Physical and Social Viability			Yes	<input checked="" type="checkbox"/>	No
Date Assessment Prepared			June 1999		
Source(s) of Information: Management/Maintenance Personnel					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original	
		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-006</b>	Development Name <b>Cathedral</b>	DOFA Date or Construction Date	<u>07/01/1951</u>
Development Type: Rental <input checked="" type="checkbox"/>	Occupancy Type: Family <input checked="" type="checkbox"/>	Structure Type: Detached/Semi-Detached <input type="checkbox"/>	Number of Buildings <b>44</b>
Turnkey III-Vacant <input type="checkbox"/>	Elderly <input type="checkbox"/>	Row <input checked="" type="checkbox"/>	Number of Vacant Units <b>246</b>
Turnkey III-Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-up <input checked="" type="checkbox"/>	Current Bedroom Distribution <b>59%</b>
Mutual Help <input type="checkbox"/>		Elevator <input checked="" type="checkbox"/>	0 <u>    </u> 1 <u>112</u> 2 <u>176</u>
Section 23, Bond Financed <input type="checkbox"/>			3 <u>160</u> 4 <u>27</u> 5 <u>    </u>
			Total Current Units <b>417</b>

General Description of Needed Physical Improvements	Urgency of Need (1-5)
1. Site Improvements	1
2. Unit Modernization	1
3. Roofing	2
4. Exterior Walls	2
5. Doors	5
6. Windows	5
7. Stair/Halls	5
8. Non-Residential Areas	3
9. Elevators	5
10. Fire Protection	1
11. Plumbing	5
12. HVAC	5
13. Electrical	3
14. Vacant Unit Rehabilitation	1
15. Lead Paint	4
16. Asbestos	4
17. Non-Dwelling Equipment	5

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	<b>\$21,531,140</b>
Per Unit Hard Cost	<b>\$51,633</b>
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Date Assessment Prepared	Revised December 2000

Source(s) of information:

Resident Comments A/E Recommendations	Management/Maintenance Personnel	Master Plan
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**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 3	
Development Number <b>MA06-P002-007</b>		Development Name <b>Heath Street</b>		DOFA Date or Construction Date <b>02/01/1942</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>19</b>		Number of Vacant Units <b>4</b>	
		Current Bedroom Distribution		Total Current Units	
		0 _____ 1 <u>30</u> 2 <u>108</u>		1%	
		3 <u>101</u> 4 <u>43</u> 5 <u>10</u>		286	
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				1	
3. Roofing				4	
4. Exterior Walls				5	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				1	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				1	
11. Plumbing				5	
12. HVAC				3	
13. Electrical				2	
14. Vacant Unit Rehabilitation				1	
15. Lead Paint				4	
16. Asbestos				1	
17. Non-Dwelling Equipment				5	
18. 504 Compliance				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$4,420,364	
Per Unit Hard Cost				\$15,456	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised October 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations		Master Plan			

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original	
		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-008</b>	Development Name <b>Maverick</b>	DOFA Date or Construction Date	<u>09/01/1942</u>
Development Type:	Occupancy Type:	Structure Type:	Number of Buildings
Rental <input checked="" type="checkbox"/>	Family <input checked="" type="checkbox"/>	Detached/Semi-Detached <input type="checkbox"/>	13
Turnkey III-Vacant <input type="checkbox"/>	Elderly <input type="checkbox"/>	Row <input type="checkbox"/>	Current Bedroom Distribution
Turnkey III-Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-up <input checked="" type="checkbox"/>	0 _____ 1 <u>91</u> 2 <u>136</u>
Mutual Help <input type="checkbox"/>		Elevator <input type="checkbox"/>	3 <u>120</u> 4 <u>51</u> 5 <u>14</u>
Section 23, Bond Financed <input type="checkbox"/>			5+ <u>1</u>
General Description of Needed Physical Improvements		Urgency of Need (1-5)	
1. Site Improvements		1	
2. Unit Modernization		4	
3. Roofing		4	
4. Exterior Walls		5	
5. Doors		5	
6. Windows		5	
7. Stair/Halls		3	
8. Non-Residential Areas		0	
9. Elevators		0	
10. Fire Protection		5	
11. Plumbing		2	
12. HVAC		1	
13. Electrical		5	
14. Vacant Unit Rehabilitation		5	
15. Lead Paint		1	
16. Asbestos		1	
17. Non-Dwelling Equipment		0	
18. New Development		1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements		\$22,589,339	
Per Unit Hard Cost		\$54,962	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Date Assessment Prepared		Revised October 2000	
Source(s) of Information:			
Resident Comments	Management/Maintenance Personnel	Site Inspections	
A/E Recommendations			

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-009</b>		Development Name <b>Franklin Hill</b>		DOFA Date <u>12/01/1952</u> Construction Date	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>9</b>		Number of Vacant Units <b>18</b>	
		Current Bedroom Distribution		Total Current Units <b>364</b>	
		0 <u>    </u> 1 <u>54</u> 2 <u>172</u>			
		3 <u>113</u> 4 <u>26</u> 5 <u>1</u>			
		5+ <u>    </u>			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				5	
3. Roofing				1	
4. Exterior Walls				4	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				1	
8. Non-Residential Areas				2	
9. Elevators				N/A	
10. Fire Protection				1	
11. Plumbing				2	
12. HVAC				1	
13. Electrical				3	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				2	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$16,483,174	
Per Unit Hard Cost				\$45,283	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised December 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original	
		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-011</b>		Development Name <b>Whittier Street</b>	
		DOFA Date or Construction Date <u>04/01/1953</u>	
Development Type:		Structure Type:	
Rental <input checked="" type="checkbox"/>	Occupancy Type: Family <input checked="" type="checkbox"/>	Detached/Semi-Detached <input type="checkbox"/>	Number of Buildings <b>9</b>
Turnkey III-Vacant <input type="checkbox"/>	Elderly <input type="checkbox"/>	Row <input type="checkbox"/>	Current Bedroom Distribution
Turnkey III-Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-up <input checked="" type="checkbox"/>	0 <u>    </u> 1 <u>12</u> 2 <u>120</u>
Mutual Help <input type="checkbox"/>		Elevator <input type="checkbox"/>	3 <u>56</u> 4 <u>12</u> 5 <u>    </u>
Section 23, Bond Financed <input type="checkbox"/>			5+ <u>    </u>
General Description of Needed Physical Improvements			Number of Vacant Units <b>9</b>
			Total Current Units <b>199</b>
			Urgency of Need (1-5)
1. Site Improvements			2
2. Unit Modernization			3
3. Roofing			1
4. Exterior Walls			5
5. Doors			5
6. Windows			5
7. Stair/Halls			5
8. Non-Residential Areas			2
9. Elevators			5
10. Fire Protection			2
11. Plumbing			5
12. HVAC			1
13. Electrical			5
14. Vacant Unit Rehabilitation			5
15. Lead Paint			2
16. Asbestos			4
17. Non-Dwelling Equipment			5
Total Preliminary Estimated Hard Cost for Needed Physical Improvements			<b>\$14,371,020</b>
Per Unit Hard Cost			<b>\$72,216</b>
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Date Assessment Prepared			Revised December 2000
Source(s) of Information:			
Resident Comments		Management/Maintenance Personnel	Site Inspections
A/E Recommendations			

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-013</b>		Development Name <b>Washington-Beech</b>		DOFA Date or Construction Date <u>01/01/1953</u>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>16</b>		Number of Vacant Units <b>17</b>	
		Current Bedroom Distribution		Total Current Units <b>265</b>	
		0 _____ 1 <u>48</u> 2 <u>118</u> 3 <u>70</u> 4 <u>14</u> 5 <u>16</u> 5+ <u>2</u>			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				2	
3. Roofing				4	
4. Exterior Walls				4	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				N/A	
10. Fire Protection				1	
11. Plumbing				3	
12. HVAC				1	
13. Electrical				2	
14. Vacant Unit Rehabilitation				4	
15. Lead Paint				5	
16. Asbestos				2	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$12,234,509	
Per Unit Hard Cost				\$46,168	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised December 2000	
Source(s) of Information:					
Resident Comments A/E Recommendations		Management/Maintenance Personnel		Site Inspections	

**Physical Needs Assessment**  
Capital Fund Program (CFP)

U.S. Department of Housing  
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OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-014*</b>		Development Name <b>Alice Heyward Taylor</b>		DOFA Date or Construction Date <b>09/01/52</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input checked="" type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings <b>17</b>		Number of Vacant Units <b>7</b>	
		Current Bedroom Distribution		Total Current Units <b>366</b>	
		0 1 1 106 2 133			
		3 83 4 36 5 10			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				5	
3. Roofing				3	
4. Exterior Walls				3	
5. Doors				3	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				3	
10. Fire Protection				1	
11. Plumbing				5	
12. HVAC				5	
13. Electrical				5	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$100,090	
Per Unit Hard Cost				\$273	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised December 2000	
Source(s) of Information: Resident Comments      Management/Maintenance Personnel      Site Inspections A/E Recommendations					
* Includes MA06-P002-060/084/086/100					

**Physical Needs Assessment**  
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U.S. Department of Housing  
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Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 3	
Development Number <b>MA06-P002-019*</b>		Development Name <b>Bromley Park</b>		DOFA Date or Construction Date <b>10/01/54</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings <b>14</b>		Number of Vacant Units <b>234</b>	
		Current Bedroom Distribution		42%	
		0 <u>    </u> 1 <u>96</u> 2 <u>245</u>		Total Current Units	
		3 <u>173</u> 4 <u>38</u> 5 <u>16</u>		<b>558</b>	
		5+ <u>    </u>			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				4	
3. Roofing				2	
4. Exterior Walls				5	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				1	
8. Non-Residential Areas				2	
9. Elevators				3	
10. Fire Protection				1	
11. Plumbing				4	
12. HVAC				3	
13. Electrical				2	
14. Vacant Unit Rehabilitation				4	
15. Lead Paint				4	
16. Asbestos				1	
17. Non-Dwelling Equipment				5	
18. 504 Compliance				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$19,183,552</b>	
Per Unit Hard Cost				<b>\$34,379</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				<b>Revised December 2000</b>	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					
Includes MA06-P002-075/101					

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-023</b>		Development Name <b>Mary Ellen McCormack</b>		DOFA Date or Construction Date <b>05/01/1938</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>36</b>		Number of Vacant Units <b>94</b>	
		Current Bedroom Distribution		Total Current Units <b>1,016</b>	
		0 _____ 1 <b>413</b> 2 <b>447</b>			
		3 <b>156</b> 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				1	
2. Unit Modernization				3	
3. Roofing				1	
4. Exterior Walls				5	
5. Doors				3	
6. Windows				5	
7. Stair/Halls				1	
8. Non-Residential Areas				1	
9. Elevators				N/A	
10. Fire Protection				2	
11. Plumbing				4	
12. HVAC				5	
13. Electrical				1	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$54,456,298</b>	
Per Unit Hard Cost				<b>\$53,599</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised December 2000	
Source(s) of Information:					
Resident Comments A/E Recommendations		Management/Maintenance Personnel		Site Inspections	

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-024</b>		Development Name <b>Old Colony</b>		DOFA Date or Construction Date <u>01/031/1957</u>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>23</b>		Number of Vacant Units <b>48</b>	
		Current Bedroom Distribution		Total Current Units <b>842</b>	
		0 <u>        </u> 1 <u>266</u> 2 <u>345</u>			
		3 <u>164</u> 4 <u>76</u> 5 <u>1</u>			
		5+ <u>6</u>			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				1	
2. Unit Modernization				3	
3. Roofing				1	
4. Exterior Walls				3	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				1	
8. Non-Residential Areas				2	
9. Elevators				N/A	
10. Fire Protection				1	
11. Plumbing				4	
12. HVAC				2	
13. Electrical				5	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				3	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$31,403,200	
Per Unit Hard Cost				\$37,296	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised December 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-025</b>		Development Name <b>Bickford Street</b>		DOFA Date <u>10/01/54</u> or Construction Date	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings 1		Number of Vacant Units 64	
		Current Bedroom Distribution 0 _____ 1 <u>64</u> 2 _____ 3 _____ 4 _____ 5 _____ 5+ _____		Total Current Units <b>64</b>	
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				1	
3. Roofing				3	
4. Exterior Walls				1	
5. Doors				1	
6. Windows				3	
7. Stair/Halls				3	
8. Non-Residential Areas				N/A	
9. Elevators				1	
10. Fire Protection				1	
11. Plumbing				1	
12. HVAC				1	
13. Electrical				1	
14. Vacant Unit Rehabilitation				N/A	
15. Lead Paint				1	
16. Asbestos				1	
17. Non-Dwelling Equipment				N/A	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$4,250,000	
Per Unit Hard Cost					
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
Date Assessment Prepared				April 1999	
Source(s) of Information: Management/Maintenance Personnel				Site Inspections	

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-026</b>		Development Name <b>Margaret Collins</b>		DOFA Date or Construction Date <b>07/01/1962</b>	
Development Type:	Occupancy Type:	Structure Type:	Number of Buildings		Number of Vacant Units
Rental <input checked="" type="checkbox"/>	Family <input type="checkbox"/>	Detached/Semi-Detached <input type="checkbox"/>	5		0
Turnkey III-Vacant <input type="checkbox"/>	Elderly <input checked="" type="checkbox"/>	Row <input type="checkbox"/>	Current Bedroom Distribution		0%
Turnkey III-Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-up <input checked="" type="checkbox"/>	0 _____ 1 <b>40</b> 2 <b>4</b>	Total Current	
Mutual Help <input type="checkbox"/>		Elevator <input type="checkbox"/>	3 _____ 4 _____ 5 _____	Units	43
Section 23, Bond Financed <input type="checkbox"/>			5+ _____		
General Description of Needed Physical Improvements					Urgency of Need (1-5)
1. Site Improvements					5
2. Unit Modernization					4
3. Roofing					5
4. Exterior Walls					5
5. Doors					2
6. Windows					4
7. Stair/Halls					5
8. Non-Residential Areas					5
9. Elevators					5
10. Fire Protection					5
11. Plumbing					5
12. HVAC					3
13. Electrical					5
14. Vacant Unit Rehabilitation					5
15. Lead Paint					5
16. Asbestos					5
17. Non-Dwelling Equipment					5
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$638,124	
Per Unit Hard Cost				\$14,840	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-027</b>		Development Name <b>Annapolis</b>		DOFA Date or Construction Date <b>07/01/1962</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input checked="" type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>3</b>		Number of Vacant Units <b>0</b>	
		Current Bedroom Distribution		Total Current Units <b>54</b>	
		0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 50 2 <input checked="" type="checkbox"/> 6			
		3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>			
		5+ <input type="checkbox"/>			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				1	
2. Unit Modernization				4	
3. Roofing				5	
4. Exterior Walls				3	
5. Doors				2	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				5	
11. Plumbing				5	
12. HVAC				5	
13. Electrical				5	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$917,704</b>	
Per Unit Hard Cost				<b>\$16,995</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				<b>April 1999</b>	
Source(s) of Information:					
Resident Comments A/E Recommendations		Management/Maintenance Personnel		Site Inspections	

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-028</b>		Development Name <b>Ashmont</b>		DOFA Date or Construction Date <b>10/01/1962</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input checked="" type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input type="checkbox"/>	
Number of Buildings <b>2</b>		Number of Vacant Units <b>0</b>		Current Bedroom Distribution	
0 _____		1 <b>48</b>		2 <b>6</b>	
3 _____		4 _____		5 _____	
5+ _____		Total Current Units <b>53</b>		Total Current Units <b>53</b>	
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				4	
3. Roofing				5	
4. Exterior Walls				5	
5. Doors				2	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				2	
9. Elevators				5	
10. Fire Protection				5	
11. Plumbing				5	
12. HVAC				2	
13. Electrical				2	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
18. Storage Shed				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$1,426,433</b>	
Per Unit Hard Cost				<b>\$26,914</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				<b>April 1999</b>	
Source(s) of Information:					
Resident Comments A/E Recommendations		Management/Maintenance Personnel		Site Inspections	

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-029</b>		Development Name <b>Holgate</b>		DOFA Date or Construction Date <b>03/01/1962</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings 1		Number of Vacant Units 1	
		Current Bedroom Distribution		Total Current Units 80	
		0 _____ 1 <b>86</b> 2 _____			
		3 _____ 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				1	
2. Unit Modernization				4	
3. Roofing				1	
4. Exterior Walls				2	
5. Doors				4	
6. Windows				5	
7. Stair/Halls				3	
8. Non-Residential Areas				3	
9. Elevators				4	
10. Fire Protection				5	
11. Plumbing				5	
12. HVAC				1	
13. Electrical				3	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				1	
17. Non-Dwelling Equipment				5	
18. Storage Shed				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$2,196,079	
Per Unit Hard Cost				\$27,451	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

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and Urban Development  
Office of Public and Indian Housing

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-030</b>		Development Name <b>Foley</b>		DOFA Date or Construction Date <b>06/01/1963</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings <b>1</b>		Number of Vacant Units <b>4</b>	
		Current Bedroom Distribution		Total Current Units <b>95</b>	
		0 <input type="checkbox"/> 1 <b>96</b> 2 <input type="checkbox"/>			
		3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>			
		5+ <input type="checkbox"/>			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				4	
2. Unit Modernization				5	
3. Roofing				5	
4. Exterior Walls				2	
5. Doors				5	
6. Windows				2	
7. Stair/Halls				4	
8. Non-Residential Areas				4	
9. Elevators				3	
10. Fire Protection				1	
11. Plumbing				5	
12. HVAC				1	
13. Electrical				1	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				1	
17. Non-Dwelling Equipment				5	
18. Storage Shed				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$3,818,657</b>	
Per Unit Hard Cost				<b>\$40,196</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				<b>April 1999</b>	
Source(s) of Information:					
Resident Comments A/E Recommendations		Management/Maintenance Personnel		Site Inspections	

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Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-032</b>		Development Name <b>Groveland</b>		DOFA Date or Construction Date <b>12/31/1972</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>5</b>		Number of Vacant Units <b>6</b>	
		Current Bedroom Distribution 0 <u>35</u> 1 <u>27</u> 2 <u>2</u> 3 _____ 4 _____ 5 _____ 5+ _____		Total Current Units <b>60</b>	
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				2	
2. Unit Modernization				4	
3. Roofing				5	
4. Exterior Walls				3	
5. Doors				3	
6. Windows				5	
7. Stair/Halls				3	
8. Non-Residential Areas				4	
9. Elevators				5	
10. Fire Protection				5	
11. Plumbing				4	
12. HVAC				3	
13. Electrical				3	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$1,622,927	
Per Unit Hard Cost				\$27,049	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-034</b>		Development Name <b>Davison</b>		DOFA Date or Construction Date <b>09/01/1972</b>	
Development Type:	Occupancy Type:	Structure Type:	Number of Buildings	Number of Vacant Units	
Rental <input checked="" type="checkbox"/>	Family <input type="checkbox"/>	Detached/Semi-Detached <input type="checkbox"/>	4	2	
Turnkey III-Vacant <input type="checkbox"/>	Elderly <input checked="" type="checkbox"/>	Row <input type="checkbox"/>	Current Bedroom Distribution		4%
Turnkey III-Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-up <input checked="" type="checkbox"/>	0 <u>32</u>	1 <u>16</u>	Total Current
Mutual Help <input type="checkbox"/>		Elevator <input type="checkbox"/>	3 _____	4 _____	Units
Section 23, Bond Financed <input type="checkbox"/>			5+ _____		46
General Description of Needed Physical Improvements					Urgency of Need (1-5)
1. Site Improvements					5
2. Unit Modernization					4
3. Roofing					5
4. Exterior Walls					2
5. Doors					5
6. Windows					1
7. Stair/Halls					3
8. Non-Residential Areas					3
9. Elevators					5
10. Fire Protection					5
11. Plumbing					5
12. HVAC					5
13. Electrical					3
14. Vacant Unit Rehabilitation					5
15. Lead Paint					5
16. Asbestos					5
17. Non-Dwelling Equipment					5
18. Storage Shed					1
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$1,775,055	
Per Unit Hard Cost				\$38,588	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original	
		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-035</b>	Development Name <b>Washington Street</b>	DOFA Date or Construction Date	<u>01/01/1965</u>
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>	Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>	Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	Number of Buildings 1 Current Bedroom Distribution 0 _____ 1 <u>72</u> 2 <u>10</u> 3 _____ 4 _____ 5 _____ 5+ _____
		Number of Vacant Units	2
		Total Current Units	81
			2%
General Description of Needed Physical Improvements		Urgency of Need (1-5)	
1. Site Improvements		4	
2. Unit Modernization		4	
3. Roofing		5	
4. Exterior Walls		5	
5. Doors		4	
6. Windows		5	
7. Stair/Halls		5	
8. Non-Residential Areas		3	
9. Elevators		5	
10. Fire Protection		5	
11. Plumbing		5	
12. HVAC		5	
13. Electrical		3	
14. Vacant Unit Rehabilitation		5	
15. Lead Paint		5	
16. Asbestos		3	
17. Non-Dwelling Equipment		5	
18. 504 Compliance		1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements		\$3,251,456	
Per Unit Hard Cost		\$40,141	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Date Assessment Prepared		Revised October 2000	
Source(s) of Information:			
Resident Comments	Management/Maintenance Personnel	Site Inspections	
A/E Recommendations			

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-036</b>		Development Name <b>West Ninth Street</b>		DOFA Date or Construction Date <u>11/01/1968</u>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>3</b>		Number of Vacant Units <b>6</b>	
		Current Bedroom Distribution		7%	
		0 <u>76</u> 1 <u>76</u> 2 <u>8</u>		Total Current	
		3 _____ 4 _____ 5 _____		Units <b>83</b>	
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				5	
3. Roofing				5	
4. Exterior Walls				3	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				2	
9. Elevators				5	
10. Fire Protection				5	
11. Plumbing				5	
12. HVAC				1	
13. Electrical				3	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				1	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$1,670,907	
Per Unit Hard Cost				\$20,131	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments A/E Recommendations		Management/Maintenance Personnel		Site Inspections	

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-037</b>		Development Name <b>John Carroll</b>		DOFA Date or Construction Date <b>11/01/1966</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>5</b>		Number of Vacant Units <b>0</b>	
		Current Bedroom Distribution		Total Current Units <b>63</b>	
		0 <input type="checkbox"/> 1 <b>52</b> 2 <b>12</b>			
		3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>			
		5+ <input type="checkbox"/>			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				4	
3. Roofing				1	
4. Exterior Walls				5	
5. Doors				3	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				5	
11. Plumbing				5	
12. HVAC				5	
13. Electrical				1	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$1,603,229</b>	
Per Unit Hard Cost				<b>\$25,448</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				<b>April 1999</b>	
Source(s) of Information:					
Resident Comments A/E Recommendations		Management/Maintenance Personnel		Site Inspections	

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-038</b>		Development Name <b>J. J. Meade</b>		DOFA Date or Construction Date <b>02/01/1970</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>2</b>		Number of Vacant Units <b>2</b>	
		Current Bedroom Distribution		Total Current Units <b>39</b>	
		0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 38 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 5+ <input type="checkbox"/>			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				4	
3. Roofing				5	
4. Exterior Walls				5	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				5	
11. Plumbing				5	
12. HVAC				2	
13. Electrical				3	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$834,776	
Per Unit Hard Cost				\$21,405	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-040</b>		Development Name <b>Martin Luther King, Jr. Towers</b>		DOFA Date or Construction Date <b>11/01/1968</b>	
Development Type:	Occupancy Type:	Structure Type:	Number of Buildings	Number of Vacant Units	
Rental <input checked="" type="checkbox"/>	Family <input type="checkbox"/>	Detached/Semi-Detached <input type="checkbox"/>	1	3	
Turnkey III-Vacant <input type="checkbox"/>	Elderly <input checked="" type="checkbox"/>	Row <input type="checkbox"/>	Current Bedroom Distribution		3%
Turnkey III-Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-up <input type="checkbox"/>	0 <u>26</u> 1 <u>78</u> 2 _____	Total Current	
Mutual Help <input type="checkbox"/>		Elevator <input checked="" type="checkbox"/>	3 _____ 4 _____ 5 _____	Units	102
Section 23, Bond Financed <input type="checkbox"/>			5+ _____		
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				4	
3. Roofing				1	
4. Exterior Walls				5	
5. Doors				3	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				1	
9. Elevators				5	
10. Fire Protection				2	
11. Plumbing				5	
12. HVAC				1	
13. Electrical				1	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				1	
17. Non-Dwelling Equipment				5	
18. Storage Shed				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements			\$1,578,284		
Per Unit Hard Cost			\$15,473		
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost			Yes	<input checked="" type="checkbox"/>	No
Development Has Long-Term Physical and Social Viability			Yes	<input checked="" type="checkbox"/>	No
Date Assessment Prepared			April 1999		
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

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HA Name <b>Boston Housing Authority</b>	<input type="checkbox"/> Original <input checked="" type="checkbox"/> Revision Number <u>2</u>
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Development Number <b>MA06-P002-041</b>	Development Name <b>Eva White</b>	DOFA Date or Construction Date <u>02/01/1968</u>
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Development Type:	Occupancy Type:	Structure Type:	Number of Buildings	Number of Vacant Units
Rental <input checked="" type="checkbox"/>	Family <input type="checkbox"/>	Detached/Semi-Detached <input type="checkbox"/>	2	4
Turnkey III-Vacant <input type="checkbox"/>	Elderly <input checked="" type="checkbox"/>	Row <input type="checkbox"/>	Current Bedroom Distribution	
Turnkey III-Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-up <input type="checkbox"/>	0 <u>34</u> 1 <u>57</u> 2 <u>11</u>	4%
Mutual Help <input type="checkbox"/>		Elevator <input checked="" type="checkbox"/>	3 _____ 4 _____ 5 _____	Total Current Units
Section 23, Bond Financed <input type="checkbox"/>			5+ _____	101

General Description of Needed Physical Improvements	Urgency of Need (1-5)
1. Site Improvements	1
2. Unit Modernization	4
3. Roofing	1
4. Exterior Walls	1
5. Doors	4
6. Windows	5
7. Stair/Halls	3
8. Non-Residential Areas	3
9. Elevators	2
10. Fire Protection	5
11. Plumbing	4
12. HVAC	2
13. Electrical	1
14. Vacant Unit Rehabilitation	5
15. Lead Paint	5
16. Asbestos	5
17. Non-Dwelling Equipment	5
18. 504 Compliance	1

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$3,735,440
Per Unit Hard Cost	\$36,985
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Date Assessment Prepared	Revised October 2000

Source(s) of Information:

Resident Comments A/E Recommendations	Management/Maintenance Personnel	Site Inspections
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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-042</b>		Development Name <b>Walnut Park</b>		DOFA Date or Construction Date <b>06/01/70</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings <b>1</b>		Number of Vacant Units <b>6</b>	
		Current Bedroom Distribution		Total Current Units <b>159</b>	
		0 <u>109</u> 1 <u>53</u> 2 <u>6</u>		4%	
		3 _____ 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				4	
3. Roofing				1	
4. Exterior Walls				4	
5. Doors				3	
6. Windows				3	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				5	
11. Plumbing				1	
12. HVAC				2	
13. Electrical				3	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				4	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$5,473,257	
Per Unit Hard Cost				\$34,423	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-044A</b>		Development Name <b>Frederick Douglass</b>		DOFA Date or Construction Date <u>12/30/1965</u>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings 1		Number of Vacant Units 1	
		Current Bedroom Distribution		Total Current Units	
		0 <u>42</u> 1 <u>35</u> 2 <u>1</u>		1%	
		3 _____ 4 _____ 5 _____		76	
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				4	
3. Roofing				5	
4. Exterior Walls				1	
5. Doors				5	
6. Windows				4	
7. Stair/Halls				5	
8. Non-Residential Areas				4	
9. Elevators				5	
10. Fire Protection				4	
11. Plumbing				2	
12. HVAC				3	
13. Electrical				2	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
18. Storage Shed				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$2,451,735	
Per Unit Hard Cost				\$32,260	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-044B</b>		Development Name <b>Hampton House</b>		DOFA Date or Construction Date <b>10/30/1965</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings 1		Number of Vacant Units 2	
		Current Bedroom Distribution		Total Current Units 76	
		0 42 1 35 2 1			
		3 4 5			
		5+			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				4	
2. Unit Modernization				2	
3. Roofing				5	
4. Exterior Walls				1	
5. Doors				5	
6. Windows				4	
7. Stair/Halls				5	
8. Non-Residential Areas				4	
9. Elevators				5	
10. Fire Protection				4	
11. Plumbing				5	
12. HVAC				2	
13. Electrical				5	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
18. Storage Shed				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$2,448,232	
Per Unit Hard Cost				\$32,214	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-044C</b>		Development Name <b>Washington Manor</b>		DOFA Date or Construction Date <b>12/30/1967</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings <b>1</b>		Number of Vacant Units <b>2</b>	
		Current Bedroom Distribution		Total Current Units <b>65</b>	
		0 <b>42</b> 1 <b>35</b> 2 <b>1</b>			
		3 _____ 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				4	
3. Roofing				5	
4. Exterior Walls				1	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				4	
9. Elevators				5	
10. Fire Protection				4	
11. Plumbing				5	
12. HVAC				3	
13. Electrical				3	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
18. Storage Shed				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$2,380,577</b>	
Per Unit Hard Cost				<b>\$36,624</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				<b>April 1999</b>	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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Office of Public and Indian Housing

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-045</b>		Development Name <b>Amory Street</b>		DOFA Date or Construction Date <b>03/31/1974</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings 1		Number of Vacant Units 4	
		Current Bedroom Distribution		Total Current Units 184	
		0 132 1 89 2 12			
		3 4 5			
		5+			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				4	
2. Unit Modernization				4	
3. Roofing				4	
4. Exterior Walls				3	
5. Doors				2	
6. Windows				4	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				4	
10. Fire Protection				3	
11. Plumbing				5	
12. HVAC				4	
13. Electrical				2	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$3,489,847	
Per Unit Hard Cost				\$18,967	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-047</b>		Development Name <b>General Warren</b>		DOFA Date or Construction Date <b>12/30/1972</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>12</b>		Number of Vacant Units <b>1</b>	
		Current Bedroom Distribution		Total Current Units <b>94</b>	
		0 <b>56</b> 1 <b>36</b> 2 <b>4</b>			
		3 _____ 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				1	
3. Roofing				5	
4. Exterior Walls				1	
5. Doors				2	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				3	
9. Elevators				5	
10. Fire Protection				5	
11. Plumbing				5	
12. HVAC				5	
13. Electrical				5	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$2,897,074</b>	
Per Unit Hard Cost				<b>\$30,820</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				<b>April 1999</b>	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-049</b>		Development Name <b>Torre Unidad</b>		DOFA Date or Construction Date <b>07/31/1974</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings <b>1</b>		Number of Vacant Units <b>5</b>	
		Current Bedroom Distribution		Total Current Units <b>192</b>	
		0 <u>117</u> 1 <u>86</u> 2 <u>1</u>			
		3 _____ 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				1	
2. Unit Modernization				4	
3. Roofing				3	
4. Exterior Walls				3	
5. Doors				3	
6. Windows				3	
7. Stair/Halls				5	
8. Non-Residential Areas				2	
9. Elevators				5	
10. Fire Protection				4	
11. Plumbing				2	
12. HVAC				2	
13. Electrical				2	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				2	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
18. 504 Compliance				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$6,660,608	
Per Unit Hard Cost				\$34,691	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised October 2000	
Source(s) of Information:					
Resident Comments A/E Recommendations		Management/Maintenance Personnel		Site Inspections	

**Physical Needs Assessment**  
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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-050</b>		Development Name <b>Rockland</b>		DOFA Date or Construction Date <b>11/01/1972</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings 1		Number of Vacant Units 2	
		Current Bedroom Distribution 0 <u>44</u> 1 <u>28</u> 2 _____ 3 _____ 4 _____ 5 _____ 5+ _____		Total Current Units 3% 69	
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				1	
3. Roofing				4	
4. Exterior Walls				5	
5. Doors				4	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				2	
11. Plumbing				5	
12. HVAC				4	
13. Electrical				5	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				1	
17. Non-Dwelling Equipment				5	
18. Storage Shed				1	
19. 504 Compliance				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$2,221,464	
Per Unit Hard Cost				\$32,195	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised October 2000	
Source(s) of Information: Resident Comments      Management/Maintenance Personnel      Site Inspections A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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Office of Public and Indian Housing

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-051</b>		Development Name <b>Codman</b>		DOFA Date or Construction Date <b>09/01/1972</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings <b>1</b>		Number of Vacant Units <b>3</b>	
		Current Bedroom Distribution		Total Current Units <b>104</b>	
		0 <u>66</u> 1 <u>36</u> 2 <u>6</u>			
		3 _____ 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				1	
2. Unit Modernization				4	
3. Roofing				4	
4. Exterior Walls				2	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				3	
11. Plumbing				3	
12. HVAC				5	
13. Electrical				2	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$3,092,661	
Per Unit Hard Cost				\$29,737	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments A/E Recommendations		Management/Maintenance Personnel		Site Inspections	

**Physical Needs Assessment**  
Capital Fund Program (CFP)

U.S. Department of Housing  
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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-052</b>		Development Name <b>Heritage</b>		DOFA Date or Construction Date <b>10/31/1975</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input checked="" type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input checked="" type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings Current Bedroom Distribution 0 <u>101</u> 1 <u>164</u> 2 <u>16</u> 3 <u>11</u> 4 <u>9</u> 5 _____ 5+ _____		Number of Vacant Units <b>13</b> Total Current Units <b>297</b> Vacant Units <b>4%</b>	
General Description of Needed Physical Improvements					Urgency of Need (1-5)
1. Site Improvements					1
2. Unit Modernization					4
3. Roofing					1
4. Exterior Walls					2
5. Doors					5
6. Windows					1
7. Stair/Halls					5
8. Non-Residential Areas					5
9. Elevators					3
10. Fire Protection					1
11. Plumbing					2
12. HVAC					3
13. Electrical					3
14. Vacant Unit Rehabilitation					5
15. Lead Paint					5
16. Asbestos					1
17. Non-Dwelling Equipment					5
18. 504 Compliance					1
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$10,006,260	
Per Unit Hard Cost				\$33,691	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
Date Assessment Prepared				Revised October 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original	
		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-053</b>	Development Name <b>St. Botolph Street</b>	DOFA Date or Construction Date <b>06/30/1973</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>	Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>	Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	Number of Buildings: 1 Number of Vacant Units: 3 Current Bedroom Distribution: 2% 0 <u>84</u> 1 <u>49</u> 2 <u>1</u> 3 _____ 4 _____ 5 _____ 5+ _____ Total Current Units: 132
General Description of Needed Physical Improvements		Urgency of Need (1-5)	
1. Site Improvements		5	
2. Unit Modernization		4	
3. Roofing		5	
4. Exterior Walls		1	
5. Doors		5	
6. Windows		1	
7. Stair/Halls		5	
8. Non-Residential Areas		5	
9. Elevators		5	
10. Fire Protection		3	
11. Plumbing		2	
12. HVAC		3	
13. Electrical		3	
14. Vacant Unit Rehabilitation		5	
15. Lead Paint		5	
16. Asbestos		5	
17. Non-Dwelling Equipment		5	
18. 504 Compliance		1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements		\$4,765,468	
Per Unit Hard Cost		\$36,102	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Date Assessment Prepared		Revised October 2000	
Source(s) of Information: Resident Comments      Management/Maintenance Personnel      Site Inspections A/E Recommendations			

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-054</b>		Development Name <b>Pasciucco</b>		DOFA Date or Construction Date <b>12/30/1973</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings 1		Number of Vacant Units 11	
		Current Bedroom Distribution		Total Current Units 85	
		0 <u>66</u> 1 <u>30</u> 2 _____			
		3 _____ 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				4	
2. Unit Modernization				4	
3. Roofing				5	
4. Exterior Walls				2	
5. Doors				2	
6. Windows				5	
7. Stair/Halls				2	
8. Non-Residential Areas				5	
9. Elevators				2	
10. Fire Protection				3	
11. Plumbing				5	
12. HVAC				4	
13. Electrical				2	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
18. 504 Compliance				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$3,425,934	
Per Unit Hard Cost				\$40,305	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised October 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name  <b>Boston Housing Authority</b>	<input type="checkbox"/> Original  <input checked="" type="checkbox"/> Revision Number      1
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Development Number  <b>MA06-P002-055</b>	Development Name  <b>Evans Street</b>	DOFA Date or Construction Date
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Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>	Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>	Structure Type: Detached/Semi-Detached <input checked="" type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input type="checkbox"/>	Number of Buildings  2	Number of Vacant Units  0  Current Bedroom Distribution 0 _____ 1 _____ 2 _____ 3 <u>2</u> 4 _____ 5 _____ 5+ _____  Total Current Units      2
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General Description of Needed Physical Improvements	Urgency of Need (1-5)
1. Site Improvements	3
2. Unit Modernization	3
3. Roofing	3
4. Exterior Walls	3
5. Doors	3
6. Windows	3
7. Stair/Halls	3
8. Non-Residential Areas	3
9. Elevators	N/A
10. Fire Protection	3
11. Plumbing	3
12. HVAC	3
13. Electrical	3
14. Vacant Unit Rehabilitation	N/A
15. Lead Paint	3
16. Asbestos	3
17. Non-Dwelling Equipment	N/A

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$19,878
Per Unit Hard Cost	\$9,939
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Development Has Long-Term Physical and Social Viability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (not as PH unit)
Date Assessment Prepared	March 1999

Source(s) of Information:

Resident Comments	Management/Maintenance Personnel	Site Inspections
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**Note: Under disposition process**

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-056</b>		Development Name <b>Infill I</b>		DOFA Date or Construction Date	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input checked="" type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>12</b>		Number of Vacant Units <b>12</b>	
		Current Bedroom Distribution 0 _____ 1 _____ 2 _____ 3 <b>6</b> 4 _____ 5 <b>18</b> 5+ _____		Total Current Units <b>50%</b> <b>24</b>	
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				1	
3. Roofing				3	
4. Exterior Walls				2	
5. Doors				1	
6. Windows				1	
7. Stair/Halls				1	
8. Non-Residential Areas				3	
9. Elevators				N/A	
10. Fire Protection				1	
11. Plumbing				3	
12. HVAC				1	
13. Electrical				1	
14. Vacant Unit Rehabilitation				1	
15. Lead Paint				1	
16. Asbestos				1	
17. Non-Dwelling Equipment				N/A	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$1,510,883	
Per Unit Hard Cost				\$62,953	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes	<input type="checkbox"/>
				No	<input checked="" type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes	<input type="checkbox"/>
				No	<input checked="" type="checkbox"/> (not as PH unit)
Date Assessment Prepared				March 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
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Note: Under disposition process					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-057</b>		Development Name <b>Lower Mills</b>		DOFA Date or Construction Date <b>12/31/1972</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings <b>13</b>		Number of Vacant Units <b>8</b>	
		Current Bedroom Distribution		Total Current Units <b>179</b>	
		0 <u>112</u> 1 <u>64</u> 2 <u>7</u>			
		3 _____ 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				4	
3. Roofing				5	
4. Exterior Walls				4	
5. Doors				3	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				3	
10. Fire Protection				3	
11. Plumbing				5	
12. HVAC				3	
13. Electrical				5	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
18. 504 Compliance				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$6,645,183</b>	
Per Unit Hard Cost				<b>\$37,124</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised October 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name  <b>Boston Housing Authority</b>	<input type="checkbox"/> Original  <input checked="" type="checkbox"/> Revision Number <span style="float:right">2</span>
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Development Number  <b>MA06-P002-058</b>	Development Name  <b>West Newton Street</b>	DOFA Date or Construction Date  <span style="float:right"><u>04/30/1973</u></span>
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Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>	Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>	Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input checked="" type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input type="checkbox"/>	Number of Buildings  <span style="float:right">25</span>	Number of Vacant Units  <span style="float:right">7</span>
Current Bedroom Distribution 0 <u>44</u> 1 <u>57</u> 2 <u>16</u> 3 <u>13</u> 4 <u>6</u> 5 _____ 5+ _____				Total Current Units  <span style="float:right">135</span>

General Description of Needed Physical Improvements	Urgency of Need (1-5)
1. Site Improvements	3
2. Unit Modernization	5
3. Roofing	1
4. Exterior Walls	1
5. Doors	3
6. Windows	2
7. Stair/Halls	1
8. Non-Residential Areas	5
9. Elevators	N/A
10. Fire Protection	1
11. Plumbing	5
12. HVAC	4
13. Electrical	2
14. Vacant Unit Rehabilitation	5
15. Lead Paint	5
16. Asbestos	5
17. Non-Dwelling Equipment	5

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	<b>\$5,985,974</b>
Per Unit Hard Cost	<b>\$44,341</b>
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Date Assessment Prepared	Revised December 2000

Source(s) of Information:

Resident Comments	Management/Maintenance Personnel	Site Inspections
A/E Recommendations		

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-059</b>		Development Name <b>Infill II</b>		DOFA Date or Construction Date	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input checked="" type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings 28		Number of Vacant Units 12	
		Current Bedroom Distribution 0 _____ 1 _____ 2 _____ 3 _____ 4 _____ 5 <u>28</u> 5+ _____		Total Current Units 43% 28	
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				1	
3. Roofing				3	
4. Exterior Walls				2	
5. Doors				1	
6. Wndows				1	
7. Stair/Halls				3	
8. Non-Residential Areas				N/A	
9. Elevators				1	
10. Fire Protection				3	
11. Plumbing				1	
12. HVAC				1	
13. Electrical				1	
14. Vacant Unit Rehabilitation				1	
15. 504 Compliance				1	
16. Lead Paint				1	
17. Asbestos				1	
18. Non-Dwelling Equipment				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$1,672,328	
Per Unit Hard Cost				\$59,726	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (not as PH unit)	
Date Assessment Prepared				March 1999	
Source(s) of Information: Resident Comments      Management/Maintenance Personnel      Site Inspections					
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Note: Under disposition process					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original	
		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-061</b>	Development Name <b>Ausonia</b>	DOFA Date or Construction Date <b>12/31/1976</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>	Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>	Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	Number of Buildings: 1 Current Bedroom Distribution: 0 _____ 1 <u>93</u> 2 <u>7</u> 3 _____ 4 _____ 5 _____ 5+ _____
		Number of Vacant Units: 2	Total Current Units: 99
General Description of Needed Physical Improvements		Urgency of Need (1-5)	
1. Site Improvements		1	
2. Unit Modernization		4	
3. Roofing		5	
4. Exterior Walls		5	
5. Doors		5	
6. Windows		5	
7. Stair/Halls		1	
8. Non-Residential Areas		5	
9. Elevators		5	
10. Fire Protection		3	
11. Plumbing		5	
12. HVAC		2	
13. Electrical		1	
14. Vacant Unit Rehabilitation		5	
15. Lead Paint		5	
16. Asbestos		5	
17. Non-Dwelling Equipment		5	
18. 504 Compliance		1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements		\$3,745,055	
Per Unit Hard Cost		\$37,829	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Date Assessment Prepared		Revised October 2000	
Source(s) of Information:			
Resident Comments	Management/Maintenance Personnel	Site Inspections	
A/E Recommendations			

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original	
		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-062</b>	Development Name <b>Hassan</b>	DOFA Date or Construction Date <b>02/28/1974</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>	Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>	Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	Number of Buildings: <b>1</b> Current Bedroom Distribution: 0 <u>55</u> 1 <u>40</u> 2 <u>5</u> 3 _____ 4 _____ 5 _____ 5+ _____
General Description of Needed Physical Improvements			Number of Vacant Units: <b>4</b> Total Current Units: <b>99</b> Vacant Units: <b>4%</b>
Urgency of Need (1-5)			
1. Site Improvements			1
2. Unit Modernization			4
3. Roofing			4
4. Exterior Walls			1
5. Doors			4
6. Windows			4
7. Stair/Halls			3
8. Non-Residential Areas			5
9. Elevators			2
10. Fire Protection			5
11. Plumbing			3
12. HVAC			2
13. Electrical			1
14. Vacant Unit Rehabilitation			5
15. Lead Paint			5
16. Asbestos			5
17. Non-Dwelling Equipment			5
18. Storage Shed			1
19. 504 Compliance			1
Total Preliminary Estimated Hard Cost for Needed Physical Improvements		\$1,084,748	
Per Unit Hard Cost		\$10,957	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Date Assessment Prepared		Revised October 2000	
Source(s) of Information: Resident Comments      Management/Maintenance Personnel A/E Recommendations		Site Inspections	

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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Office of Public and Indian Housing

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-070</b>		Development Name <b>Spring Street</b>		DOFA Date or Construction Date <b>07/31/1977</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>6</b>		Number of Vacant Units <b>3</b>	
		Current Bedroom Distribution		Total Current Units <b>103</b>	
		0 <u>    </u> 1 <b>99</b> 2 <u>5</u>			
		3 <u>    </u> 4 <u>    </u> 5 <u>    </u>			
		5+ <u>    </u>			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				4	
3. Roofing				5	
4. Exterior Walls				5	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				3	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				5	
11. Plumbing				4	
12. HVAC				3	
13. Electrical				5	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$2,971,526</b>	
Per Unit Hard Cost				<b>\$28,850</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				<b>April 1999</b>	
Source(s) of Information:					
Resident Comments A/E Recommendations		Management/Maintenance Personnel		Site Inspections	

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number <u>2</u>	
Development Number <b>MA06-P002-071</b>		Development Name <b>Patricia White</b>		DOFA Date or Construction Date <u>12/31/1977</u>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
Number of Buildings <u>1</u>		Number of Vacant Units <u>8</u>		Current Bedroom Distribution	
0 _____		1 <u>216</u>		2 <u>9</u>	
3 _____		4 _____		5 _____	
5+ _____		Total Current Units <u>222</u>		Total Current Units <u>222</u>	
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				2	
2. Unit Modernization				4	
3. Roofing				1	
4. Exterior Walls				4	
5. Doors				2	
6. Windows				5	
7. Stair/Halls				3	
8. Non-Residential Areas				3	
9. Elevators				5	
10. Fire Protection				5	
11. Plumbing				1	
12. HVAC				1	
13. Electrical				1	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				1	
17. Non-Dwelling Equipment				5	
18. 504 Compliance				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$9,643,167	
Per Unit Hard Cost				\$43,438	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised October 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

U.S. Department of Housing  
and Urban Development  
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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number <u>2</u>	
Development Number <b>MA06-P002-072</b>		Development Name <b>Roslyn</b>		DOFA Date or Construction Date <u>05/31/1977</u>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings <u>1</u>		Number of Vacant Units <u>1</u>	
		Current Bedroom Distribution 0 _____ 1 <u>113</u> 2 <u>6</u> 3 _____ 4 _____ 5 _____ 5+ _____		Total Current Units <u>118</u>	
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				4	
3. Roofing				2	
4. Exterior Walls				3	
5. Doors				3	
6. Windows				5	
7. Stair/Halls				3	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				3	
11. Plumbing				4	
12. HVAC				2	
13. Electrical				3	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				3	
17. Non-Dwelling Equipment				3	
18. 504 Compliance				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$5,424,928	
Per Unit Hard Cost				\$45,974	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Rev. October 2000	
Source(s) of Information: Resident Comments      Management/Maintenance Personnel      Site Inspections A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

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HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-074</b>		Development Name <b>Rutland/E. Springfield</b>		DOFA Date or Construction Date <b>03/30/1982</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>4</b>		Number of Vacant Units <b>2</b>	
		Current Bedroom Distribution		<b>14%</b>	
		0 <u>    </u> 1 <u>  3  </u> 2 <u>  5  </u>		Total Current	
		3 <u>  5  </u> 4 <u>  1  </u> 5 <u>    </u>		Units	
		5+ <u>    </u>		<b>14</b>	
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				5	
3. Roofing				5	
4. Exterior Walls				3	
5. Doors				3	
6. Windows				2	
7. Stair/Halls				1	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				1	
11. Plumbing				4	
12. HVAC				1	
13. Electrical				1	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
18. Oil Tank Removal				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$319,030</b>	
Per Unit Hard Cost				<b>\$22,788</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-077</b>		Development Name <b>Bellflower</b>		DOFA Date or Construction Date <b>09/30/1981</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings <b>1</b>		Number of Vacant Units <b>2</b>	
		Current Bedroom Distribution		Total Current Units <b>113</b>	
		0 _____ 1 <b>106</b> 2 <b>8</b>			
		3 _____ 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				3	
2. Unit Modernization				4	
3. Roofing				5	
4. Exterior Walls				3	
5. Doors				2	
6. Windows				1	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				5	
11. Plumbing				5	
12. HVAC				1	
13. Electrical				3	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
18. Storage Shed				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$5,452,389</b>	
Per Unit Hard Cost				<b>\$48,251</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-082*</b>		Development Name <b>Commonwealth</b>		DOFA Date or Construction Date <b>04/30/1985</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input checked="" type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings		Number of Vacant Units	
		Current Bedroom Distribution		Total Current Units	
		0 _____ 1 <u>140</u> 2 <u>123</u>		1%	
		3 <u>92</u> 4 <u>32</u> 5 <u>5</u>		391	
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				5	
3. Roofing				4	
4. Exterior Walls				1	
5. Doors				4	
6. Windows				5	
7. Stair/Halls				4	
8. Non-Residential Areas				4	
9. Elevators				5	
10. Fire Protection				1	
11. Plumbing				5	
12. HVAC				2	
13. Electrical				5	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				4	
16. Asbestos				4	
17. Non-Dwelling Equipment				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$9,802,459	
Per Unit Hard Cost				\$25,070	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes	<input checked="" type="checkbox"/>
				No	<input type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes	<input checked="" type="checkbox"/>
				No	<input type="checkbox"/>
Date Assessment Prepared				Revised December 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					
Includes MA06-P002-095/096/097					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-083</b>		Development Name <b>Peabody Square</b>		DOFA Date or Construction Date <b>06/30/1982</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input checked="" type="checkbox"/>	
		Number of Buildings <b>1</b>		Number of Vacant Units <b>1</b>	
		Current Bedroom Distribution		Total Current Units <b>101</b>	
		0 _____ 1 <b>98</b> 2 <b>5</b>			
		3 _____ 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				4	
3. Roofing				5	
4. Exterior Walls				3	
5. Doors				5	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				5	
10. Fire Protection				3	
11. Plumbing				2	
12. HVAC				3	
13. Electrical				2	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				4	
18. 504 Compliance				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$4,504,068</b>	
Per Unit Hard Cost				<b>\$44,595</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date Assessment Prepared				Revised October 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 3	
Development Number <b>MA06-P002-089A*</b>		Development Name <b>Franklin Field</b>		DOFA Date or Construction Date <b>11/30/1989</b>	
Development Type:		Occupancy Type:		Structure Type:	
Rental	<input checked="" type="checkbox"/>	Family	<input checked="" type="checkbox"/>	Detached/Semi-Detached	<input type="checkbox"/>
Turnkey III-Vacant	<input type="checkbox"/>	Elderly	<input type="checkbox"/>	Row	<input type="checkbox"/>
Turnkey III-Occupied	<input type="checkbox"/>	Mixed	<input type="checkbox"/>	Walk-up	<input checked="" type="checkbox"/>
Mutual Help	<input type="checkbox"/>			Elevator	<input type="checkbox"/>
Section 23, Bond Financed	<input type="checkbox"/>				
				Number of Buildings	19
				Number of Vacant Units	7
				Current Bedroom Distribution	2%
				0	1 150 2 145
				3 120 4 47 5 15	Total Current Units 346
				5+	
General Description of Needed Physical Improvements					Urgency of Need (1-5)
1. Site Improvements					1
2. Unit Modernization					5
3. Roofing					1
4. Exterior Walls					1
5. Doors					1
6. Windows					5
7. Stair/Halls					2
8. Non-Residential Areas					3
9. Elevators					N/A
10. Fire Protection					2
11. Plumbing					5
12. HVAC					5
13. Electrical					1
14. Vacant Unit Rehabilitation					5
15. Lead Paint					5
16. Asbestos					5
17. Non-Dwelling Equipment					5
18. 504 Compliance					1
Includes MA06-P002-090/091/092/093					
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$11,024,421	
Per Unit Hard Cost				\$31,862	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
Date Assessment Prepared				Revised December 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 2	
Development Number <b>MA06-P002-089B</b>		Development Name <b>Highland Park</b>		DOFA Date or Construction Date <b>11/30/1986</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input checked="" type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>1</b>		Number of Vacant Units <b>0</b>	
		Current Bedroom Distribution 0 _____ 1 _____ 2 <b>22</b> 3 <b>4</b> 4 _____ 5 _____ 5+ _____		Total Current Units <b>26</b>	
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				5	
2. Unit Modernization				5	
3. Roofing				4	
4. Exterior Walls				2	
5. Doors				4	
6. Windows				5	
7. Stair/Halls				5	
8. Non-Residential Areas				5	
9. Elevators				N/A	
10. Fire Protection				1	
11. Plumbing				5	
12. HVAC				1	
13. Electrical				5	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$879,739</b>	
Per Unit Hard Cost				<b>\$33,836</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes	<input checked="" type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes	<input checked="" type="checkbox"/>
Date Assessment Prepared				Revised December 2000	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name <b>Boston Housing Authority</b>		<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Revision Number 1	
Development Number <b>MA06-P002-089C</b>		Development Name <b>Joseph C. Malone</b>		DOFA Date or Construction Date <b>11/30/1986</b>	
Development Type: Rental <input checked="" type="checkbox"/> Turnkey III-Vacant <input type="checkbox"/> Turnkey III-Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type: Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input checked="" type="checkbox"/> Walk-up <input type="checkbox"/> Elevator <input type="checkbox"/>	
		Number of Buildings <b>12</b>		Number of Vacant Units <b>7</b>	
		Current Bedroom Distribution		Total Current Units <b>104</b>	
		0 _____ 1 <b>104</b> 2 <b>1</b>			
		3 _____ 4 _____ 5 _____			
		5+ _____			
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
1. Site Improvements				4	
2. Unit Modernization				4	
3. Roofing				2	
4. Exterior Walls				3	
5. Doors				2	
6. Windows				2	
7. Stair/Halls				4	
8. Non-Residential Areas				4	
9. Elevators				5	
10. Fire Protection				2	
11. Plumbing				2	
12. HVAC				2	
13. Electrical				1	
14. Vacant Unit Rehabilitation				5	
15. Lead Paint				5	
16. Asbestos				5	
17. Non-Dwelling Equipment				5	
18. Storage Shed				1	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				<b>\$4,661,476</b>	
Per Unit Hard Cost				<b>\$44,822</b>	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost				Yes	<input checked="" type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes	<input checked="" type="checkbox"/>
Date Assessment Prepared				April 1999	
Source(s) of Information:					
Resident Comments		Management/Maintenance Personnel		Site Inspections	
A/E Recommendations					

**Physical Needs Assessment**  
 Comprehensive Grant Program (CGP)

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

HA Name

Boston Housing Authority

Development Number

**MA06-P002-001**

Development Name

**Charlestown**

Development Type:

- Rental
- Turnkey III-Vacant
- Turnkey III-Occupied
- Mutual Help
- Section 23, Bond Financed


Occupancy Type:

- Family
- Elderly
- Mixed


General Description of Needed Physical Improvements

1. Site Improvements
2. Unit Modernization
3. Roofing
4. Exterior Walls
5. Doors
6. Windows
7. Stair/Halls
8. Non-Residential Areas
9. Elevators
10. Fire Protection
11. Plumbing
12. HVAC
13. Electrical
14. Vacant Unit Rehabilitation
15. 504 Compliance
16. Lead Paint
17. Asbestos
18. Non-Dwelling Equipment

Total Preliminary Estimated Hard Cost for Needed Physical Improvements

Per Unit Hard Cost

Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost

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Development Has Long-Term Physical and Social Viability

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Date Assessment Prepared

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Source(s) of Information:

Resident Comments

Management/Maintenance Personnel

A/E Recommendations

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	<input type="checkbox"/> Original <input checked="" type="checkbox"/> Revision Number																			
	DOFA Date or Construction Date																			
Structure Type: Detached/Semi-Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-up <input checked="" type="checkbox"/> Elevator <input type="checkbox"/>	Number of Buildings <div style="text-align: right; margin-right: 100px;">45</div>																			
	Current Bedroom Distribution																			
	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 10px;">0</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 50px;"></td> <td style="padding: 0 10px;">1</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 50px; text-align: right;">353</td> <td style="padding: 0 10px;">2</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 50px; text-align: right;">431</td> </tr> <tr> <td style="padding: 0 10px;">3</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">247</td> <td style="padding: 0 10px;">4</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">74</td> <td style="padding: 0 10px;">5</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">3</td> </tr> <tr> <td style="padding: 0 10px;">5+</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	0		1	353	2	431	3	247	4	74	5	3	5+						
0		1	353	2	431															
3	247	4	74	5	3															
5+																				

	Yes	X	No
	Yes	X	No
	Site Inspections		

5)

---

ber            2

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05/01/1941

---

Number of Vacant Units

---

141

---

13%

Total Current

Units            1,108

---

Urgency of

Need (1-5)

---

1

1

1

1

4

5

5

1

N/A

5

4

1

3

5

1

1

5

1

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\$64,948

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March 1995	

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**Management Needs Assessment**

Capital Fund Program (CFP)

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

OMB Approval No 2577-0157 (Exp 7/31/98)

HA Name		<input type="checkbox"/> Original
<b>BOSTON HOUSING AUTHORITY</b>		<input checked="" type="checkbox"/> Revision Number <u>2</u>
General Description of Management Needs	Urgency of Need (1-5)	Preliminary Estimated PHA-Wide Cost
Adequacy of Personnel	2	500,000
Control Systems/Financial	1	266,020
Control Systems/Management Information Systems	2	482,030
Improve Employee Qualifications/Staff Training	3	455,909
Increase Occupancy/Reduce Unit Turnaround	1	1,629,034
Improve Rent Collection	1	220,553
Resident Capacity Building	1	2,955,603
Resident Service Coordination	1	2,955,603
Reduce Operating Deficit/Public Safety	1	3,656,517
Reduce Operating Deficit/Risk Management, Grievance Panel	2	697,891
Total Preliminary Estimated HA-Wide Cost:		\$13,819,160

Date Assessment Prepared: April 1998; rev. 6/99 and 1/01  
Sources of Information

Department Heads, Administrator

**Five-Five-Year Action Plan--FY01-FY05**

**Part II: Supporting Pages**

**Physical Needs Work Statement(s)**

Capital Fund Program

U.S. Department of Housing

and Urban Development

Office of Public and Indian Housing

Work Statement for Year 1 FFY: 2001	Work Statement for Year <u>2</u> FFY 2002			Work Statement for Year <u>3</u> FFY 2003		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-01, Charlestown		0	MA2-01, Charlestown		0
			0			0
	MA2-03, Mission Hill		0	MA2-03, Mission Hill		0
			0			0
	MA2-04, Lenox Street		0	MA2-04, Lenox Street		0
			0			0
	MA2-05, Orchard Park		0	MA2-05, Orchard Park		0
			0			0
	MA2-06, Cathedral		0	MA2-06, Cathedral: Fire Protection		844,132
			0			844,132
MA2-07, Heath Street		0	MA2-07, Heath Street		0	
		0			0	
MA2-08, Maverick:Dwelling Construction		1,701,881	MA2-08, Maverick: Development		1,701,881	
		1,701,881			1,701,881	
MA2-09, Franklin Hill: HVAC Steam Traps		1,701,881	MA2-09, Franklin Hill: Fire Protection		623,124	
		1,701,881			623,124	
	Subtotal of Estimated Cost		3,403,762	Subtotal of Estimated Cost		3,169,137

**Five-Five-Year Action Plan--FY01-FY05**

**Part II: Supporting Pages  
Physical Needs Work Statement(s)**

Capital Fund Program

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

Work Statement for Year 1 FFY: 2001	Work Statement for Year <u>4</u> FFY 2004			Work Statement for Year <u>5</u> FFY 2005		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-01, Charlestown		0	MA2-01, Charlestown		0
			0			0
	MA2-03, Mission Hill		0	MA2-03, Mission Hill		0
			0			0
	MA2-04, Lenox Street		0	MA2-04, Lenox Street		0
			0			0
	MA2-05, Orchard Park		0	MA2-05, Orchard Park		0
			0			0
	MA2-06, Cathedral		0	MA2-06, Cathedral: Non-Dwelling construction		75,000
			0			75,000
	MA2-07, Heath Street		0	MA2-07, Heath Street		0
			0			0
	MA2-08, Maverick: Development		1,701,881	MA2-08, Maverick: Development		1,701,881
		1,701,881	MA2-08, Maverick: Non-Dwelling construction		75,000	
					1,776,881	
MA2-09, Franklin Hill: Fire Protection		484,095	MA2-09, Franklin Hill: Non-Dwelling construction		75,000	
MA2-09, Franklin Hill: Basements		140,689				
		624,784			75,000	
	Subtotal of Estimated Cost		2,326,665	Subtotal of Estimated Cost		1,926,881

**Five-Five-Year Action Plan--FY01-FY05**

**Part II: Supporting Pages**

**Physical Needs Work Statement(s)**

Capital Fund Program

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

Work Statement for Year 1 FFY: 2001	Work Statement for Year <u>2</u> FFY 2002			Work Statement for Year <u>3</u> FFY 2003		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-11, Whittier Street: Fire Protection		546,363	MA2-11, Whittier Street: Basements		450,402
			546,363			450,402
	MA2-13, Washington-Beech: Fire Protection		546,364	MA2-13, Washington-Beech: Basements		303,778
			546,364			303,778
	MA2-14, Alice H. Taylor		0	MA2-14, Alice H. Taylor: Fire Protection		844,132
			0			844,132
	MA2-19, Bromley Park		0	MA2-19, Bromley Park		0
			0			0
	MA2-23, M.E. McCormack: Fire Protection		1,106,800	MA2-23, M.E. McCormack		0
			1,106,800			0
MA2-24, Old Colony		0	MA2-24, Old Colony		0	
		1,106,800			0	
MA2-55, Evans Street		0	MA2-55, Evans Street		0	
		0			0	
	Subtotal of Estimated Cost		2,752,927	Subtotal of Estimated Cost		1,598,312

**Five-Five-Year Action Plan--FY01-FY05**

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

**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
Capital Fund Program

Work Statement for Year 1 FFY: 2001	Work Statement for Year <u>4</u> FFY 2004			Work Statement for Year <u>5</u> FFY 2005		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-11, Whittier Street		0	MA2-11, Whittier Street		0
			0			0
	MA2-13, Washington-Beech		0	MA2-13, Washington-Beech		0
			0			0
	MA2-14, Alice H. Taylor		0	MA2-14, Alice H. Taylor		0
			0			0
	MA2-19, Bromley Park		0	MA2-19, Bromley Park		0
			0			0
	MA2-23, M.E. McCormack		0	MA2-23, M.E. McCormack: Non-Dwelling construction		75,000
		0			75,000	
MA2-24, Old Colony		0	MA2-24, Old Colony		0	
		0			0	
MA2-55, Evans Street		0	MA2-55, Evans Street		0	
		0			0	
	Subtotal of Estimated Cost		0	Subtotal of Estimated Cost		75,000

**Five-Five-Year Action Plan--FY01-FY05**

**Part II: Supporting Pages**

**Physical Needs Work Statement(s)**

Capital Fund Program

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

Work Statement for Year 1 FFY: 2001	Work Statement for Year <u>2</u> FFY 2002			Work Statement for Year <u>3</u> FFY 2003		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-56, Infill I		0	MA2-56, Infill I		0
			0			0
	MA2-58, West Newton Street		0	MA2-58, West Newton Street		0
			0			0
	MA2-59, Infill II		0	MA2-59, Infill II		0
			0			0
	MA2-74, Rutland/ E. Springfield		0	MA2-74, Rutland/ E. Springfield		0
			0			0
	MA2-82, Commonwealth: Exterior Envelope		88,876	MA2-82, Commonwealth: Basements		179,207
	MA2-82, Commonwealth: Fire Protection		819,545			179,207
			908,421	MA2-89A, Franklin Field: Basements		29,886
	MA2-89A, Franklin Field: Exterior Envelope		2,628,029	MA2-89A, Franklin Field: Fire Protection		1,125,509
			2,628,029			1,155,395
MA2-89B, Highland Park		0	MA2-89B, Highland Park: Fire Protection		1,125,509	
					1,125,509	
	Subtotal of Estimated Cost		3,536,450	Subtotal of Estimated Cost		2,460,111

**Five-Five-Year Action Plan--FY01-FY05**

**Part II: Supporting Pages**

**Physical Needs Work Statement(s)**

Capital Fund Program

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

Work Statement for Year 1 FFY: 2001	Work Statement for Year <u>4</u> FFY 2004			Work Statement for Year <u>5</u> FFY 2005		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-56, Infill I		0	MA2-56, Infill I		0
			0			0
	MA2-58, West Newton Street		0	MA2-58, West Newton Street		0
			0			0
	MA2-59, Infill II		0	MA2-59, Infill II		0
			0			0
	MA2-74, Rutland/ E. Springfield		0	MA2-74, Rutland/ E. Springfield		0
			0			0
	MA2-82, Commonwealth		0	MA2-82, Commonwealth		0
		0			0	
MA2-89A, Franklin Field		0	MA2-89A, Franklin Field		0	
		0			0	
MA2-89B, Highland Park		0	MA2-89B, Highland Park		0	
		0			0	
	Subtotal of Estimated Cost		0	Subtotal of Estimated Cost		0

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-00, HA-Wide: Vacant Unit Rehab		1,124,864	MA2-00, HA-Wide: Vacant Unit Rehab		1,169,858
	MA2-00, HA-Wide: Exterior Envelope <i>Clerk</i>		146,193	MA2-00, HA-Wide: Exterior Envelope <i>Contingency</i>		39,393
			246,253			
	MA2-00, HA-Wide: Roofs <i>A&amp;E</i>		100,000	MA2-00, HA-Wide: Roofs <i>A&amp;E</i>		103,000
	<i>Construction</i>		1,500,000	<i>Construction</i>		1,545,000
	<i>Contingency</i>		112,000	<i>Contingency</i>		115,360
	MA2-00, HA-Wide: HVAC <i>A&amp;E</i>		100,000	MA2-00, HA-Wide: HVAC <i>A&amp;E</i>		100,000
	<i>Construction</i>		2,000,000	<i>Construction</i>		1,513,381
	<i>Contingency</i>		140,000	<i>Contingency</i>		140,000
	MA2-00, HA-Wide: Consultant		412,000	MA2-00, HA-Wide: Unit Moderization <i>A&amp;E</i>		240,790
	MA2-00, HA-Wide: Lead Paint Abatement		2,548,574	<i>Clerk</i>		149,117
				<i>Construction</i>		2,499,540
	MA2-00, HA-Wide: Fire Protection <i>Clerk</i>		146,193	<i>Contingency</i>		499,850
	<i>Contingency</i>		197,586	MA2-00, HA-Wide: Consultant		424,360
				MA2-00, HA-Wide: Lead Paint Abatement		2,350,654
	MA2-00, HA-Wide: USTs <i>A&amp;E</i>		77,250	MA2-00, HA-Wide: Fire Protection <i>Contingency</i>		230,851
<i>Construction</i>		1,628,869				
<i>Contingency</i>		337,123				
MA2-00, HA-Wide: 504 Compliance <i>Construction</i>		2,383,192	MA2-00, HA-Wide: USTs <i>A&amp;E</i>		79,567	
			<i>Construction</i>		604,311	
			<i>Contingency</i>		288,767	
			MA2-00, HA-Wide: Basements <i>Clerk</i>		74,558	
			<i>Contingency</i>		77,263	
			MA2-00, HA-Wide: 504 Compliance <i>Construction</i>		2,398,360	
	Subtotal of Estimated Cost		13,200,097	Subtotal of Estimated Cost		14,643,980



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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-00, HA-Wide Prod. Imp.: Computers		139,953	MA2-00, HA-Wide Prod. Imp.: Computers		139,953
	MA2-00, HA-Wide Prod. Imp.: Copiers/Office Equip.		39,437	MA2-00, HA-Wide Prod. Imp.: Copiers/Office Equip.		39,437
	MA2-00, HA-Wide Prod. Imp.: Telephones/Communications		9,800	MA2-00, HA-Wide Prod. Imp.: Telephones/Communications		9,800
	MA2-00, HA-Wide Prod. Imp.: Vehicles		146,500	MA2-00, HA-Wide Prod. Imp.: Vehicles		146,500
			335,690			335,690
	Subtotal of Estimated Cost		335,690	Subtotal of Estimated Cost		335,690

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	Major Work Categories	Quantity		Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-00, HA-Wide Prod. Imp.: Computers		139,953	MA2-00, HA-Wide: Lead Paint Abatement		
	MA2-00, HA-Wide Prod. Imp.: Copiers/Office Equip.		39,437	A&E		90,000
	MA2-00, HA-Wide Prod. Imp.: Telephones/Communications		9,800	Clerk		30,000
	MA2-00, HA-Wide Prod. Imp.: Vehicles		146,500	Construction		1,275,000
			335,690	Contingency		105,000
				MA2-00, HA-Wide: USTs/Environmental Remediation		
				A&E		90,000
				Construction		840,000
				Contingency		60,000
				MA2-00, HA-Wide: Underground Utilities		
			A&E		823,000	
			Clerk		27,500	
			Construction		1,166,100	
			Contingency		95,981	
			MA2-00, HA-Wide: Non-Dwelling		30,000	
			MA2-00, HA-Wide Prod. Imp.: Computers		139,953	
			MA2-00, HA-Wide Prod. Imp.: Copiers/Office Equip.		39,437	
			MA2-00, HA-Wide Prod. Imp.: Telephones/Communications		9,800	
			MA2-00, HA-Wide Prod. Imp.: Vehicles		146,500	
					335,690	
	Subtotal of Estimated Cost		335,690	Subtotal of Estimated Cost		2,651,981

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-29, Holgate: Non-Residential Areas		45,000	MA2-27, Annapolis: Unit Modernization		224,000
	MA2-29, Holgate: Electrical		35,000	MA2-27, Annapolis: A/E		20,160
	MA2-29, Holgate: A/E		7,200			244,160
	MA2-30, Foley: Non-Residential Areas		87,200	MA2-28, Ashmont: Unit Modernization		224,400
	MA2-30, Foley: A/E		50,000	MA2-28, Ashmont: A/E		20,160
	MA2-32, Groveland: Non-Residential Areas		4,500			244,560
	MA2-32, Groveland: A/E		54,500	MA2-29, Holgate: Unit Modernization		50,000
	MA2-34, Davison: Non-Residential Areas		100,000	MA2-29, Holgate: A/E		4,500
	MA2-34, Davison: A/E		10,200			54,500
	MA2-35, Washington St.: Non-Residential Areas		110,200	MA2-32, Groveland: Unit Modernization		150,000
	MA2-35, Washington St.: Doors		14,000	MA2-32, Groveland: A/E		13,500
	MA2-35, Washington St.: A/E		1,260			163,500
	MA2-40, MLK Towers: Electrical		15,260	MA2-34, Davison: Unit Modernization		37,000
	MA2-40, MLK Towers: A/E		66,507	MA2-34, Davison: A/E		3,330
			45,000			40,330
			12,900	MA2-35, Washington St.: HVAC		14,000
			124,407	MA2-35, Washington St.: A/E		1,260
			80,000			15,260
			7,282	MA2-38, J.J. Meade: Unit Modernization		160,000
			87,282	MA2-38, J.J. Meade: A/E		14,400
					174,400	
	Subtotal of Estimated Cost		435,208	Subtotal of Estimated Cost		849,510

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-26, Margaret Collins: Unit Modernization		140,000	MA2-29, Holgate: Unit Modernization		83,614
	MA2-26, Margaret Collins: A/E		14,000			83,614
			154,000	MA2-30, Foley: Unit Modernization		83,614
	MA2-34, Davison: Unit Modernization		192,000			83,614
	MA2-34, Davison: A/E		18,000	MA2-35, Washington Street: Unit Modernization		83,614
			210,000			83,614
	MA2-40, MLK Towers: Unit Modernization		400,000	MA2-26, West Ninth Street: Unit Modernization		83,614
	MA2-40, MLK Towers: A/E		30,000			83,614
			430,000	MA2-42, Walnut Park: Unit Modernization		83,614
	MA2-44A, Frederick Douglass: Unit Modernization		326,000			83,614
	MA2-44A, Frederick Douglass: A/E		23,000	MA2-45, Amory Street: Unit Modernization		83,614
			349,000			83,614
	MA2-44B, Hampton House: Unit Modernization		326,000	MA2-47, General Warren: Unit Modernization		83,614
	MA2-44B, Hampton House: A/E		23,000			83,614
			349,000	MA2-49, Torre Unidad: Unit Modernization		83,614
	MA2-44C, Washington Manor: Unit Modernization		326,000			83,614
	MA2-44C, Washington Manor: A/E		23,000			83,614
			349,000			83,614
MA2-50, Rockland: Unit Modernization		200,000			83,614	
MA2-50, Rockland: A/E		15,000			83,614	
		215,000			83,614	
	Subtotal of Estimated Cost		2,056,000	Subtotal of Estimated Cost		668,912

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-41, Eva White: Non-Residential Areas		95,000	MA2-40, MLK Towers: A/E		9,000
						9,000
	MA2-41, Eva White: A/E		9,850	MA2-41, Eva White: Unit Modernization		400,000
			104,850			
	MA2-42, Walnut Park: Electrical		50,000	MA2-41, Eva White: A/E		36,000
						436,000
	MA2-42, Walnut Park: A/E		4,500	MA2-49, Torre Unidad: Windows		380,000
			54,500			
	MA2-44A, Frederick Douglass: Electrical		55,000	MA2-49, Torre Unidad: A/E		34,200
						414,200
	MA2-44A, Frederick Douglass: A/E		4,950	MA2-50, Rockland: Windows		145,000
			59,950			
	MA2-44B, Hampton House: Electrical		55,000	MA2-50, Rockland: A/E		13,050
						158,050
	MA2-44B, Hampton House: A/E		4,950	MA2-52, Heritage: Unit Modernization		120,000
			59,950			
	MA2-44C, Washington Manor: Electrical		55,000	MA2-52, Heritage: A/E		10,800
						130,800
	MA2-44C, Washington Manor: A/E		4,950	MA2-54, Pasciucco: Unit Modernization		400,000
			59,950			
MA2-45, Amory St.: Electrical		90,000	MA2-54, Pasciucco: Windows		265,000	
			MA2-54, Pasciucco: Plumbing		160,000	
MA2-45, Amory St.: A/E		8,100	MA2-54, Pasciucco: A/E		76,282	
		98,100			901,282	
MA2-49, Torre Unidad: Electrical		150,000	MA2-49, Torre Unidad: A/E		30,000	
MA2-49, Torre Unidad: A/E		30,000			931,282	
		180,000				
	Subtotal of Estimated Cost		617,300	Subtotal of Estimated Cost		2,529,973

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-51, Codman: Unit Modernization		400,000	MA2-52, Heritage: Unit Modernization		83,614
	MA2-51, Codman: A/E		35,576			83,614
			435,576	MA2-53, St. Botolph: Unit Modernization		83,613
	MA2-57, Lower Mills: Unit Modernization		738,000			83,613
	MA2-57, Lower Mills: A/E		52,666	MA2-35, Washington Street: Unit Modernization		83,613
			790,666			83,613
				MA2-61, Ausonia: Unit Modernization		83,613
						83,613
				MA2-62, Hassan: Unit Modernization		83,613
						83,613
				MA2-71, Patricia White: Unit Modernization		83,613
						83,613
				MA2-72, Roslyn: Unit Modernization		83,613
						83,613
			MA2-77, Bellflower: Unit Modernization		83,613	
					83,613	
			MA2-83, Peabody: Unit Modernization		83,613	
					83,613	
	Subtotal of Estimated Cost		1,008,454	Subtotal of Estimated Cost		627,098



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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>				MA2-89C, J. C. Molone: Unit Modernization		83,613
						83,613
	Subtotal of Estimated Cost		0	Subtotal of Estimated Cost		83,613

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	<b>See Annual Statement</b>	MA2-62, Hassan: Electrical		75,000		
MA2-62, Hassan: Non-Residential Areas			90,000			
MA2-62, Hassan: A/E			14,850			
			179,850			
MA2-71, Patricia White: Non-Residential Areas			95,000			
MA2-71, Patricia White: Fire Protection			60,000			
MA2-71, Patricia White: A/E			13,950			
			168,950			
MA2-72, Roslyn: Non-Residential Areas			20,000			
MA2-72, Roslyn: A/E			1,800			
			21,800			
MA2-89C, Joseph C. Malone: Exterior Walls			300,000			
MA2-89C, Joseph C. Malone: Non-Residential Areas		155,000				
MA2-89C, Joseph C. Malone: A/E		40,950				
		495,950				
	Subtotal of Estimated Cost		866,550	Subtotal of Estimated Cost		0

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>						
	Subtotal of Estimated Cost			0	Subtotal of Estimated Cost	

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>						
	Subtotal of Estimated Cost		0	Subtotal of Estimated Cost		0

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>						
	Subtotal of Estimated Cost		0	Subtotal of Estimated Cost		0

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>						
	Subtotal of Estimated Cost		0	Subtotal of Estimated Cost		0

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>						
	Subtotal of Estimated Cost		0	Subtotal of Estimated Cost		0

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA2-89C, Joseph C. Malone: Non-Residential Areas		155,000			
	MA2-89C, Joseph C. Malone: Exterior Walls		300,000			
	MA2-89C, Joseph C. Malone: A/E		40,950			
			495,950			
	Subtotal of Estimated Cost		495,950	Subtotal of Estimated Cost		0

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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>						
	Subtotal of Estimated Cost		0	Subtotal of Estimated Cost		0



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	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA-200, HA-Wide Mgmt. Imp.: Youth Services		161,738	MA-200, HA-Wide Mgmt. Imp.: Youth Services		161,738
	MA-200, HA-Wide Mgmt. Imp.: Elderly Services		352,790	MA-200, HA-Wide Mgmt. Imp.: Elderly Services		352,790
	MA-200, HA-Wide Mgmt. Imp.: Family Services		766,665	MA-200, HA-Wide Mgmt. Imp.: Family Services		766,665
	MA-200, HA-Wide Mgmt. Imp.: Public Safety		1,054,519	MA-200, HA-Wide Mgmt. Imp.: Public Safety		1,054,519
	MA-200, HA-Wide Mgmt. Imp.: Occupancy		255,459	MA-200, HA-Wide Mgmt. Imp.: Occupancy		255,459
	MA-200, HA-Wide Mgmt. Imp.: Rapid Reoccupancy		351,120	MA-200, HA-Wide Mgmt. Imp.: Rapid Reoccupancy		351,120
	MA-200, HA-Wide Mgmt. Imp.: MIS		243,607	MA-200, HA-Wide Mgmt. Imp.: MIS		243,607
	MA-200, HA-Wide Mgmt. Imp.: Staff Training		232,235	MA-200, HA-Wide Mgmt. Imp.: Staff Training		232,235
	MA-200, HA-Wide Mgmt. Imp.: Risk Management		130,361	MA-200, HA-Wide Mgmt. Imp.: Risk Management		130,361
	MA-200, HA-Wide Mgmt. Imp.: Compliance Officer		79,058	MA-200, HA-Wide Mgmt. Imp.: Compliance Officer		79,058
	MA-200, HA-Wide Mgmt. Imp.: Rent Collection		47,813	MA-200, HA-Wide Mgmt. Imp.: Rent Collection		47,813
	MA-200, HA-Wide Mgmt. Imp.: Grievance Panel		58,051	MA-200, HA-Wide Mgmt. Imp.: Grievance Panel		58,051
	MA-200, HA-Wide Mgmt. Imp.: Authority-Wide MIP Funds		10,000	MA-200, HA-Wide Mgmt. Imp.: Authority-Wide MIP Funds		10,000
			<b>\$3,743,416</b>			<b>\$3,743,416</b>
	Subtotal of Estimated Cost		<b>\$3,743,416</b>	Subtotal of Estimated Cost		<b>\$3,743,416</b>

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Work Statement for Year 1 FFY: 2001	Work Statement for Year <u>4</u> FFY 2004			Work Statement for Year <u>5</u> FFY 2004		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	MA-200, HA-Wide Mgmt. Imp.: Youth Services		161,738	MA-200, HA-Wide Mgmt. Imp.: Youth Services		161,738
	MA-200, HA-Wide Mgmt. Imp.: Elderly Services		352,790	MA-200, HA-Wide Mgmt. Imp.: Elderly Services		352,790
	MA-200, HA-Wide Mgmt. Imp.: Family Services		766,665	MA-200, HA-Wide Mgmt. Imp.: Family Services		766,665
	MA-200, HA-Wide Mgmt. Imp.: Public Safety		1,054,519	MA-200, HA-Wide Mgmt. Imp.: Public Safety		1,054,519
	MA-200, HA-Wide Mgmt. Imp.: Occupancy		255,459	MA-200, HA-Wide Mgmt. Imp.: Occupancy		255,459
	MA-200, HA-Wide Mgmt. Imp.: Rapid Reoccupancy		351,120	MA-200, HA-Wide Mgmt. Imp.: Rapid Reoccupancy		351,120
	MA-200, HA-Wide Mgmt. Imp.: MIS		243,607	MA-200, HA-Wide Mgmt. Imp.: MIS		243,607
	MA-200, HA-Wide Mgmt. Imp.: Staff Training		232,235	MA-200, HA-Wide Mgmt. Imp.: Staff Training		232,235
	MA-200, HA-Wide Mgmt. Imp.: Risk Management		130,361	MA-200, HA-Wide Mgmt. Imp.: Risk Management		130,361
	MA-200, HA-Wide Mgmt. Imp.: Compliance Officer		79,058	MA-200, HA-Wide Mgmt. Imp.: Compliance Officer		79,058
	MA-200, HA-Wide Mgmt. Imp.: Rent Collection		47,813	MA-200, HA-Wide Mgmt. Imp.: Rent Collection		47,813
	MA-200, HA-Wide Mgmt. Imp.: Grievance Panel		58,051	MA-200, HA-Wide Mgmt. Imp.: Grievance Panel		58,051
	MA-200, HA-Wide Mgmt. Imp.: Authority-Wide MIP Funds		10,000	MA-200, HA-Wide Mgmt. Imp.: Authority-Wide MIP Funds		10,000
				\$3,743,416		
	Subtotal of Estimated Cost		\$3,743,416	Subtotal of Estimated Cost		\$3,743,416



**Boston Housing Authority**  
**PUBLIC HOUSING DRUG ELIMINATION PROGRAM**  
**FY 2001 PLAN**

**Annual PHDEP Plan Table of Contents:**

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

**Section 1: General Information/History**

**A. Amount of PHDEP Grant: \$2,852,928**

**B. Eligibility type (Indicate with an "x")**

N1 \_\_\_\_\_ N2 \_\_\_\_\_ R \_\_\_\_\_ X \_\_\_\_\_

**C. FFY in which funding is requested: 2001** (*October 1, 2001 – September 30, 2002*)

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

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

**The BHA comprehensive drug and crime prevention and intervention programs focus on making BHA developments a safer environment for families and promoting resident economic self sufficiency through coordinated policing, drug interdiction, youth program services and drug intervention and referrals.**

**E. Target Areas**

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

<b>PHDEP Target Areas (Name of development(s) or site)</b>	<b>Total # of Units within the PHDEP Target Area(s)</b>	<b>Total Population to be Served within the PHDEP Target Area(s)- as of 02/01/00</b>
Alice Taylor	366	913
Bromley Park	607	1,159
Cathedral	421	373
Charlestown	1109	2,598
Commonwealth	391	922
Evans Street	2	5
Franklin Field (federal units only)	346	979
Franklin Hill	364	963
Heath Street	297	392
Highland Park	26	74
Infill I	24	53
Infill II	28	104
Lenox Street	305	545

Mary Ellen McCormack	1016	1,717
Maverick	411	1,201
Mission Hill	*535	181
Old Colony	843	1,796
Orchard Gardens	*455	54
Rutland/East Springfield	14	29
Washington/Beech	265	711
West Newton Street	135	216
Whittier Street	199	500
Amory	184	190
Annapolis	54	69
Ashmont	53	59
Ausonia	99	105
Bellflower	113	123
Bickford	64	0
Codman	104	112
Davison	46	46
Eva White	101	137
Foley	95	99
Frederick Douglas	76	80
General Warren	94	95
Groveland	60	52
Hampton House	76	76
Hassan	99	106
Heritage	298	371
Holgate	80	86
J. J. Carroll	63	74
Lower Mills	179	177
Malone	104	105
Meade	39	43
Martin Luther King Tower	102	102
Pascuicco	85	81
Patricia White	222	285
Peabody	101	115
Pond Street	43	52
Rockland	69	69
Roslyn	118	134
Spring Street	103	108
St. Botolph	132	133
Torre Unidad	192	212
Walnut Park	159	161
Washington Manor	65	68
Washington Street	81	95
West 9th	83	97
<b>TOTAL</b>	<b>11,795</b>	<b>19,402</b>

\*This count reflects the anticipated number of units upon completion of HOPE VI construction.

## F. Duration of Program

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

6 Months \_\_\_\_\_ 12 Months \_\_\_\_\_ 18 Months \_\_\_\_\_ 24 Months \_\_\_X\_\_\_ Other \_\_\_\_\_

## G. PHDEP Program History

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

Fiscal Year of Funding	“x” indicates Funding Received in given year	Amount of PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	X	\$3,135,750	MA06DEP002195	\$0	“GE”	Complete
FY 1996	X	3,135,750	MA06DEP002196	\$0	“GE”	Complete
FY 1997	X	3,014,440	MA06DEP002197	\$0	“GE”	04/30/00
FY 1998	X	3,014,440	MA06DEP002198	\$1,106,711	N/A	02/28/01
FY 1999	X	2,438,260	MA06DEP002199	\$2,394,652	N/A	12/31/01

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

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

The BHA has partnered with government, private agencies and residents to reduce drug-related crime in and around its developments, in an effort to create a safer living environment. The BHA Police Department and the Boston Police Department share a common frequency and direct access to other City communication services. DEP Program Coordinators produce monthly program activities. The DEP program is independently evaluated.

## B. PHDEP Budget Summary

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

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$ 250,000
9120 - Security Personnel	N/A
9130 - Employment of Investigators	1,263,481
9140 - Voluntary Tenant Patrol	N/A
9150 - Physical Improvements	N/A
9160 - Drug Prevention	1,259,447
9170 - Drug Intervention	80,000
9180 - Drug Treatment	N/A
9190 - Other Program Costs	N/A
<b>TOTAL PHDEP FUNDING</b>	<b>\$2,852,928</b>

## C. PHDEP Plan Goals and Activities

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

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$250,000		
Goal(s)	Partial cost of deployment of 30 Boston Municipal Police Officers at BHA Developments						
Objectives	Agreement BHA/BPD to ensure above baseline community policing services.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Community policing services			10/01/02	09/30/03	250,000	0	5% Decrease in Reported Crime and 5% Increase in Drug Arrests
2. Decrease Reported Crimes			10/01/02	09/30/03		0	5% Decrease in Reported Crime
3. Increase Drug Arrests			10/01/02	09/30/03		0	5% Increase in Drug Arrests

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$1,263,481</b>		
<b>Goal(s)</b>	Funding to sustain the Drug impact unit.						
<b>Objectives</b>	To investigate and pursue drug related crime and other activities at its most highly drug-impacted family developments.						
<b>Proposed Activities</b>	<b># of Persons Served</b>	<b>Target Population</b>	<b>Start Date</b>	<b>Expected Complete Date</b>	<b>PHEDEP Funding</b>	<b>Other Funding (Amount /Source)</b>	<b>Performance Indicators</b>
1. Work in partnership with the Boston Police Dept. and Municipal Police			10/01/02	09/30/03	421,160	400,000*	5% Decrease in Reported Crime and 5% Increase in Drug Arrests
2. Development-based Community Policing Function			10/01/02	09/30/03	784,321	400,000*	5% Decrease in Reported Crime and 5% Increase in Drug Arrests
3. Add 1 bicycle officer			06/01/02	06/30/02	\$8,000	0	Train and deploy bicycle officer on high visibility, directed patrol
4. Maintain National Accreditation			10/01/02	09/30/03	50,000	0	100% Compliance with Standards

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$1,259,447</b>		
<b>Goal(s)</b>	1. Provide Programs and structured activities to youth to reduce the use/abuse of drugs. 2. Provide programs and structured activities to families to facilitate economic empowerment activities.						
<b>Objectives</b>	1. Provide funding for, and enter into, collaborations that provide positive alternatives to Youth that will lead to personal achievement. 2. Partner with social service agencies to provide comprehensive set of service delivery in order to facilitate personal achievement and economic empowerment on the part of adults.						
<b>Proposed Activities</b>	<b># of Persons Served*</b>	<b>Target Population</b>	<b>Start Date</b>	<b>Expected Complete Date</b>	<b>PHEDEP Funding</b>	<b>Other Funding (Amount /Source)**</b>	<b>Performance Indicators</b>
1.Youth Services	6,000	8 to 18 yr.	10/01/02	09/30/03	1,100,447	866,309	# Youth participating in BHA sponsored activities; reduction in crime-related stats
2.Family Services	3,500	Families	10/01/02	09/30/03	109,000	766,665	# Adults/families participating in BHA sponsored activities; reduction in crime related statistics
3.Supportive Services	2,000	All residents	10/01/02	09/30/03	50,000	737,500	Decrease in the % of adults on welfare or increase in # of adults participating in job training or job readiness activities

9170 - Drug Intervention					Total PHDEP Funding: \$80,000		
<b>Goal(s)</b>	1. Continue the BHA program to reduce the use and abuse of drugs. 2. Create greater awareness of general health issues on the part of BHA residents.						
<b>Objectives</b>	1. Establish a citywide program to provide information/education on substance use/abuse. 2. Establish collaborations that will facilitate residents receiving treatment referrals & assistance. 3. Establish collaborations for the delivery of health awareness information Citywide Intervention Program to provide education and treatment referrals to public housing residents						
<b>Proposed Activities</b>	<b># of Persons Served*</b>	<b>Target Population</b>	<b>Start Date</b>	<b>Expected Complete Date</b>	<b>PHDEP Funding</b>	<b>Other Funding **</b>	<b>Performance Indicators</b>
1. Youth Drug Intervention Services education & referrals	1,000	Youth	10/01/02	09/30/03	26,666	333,333	Increase the number of youth with whom the program comes into contact; reduction in drug-related activity
2. Family Drug Intervention Services	1,000	Families	10/01/02	09/30/03	26,666	333,333	Increase the number of referrals made to appropriate settings
3. Health Awareness Services	5,000	All residents	10/01/02	09/30/03	26,668	333,334	Track the number of referrals regarding general issues of health

\*The # of Persons Served reflect direct services provided by the Community Services Department. A much greater number of residents will be impacted if we include figures derived by leveraged funding sources.

\*\*The Other Funding Source indicated in each table reflects the estimated leveraged resources the BHA expects to receive from a variety of resources too numerous to list specifically within such limited space.

### **Section 3: Expenditure/Obligation Milestones**

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated
9110	Activity 1	\$125,000	Activity 1, 2, 3	\$250,000
9120				
9130	Activities 1,2,4	\$631,740	Activities 1,2,3,4	\$1,263,482
9140				
9150				
9160	Activities 1,2,3	\$314,862	Activities 1,2,3	\$629,724
9170	Activities 1,2,3	\$20,000	Activities 1,2,3	\$80,000
9180				
9190				
<b>TOTAL</b>		\$1,091,602		\$2,183,206

### **Section 4: Certifications**

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

**SUMMARY OF COMMENTS RECEIVED ON THE REVISED  
FY2001 BOSTON HOUSING AUTHORITY AGENCY PLAN**

COMPONENT	COMMENT	RESPONSE
<b>GENERAL</b>	We (RAB) agree with BHA staff that many of the alleged “deficiencies” in the FY2001 PHA Plan are relatively minor, may be the result of misunderstanding as to the BHA’s intent, or were oversights subject to simple correction. We understand that where, as here, HUD has rejected a PHA plan for certain substantive deficiencies, the PHA must prepare an amendment or modification and consider the RAB’s recommendations in developing the amendment. We are in agreement with many of the points set forth in BHA’s draft response.	The BHA appreciates the RAB’s support for the proposed response to HUD.
<b>DEMOLITION/ DISPOSITION</b>	We (RAB) agree wholeheartedly with the approach that the BHA and the Mayor have taken in not demolishing units at Cathedral, but instead identifying City funds which can be used, in conjunction with other funds, to rehabilitate and place back onto line the vacant units at Cathedral and other public housing developments. The RAB has pushed the BHA to develop a vacancy reduction strategy as part of its 5-Year PHA Plan. We have an affordable housing crisis in Boston for low-income families, and it is critical to save every possible unit that we can and restore it to useful life.	The BHA recognizes the immense need for affordable housing in the City of Boston and appreciates RAB support for the vacancy reduction strategy at Cathedral.
<b>ADMISSIONS &amp; CONTINUED OCCUPANCY POLICY</b>	<p>We (RAB) agree that policies need to be in place at the HOPE VI developments to show compliance with QHWRA. The RAB has noted, in particular, that “flat rent” policies do not yet seem to be in place at these developments; while “flat rents” may be complicated by the financing utilized for these developments, public housing residents at those sites are entitled to the protections and benefits of federal law. We understand that BHA and its private partners at the HOPE VI developments are working on finalizing these policies and forwarding them to HUD.</p> <p>The main thing that we (RAB) would ask (HUD) is that this issue not unduly delay the release the Capital and PHDEP funds which are badly needed for BHA’s housing developments, and that BHA gear its response accordingly. While some of the issues raised by HUD on the ACOP are fairly minor and technical, others are more substantive in nature, and will require more thought by BHA and more consultation with residents. In particular, we agree with HUD that the “reasonable accommodation” transfer issue deserves more thought. More refinement is probably also needed on the community service policy.</p>	<p>The BHA is working actively with HOPE VI sites to ensure that all QHWRA mandated revisions to the Admissions and Continued Occupancy are completed.</p> <p>The BHA concurs with the RAB that approval of the FY2000 plan amendment to include the new ACOP should not delay release of critical CFP and PHDEP funds. The BHA remains optimistic that the issues raised by HUD on the ACOP can be resolved in a timely manner.</p>

**SUMMARY OF COMMENTS RECEIVED ON THE REVISED  
FY2001 BOSTON HOUSING AUTHORITY AGENCY PLAN**

COMPONENT	COMMENT	RESPONSE
<b>ADMISSIONS &amp; CONTINUED OCCUPANCY POLICY (CONTINUED)</b>	A RAB member asked a question about when a family must report a change in family income.	The BHA responded that a family has to report a change in income at the time of the annual recertification. A family only has to report an increase in income at the time of the annual recertification, however, a family may report a decrease in income at any time.
	A RAB member asked for clarification regarding skipping people of lower income to meet the goals of deconcentration.	The BHA has not taken this step and would rather not take this step in the future, preferring the alternatives cited in the deconcentration regulation such as providing incentives to people to move into a development.
<b>PET POLICY</b>	We (RAB) understood, during our discussions with the BHA on the FY 2001 PHA Plan, that the “no pet” zones were common areas (such as playgrounds), and think that with that clarification, there should be no issue.	No response necessary.
	While reviewing the BHA’s response to HUD’s letter of deficiency regarding the FY 2001 Agency Plan, RAB identified that they had not received the finalized Pet Policy.	The BHA distributed the finalized Pet policy at the next RAB meeting held on May 10, 2001.
<b>REASONABLE ACCOMMODATION</b>	We (RAB) agree with HUD’s comments on accessible units and are glad to see BHA is revising its statement in the PHA plan and is preparing an analysis of needs. The BHA has shared with the RAB its policies on reasonable accommodation for its public housing and leased housing programs, and we submitted comments on these before the policies were finalized.	No response necessary.

# BOSTON HOUSING AUTHORITY



## ADMISSIONS AND CONTINUED OCCUPANCY POLICY FOR THE FAMILY PROGRAM



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**ADMISSIONS AND CONTINUED OCCUPANCY POLICY  
FOR FAMILY DEVELOPMENTS**

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End of Section

# CHAPTER 1: INTRODUCTION AND POLICY

## 1.1 Introduction

**Boston Housing Authority’s Mission Statement: It is the mission of the Boston Housing Authority (“BHA” or “the Authority”) to provide stable, quality affordable housing for low- and moderate-income persons; to deliver these services with integrity and mutual accountability; and to create living environments which serve as catalysts for the transformation from dependence to economic self-sufficiency.**

This Admissions and Continued Occupancy Policy (ACOP) describes the admission, occupancy and transfer policies by which the BHA determines eligibility for admission, selects prospective residents, assigns apartments, admits residents, and processes transfers, in a fair and nondiscriminatory manner.

This ACOP is applicable to BHA Family Developments only. An ACOP applicable to Elderly/Disabled Developments can be found under separate cover. The BHA’s Hope VI Program developments utilize a separate HUD approved admissions and occupancy system which can be obtained from the property management agent for these developments.

## 1.2 Statement of Nondiscrimination

### 1.2.1 Compliance with Federal and State Laws

It is the policy of the BHA to comply fully with existing Federal and State laws<sup>1</sup> protecting the individual rights of applicants, residents, or staff and any laws subsequently enacted.

### 1.2.2 Civil Rights and Fair Housing

The Authority does not discriminate because of race, color, sex, sexual orientation, religion, age, handicap, disability, national origin, ethnicity, familial status or marital status, in the leasing, rental, sale or transfer of

---

<sup>1</sup> Title VI of the Civil Rights Act of 1964 and the implementing regulations at 24 CFR Part 1; Title VIII of the Civil Rights Act of 1968 (as amended by the Fair Housing Amendment Act of 1988); Executive Order 11063 on Equal Opportunity in Housing and the implementing regulations at 24 CFR Part 107; Section 504 of the Rehabilitation Act of 1973 and the implementing regulations at 24 CFR Part 8; the Age Discrimination Act of 1975 and the implementing regulations at 24 CFR Part 146; and the implementing regulations at 24 CFR Parts 100,108,110, and 121. Title II of the Americans with Disabilities Act and the implementing regulations at 28 CFR Part 35 and M.G.L. Chapter 151B. For BHA’s state-aided housing, applicable regulations are found at 760 CMR 4.00, 5.00 and 6.00 covering housing developed under the Chapter 200, Chapter 667 and Chapter 705 programs.

apartments, buildings, and related facilities, including land that it owns or controls.<sup>2</sup>

The BHA shall not, on account of race, color, sex, religion, age, sexual orientation, disability, handicap, national origin, ethnicity, marital status or familial status:<sup>3</sup>

1. Deny to any Household the opportunity to apply for housing, nor deny to any qualified Applicant the opportunity to lease housing suitable to his/her needs;
2. Provide housing which is different from that provided others except as required or permitted by law and in accordance with this Policy;
3. Subject any person to segregation or disparate treatment;
4. Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
5. Treat a person differently in determining eligibility or other requirements for admission;
6. Deny a person access to the same level of services available to other similarly situated individuals; or
7. Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing program.

### **1.2.3 Fair Admissions**

The BHA shall not automatically deny admission to a particular group or category of otherwise eligible Applicants (e.g., Households with children born to unmarried parents, or Households whose Head of Household or Co-Head of Household is a student).

Each Applicant in a particular group or category must be treated on an individual basis in the normal processing routine.

### **1.2.4 Reasonable Accommodations**

The BHA shall make reasonable accommodations in policies and procedures and, if necessary and reasonable, make certain structural modifications for persons with disabilities (Applicants or residents) in

---

<sup>2</sup> Buildings must be owned by the Authority and covered by a contract for annual contributions under the United States Housing Act of 1937 for properties in the Federal program, and/or a Massachusetts Department of Housing and Community Development Contract for Financial Assistance or operating funds for properties in the State program.

<sup>3</sup> See M.G.L. Chapter. 151B, § 4.

accordance with the BHA's **Reasonable Accommodation in Housing Policy**.

- The BHA cannot refuse to make a Reasonable Accommodation in rules, policies, practices or services when such accommodation may be necessary to afford a person with a physical or mental impairment equal opportunity to use and enjoy a BHA apartment, including public and common use areas.
- The BHA must make a modification to existing premises, when requested by a Disabled person, if the modification is reasonable and necessary to afford equal opportunity to use and enjoy BHA premises.
- An accommodation or structural modification is not reasonable if it would impose an undue administrative and financial burden on the BHA, or fundamentally alter the nature of the public housing program. The burden of demonstrating that a requested accommodation is unreasonable and imposes an undue administrative and financial burden, or fundamentally alters the nature of the public housing program is on the BHA. If granting the requested accommodation would create an undue administrative and financial burden, the BHA shall approve the request to the extent that it can do so without undergoing the undue burden or fundamental program alteration as described above.

Requests for accommodation with respect to documents used by the BHA should be made to the Authority's TDD phone number, TTY phone number, Civil Rights Department, Occupancy Department, Development Manager's Office, or the Housing Service Center. In addition, although there are many different staff members who may review a request for reasonable accommodation, the BHA has a Reasonable Accommodation Coordinator who may be contacted for assistance. The Reasonable Accommodation Coordinator can be reached in the BHA's Office of Civil Rights. The BHA Reasonable Accommodation in Public Housing Policy may also be consulted.

### **1.2.5 Records of Applications for Admission and Transfer**

BHA records with respect to applications for admission and transfer shall indicate the following for each application:

1. Date and time of receipt;
2. The determination of the BHA as to eligibility or non-eligibility of the applicant or resident;

3. Where eligible, the apartment size for which eligible.
4. Where eligible the Priority and/or Preference category granted, if any and the date such eligibility is granted.

### **1.2.6 Records of Apartments Offered**

The BHA will maintain a record of apartments offered and to whom offered, including the date, location, apartment identification, client number, circumstances of each offer, each acceptance or rejection, and the reason for any rejection.

### **1.2.7 Applicant/Transfer Applicant Appeal Procedure**

An Applicant or resident who believes himself/herself to have been aggrieved by any action, inaction or decision of the BHA in the processing of his/her application for admission or transfer application shall have the right to a hearing. Applicants for admission are entitled to an appeal before a hearing officer and transfer applicants before the BHA Grievance Panel pursuant to **BHA's Grievance Policy**.

## **1.3 Accessibility and Plain Language**

### **1.3.1 Accessible Facilities and Programs**

Facilities and programs used by Applicants and residents shall be made accessible. Application and management offices, hearing rooms, community centers, laundry facilities, craft and game rooms and other public spaces will be available for use by residents with disabilities. If these facilities are not already accessible (and located on accessible routes), they will be made accessible so long as this does not impose an undue financial and administrative burden on the Authority.

### **1.3.2 Plain Language Paperwork**

Documents intended for use by Applicants and residents will be presented in accessible formats for those with vision or hearing impairments and they will be written simply and clearly to enable Applicants and residents with learning or cognitive disabilities to understand as much as possible. Requests for accommodation with respect to documents used by the BHA should be made to the Authority's TDD phone number, TTY phone number, Civil Rights Department, Occupancy Department, or the Housing Service Center.

### **1.3.3 Forms of Communication other than Plain Language Paperwork**

At the point of initial contact BHA staff shall ask all Applicants whether they need some form of communication other than plain language paperwork. Some alternatives might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, large type materials, information on tape, and having someone (friend, relative or advocate) accompany the Applicant to receive, interpret and explain housing materials. The BHA will pay for sign language interpreters for the hearing impaired.

#### **1.3.4 English Language Ability**

Some Applicants will not be able to read (or to read English), so staff must be prepared to read and explain documents that they would normally hand to an Applicant to be read or filled out. Applicants who read or understand little English may need to be provided with an interpreter who can explain what is occurring. BHA will not pay the costs associated with having a foreign language interpreter but will make available information on free translation services. The BHA will make an effort to have its written materials translated into those languages frequently spoken by Applicants.

### **1.4 Broad Range of Incomes (Income Mixing) and Deconcentration (Federal Developments Only)**

In accordance with the Congressional mandate in the Quality Housing and Work Responsibility Act of 1998, the Boston Housing Authority has adopted the required policies to provide for deconcentration of poverty and to encourage income mixing in all Family (general occupancy) developments. BHA offers the plan below to facilitate both deconcentration and income mixing in BHA developments. The goals of the plan are to provide a sufficient mixture of extremely low-income, very-low, and low-income Households at all BHA developments, and to avoid circumstances wherein higher-income or lower-income developments are created with respect to the Authority-wide average income.

#### **1.4.1 Definitions**

For the purposes of this Admissions and Continued Occupancy Policy (ACOP), Lower-Income Households are defined as Households whose annual income does not exceed eighty (80) percent of the Boston area median income (AMI), with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development. In accordance with 24 CFR 5.603, HUD may establish income ceilings higher or lower than 80% of the median income for the area on the basis of HUD's findings that such variations are necessary because of unusually high or low household incomes. Within this category of Lower-Income Households, the following definitions apply:

1. **Low-Income Household**

A Low-Income Household is defined as a Household whose annual income exceeds fifty (50) percent but *does not* exceed eighty (80) percent of the Boston AMI, with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development.

2. **Very Low-Income Household**

A Very Low-Income Household is defined as a Household whose annual income exceeds thirty (30) percent of the Boston AMI but *does not* exceed fifty (50) percent of the AMI for the area with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development.

3. **Extremely Low-Income Household**

An Extremely Low-Income Household is defined as a Household whose annual income does not exceed thirty (30) percent of the AMI for the Boston area, with adjustments for smaller and larger Households, as determined by the Secretary of Housing and Urban Development.

**1.4.2 Broad Range of Incomes (Income-Mixing)**

It is the goal of BHA to attain, within a reasonable period of time, a resident population in each development composed of Lower-Income Households with a broad range of incomes. BHA will make an effort to assure that each of its developments will include Households with a broad range of incomes generally representative of the range of Lower Income Households in the City of Boston.

To achieve and maintain the basic objective of housing Households with a broad range of incomes, BHA will review its waiting list to determine whether there is a representative income mix of Low, Very-Low, and Extremely-Low Income Households. If there is not a representative income mix, BHA will consider strategies to encourage a greater income mix including, but not limited to, conducting targeted outreach efforts and/or establishing income Preferences.

Regardless of any discretionary strategies the BHA may adopt to achieve the goal of income mixing, the BHA will ensure that it meets the following targeting requirements as set forth by federal regulation:

- At least 40% of new admissions to the BHA’s public housing program during each fiscal year will be Extremely–Low Income Households. (See Section 5.1.4 for additional Income Qualification criteria).
- BHA may reduce the required percentage of public housing apartments to which Extremely-Low Income Households must be admitted to the extent that the BHA has credits, in the same fiscal year, for admissions of Extremely-Low Income Households to its Section 8 tenant-based assistance program beyond the number required for that program. However, the BHA may not have more credits than the lesser of the following:
  - Ten percent of the total number of Households admitted to the Section 8 tenant-based assistance program during the fiscal year; **OR**
  - The number of the BHA’s public housing apartments in developments located in census tracts with a poverty rate of 30 percent or more that are made available and filled by eligible Households who are not Extremely-Low income Households.
- During any fiscal year and regardless of the number of credits from Section 8 tenant-based assistance admissions, at least 30 percent of BHA admissions to public housing apartments will be Extremely–Low income Households.

### **1.4.3 Deconcentration**

The admissions policies contained in this ACOP are designed to deconcentrate poverty. This objective will be achieved by bringing higher-income Households into lower-income developments and/or lower-income Households into higher-income developments. While information regarding specifics of each development is contained each year in the BHA’s Annual Plan, which is submitted to HUD, below is an outline of BHA’s deconcentration policy.

The BHA will accomplish the deconcentration goal in a uniform and non-discriminatory manner. While targeting certain levels of income for admission to BHA public housing, BHA will not intentionally concentrate lower-income Households, as defined below, in one public housing development or building within a development.

#### **1. Deconcentration – Identification Procedures**

Annually, the BHA will calculate the average income at all BHA Family developments (“the Authority-wide average income”). The Authority will also calculate the average income of all Households at each Development separately (“the Development average income”). Developments in which the Development average income is *above* 115% of the Authority-wide average income will be considered “higher-income” developments. Likewise, Developments in which the Development average income is *below* 85% of the Authority-wide average income will be considered “lower-income” Developments.

- Definitions
  - The Authority-wide average income: The average income of all Households residing in BHA Family developments. Such an average is used as a base measure from which Developments are either determined to be “higher-income” or “lower-income” for purposes of the BHA’s deconcentration policy.
  - The Development average income: The average income of all Households residing in a single BHA Family Housing development.
  - Higher-income Development: A development in which the Development average income is above 115% of the Authority-wide average income.
  - Lower-income Development: A development in which the Development average income is below 85% of the Authority-wide average income.

## 2. Remedial Action

Based upon the above-mentioned analysis, the BHA will review the need to offer incentives to eligible families that would help accomplish the deconcentration objectives at individual developments.

Should the average income at a development(s) vary more than 15% from the Authority-wide average, the BHA may utilize some or all of the policies and/or incentives listed below:

- Establish an income Preference in order to reach Applicant Households with lower or higher incomes as appropriate.

- Initiate affirmative marketing strategies to all eligible income groups.
- Provide additional applicant consultation and information.
- Provide additional supportive services and amenities.
- Provide rent incentives authorized by Quality Housing and Work Responsibility Act of 1998 (“QHWRA”).
- Targeting investment and capital improvements towards a development(s) below 85% of the Authority-wide average income.

#### **1.4.4 Monitoring**

As part of the BHA’s Annual Plan submission to HUD, and to DHCD upon request, the BHA will annually monitor the income levels of Households residing in BHA housing and on the waiting list to assess its progress in attaining the deconcentration and income mixing goals. The BHA will calculate and compare the average Household incomes at each development with the Authority-wide average, as described above. In addition, the income status of Applicants on the BHA’s waiting list will be analyzed to determine the percentage of Applicants with “Low,” “Very Low” and “Extremely Low” incomes.

The BHA will also ascertain its progress in meeting the income-targeting goal that requires that 40% of new admissions must be Extremely-Low Income Households. If the monitored data indicates any problems, BHA will alter its marketing and deconcentration strategies in accordance with this policy and federal requirements.

### **1.5 Civil Rights Protection Plan**

It is the policy and obligation of the Boston Housing Authority to administer all aspects of its housing programs without regard to race, color, age, sex, sexual orientation, national origin, ethnicity, religion, familial or marital status or handicap/disability. The BHA’s **Civil Rights Protection Plan** (“CRPP”) approved by the U.S. Department of Justice on July 26, 1999, is designed to protect Applicants, residents and their visitors from threats, harassment, violence or abuse while they are on BHA property. (Please refer to the BHA’s CRPP for specific policies and procedures).

## **CHAPTER 2: MARKETING AND OUTREACH**

### **2.1 Marketing Policy**

It is the policy of the BHA to conduct marketing and outreach as needed to maintain an adequate application pool representative of the eligible population in the area. Marketing has two primary purposes: to make all potential applicants aware of the housing and related services that BHA offers its residents and to attract specific groups of applicants, such as those with Low- and Very low-income levels, as defined in Chapter 1, section 1.4.1 “Definitions,” of this policy.

### **2.2 Marketing Requirements**

The following requirements apply to BHA marketing efforts:

#### **2.2.1 Fair Housing**

Materials must comply with the Fair Housing Act requirements with respect to wording, logo, size of type etc.

#### **2.2.2 Accurate Descriptions**

Materials shall accurately describe the apartments, application process, waiting list and Priority and Preference structure including the availability of apartments with accessible features, and any designation that applies to the property.

#### **2.2.3 Plain Language**

Marketing materials shall be in “plain language”. The BHA shall make an effort to use print media, videos and multi-media in a variety of languages

#### **2.2.4 Targeting Social Service Agencies**

An effort shall be made to provide marketing materials to all agencies that serve and advocate for potentially eligible applicants (e.g. the disabled/handicapped) in order that accessible/adaptable apartments are brought to the attention of people who can best take advantage of these apartments’ accessible or adaptable features including MASS ACCESS.

#### **2.2.5 Eligibility**

Marketing materials shall make clear to individuals and Households, who is eligible for housing including people with physical and/or mental disabilities.

#### **2.2.6 Reasonable Accommodations and Structural Modifications**

BHA's marketing materials will include notice of the Authority's responsibility to provide reasonable accommodations and structural modifications for people with disabilities if reasonably required on account of disability.

## **2.3 Marketing and Outreach Strategies**

### **2.3.1 When BHA Will Market Apartments**

The BHA will undertake marketing efforts whenever there is a need to do so in order to address: changes required as a result of legislative or regulatory requirements; fair housing needs; apartment vacancy or turnover considerations; deconcentration and income mixing needs; an insufficient pool of Applicants on the waiting list; or any other factor which may require marketing efforts to further public housing program goals. The BHA shall assess these factors at least annually as part of its Agency Plan in order to determine the need and scope of the marketing effort.

### **2.3.2 Affirmative Marketing**

The BHA shall undertake appropriate affirmative fair marketing efforts whenever the Authority identifies a need to augment the number of applicants required to meet its identified goal.<sup>4</sup>

In order to achieve deconcentration and income mixing in BHA developments, when necessary, BHA may engage in affirmative marketing strategies that target potential applicants in specific income categories (i.e., Low, Very low or Extremely low income).

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<sup>4</sup> See M.G.L. 760 CMR 5.04.

## CHAPTER 3: PRELIMINARY APPLICATIONS AND PROCESSING

### 3.1 Application Forms

Preliminary application forms shall be available at the Boston Housing Authority's Central Office located at 52 Chauncy Street, Boston; in its Housing Service Center, located at 56 Chauncy Street, Boston, and at other locations, as determined by the Authority. A **preliminary application** will be accepted from anyone who wishes to apply provided that: the Waiting List for the program in which they are interested is open; **AND**, the Applicant has attended an **Applicant Information Briefing Session** as required unless exempted by BHA from doing so.

### 3.2 Processing Applications for Admission

#### 3.2.1 Processing

It is the BHA's policy to accept and process applications in accordance with applicable BHA, Federal and State regulations and handbooks.

#### 3.2.2 Assignment of Application Control Number

All applications shall be assigned a chronological application control number and shall be dated and time stamped when they are completed at a BHA application-taking location. All Applicants shall be given a date and time stamped receipt that informs Applicants of their responsibility to notify the BHA of any change of address or Household composition and to respond to application update requests sent to them.

#### 3.2.3 Communications

All communications with Applicants will be by first class mail, except when an Applicant with a Disability requests some other form of communication (for example, a telephone call, communication with a designated third party, etc.). Failure to respond to BHA communications may result in withdrawal of an Applicant from the waiting list.

It is the responsibility of each Applicant to inform the BHA in writing of any change in address, telephone number, Household composition, change in Priority, Good Cause, or other information, which may affect the status of the application while on the waiting list. For an Applicant with no fixed address, such as homeless Households, the address of a social service agency may be used for BHA contacts; however, if the Applicant finds permanent housing, the address must be reported to the BHA in writing at once.

### 3.2.4 Waiting List Updates

On a regular cycle determined by the Authority, the BHA will send each Applicant on the waiting list a notice (or other form of communication specified by an Applicant with a Disability) in which an appropriate response notice is enclosed. The notice will request each Applicant to return the response if s/he is still interested in public housing and to indicate on the response any changes in Household size, income, address, and other information as requested. Applicants will have twenty (20) calendar days to respond to the update notice.

As responses are returned, an Applicant's waiting list position is updated. If an Applicant does not return the response, the Application is withdrawn from the waiting list and the Applicant notified of the opportunity to appeal pursuant to Section 4.1.4 (Applicant Appeals/Informal Hearings) of this policy.

If an update letter to an Applicant is returned to the BHA because the Applicant is no longer at the address to which it was mailed, and the Applicant has not notified the BHA in writing of an address change, the application will be withdrawn from the waiting list and the Applicant notified of the opportunity to appeal pursuant Section 4.1.4 (Applicant Appeals- Informal Hearings) of this policy.

- 3.2.5** All Applicants will be given a Notice entitled: ***Notice to All Applicants: Options for Applicants with Disabilities***. This notice explains the BHA's responsibilities for providing reasonable accommodations and recites examples of what a reasonable accommodation might entail.
- 3.2.6** Preliminary application forms will not be accepted unless they are complete, legible and signed by the Head of Household and Co-Head of Household (if applicable). (*See section 1.3.3 for more information on forms of communication other than plain language paperwork*).

## CHAPTER 4: ESTABLISHING AND MAINTAINING THE CITYWIDE WAITING LIST FOR THE FAMILY PROGRAM

### 4.1 Waiting List Management

It is the policy of the BHA to administer its waiting list as required by the U.S. Department of Housing and Urban Development (HUD) and the Massachusetts Department of Housing and Community Development (DHCD) regulations:

#### 4.1.1 Opening and Closing Waiting Lists

1. The BHA, at its discretion, may limit application intake, suspend application intake, and close waiting lists in whole or in part except as otherwise provided in Federal or State regulations. The BHA will also update the waiting list by removing the names of those Applicants who are no longer interested or no longer qualify for housing or cannot be reached by mail, utilizing information provided by the Applicant and in accordance with procedures indicated below.
2. During the period when the waiting list is closed, the BHA **will not** maintain a list of individuals who wish to be notified when the waiting list is reopened.

#### 4.1.2 Determining if the Waiting List may be Closed

The BHA will use the following method to determine whether the waiting list for the Family Housing Program may be partially or completely closed. The BHA may elect to close the list by Priority and/or Preference category and by bedroom size.

1. **How to Determine When the Waiting List May Be Closed**
  - a. Staff will compute the average number of move-ins to Family Developments per year by Priority and/or Preference categories and size of Apartment over the past two (2) years.
  - b. The waiting list will then be examined to determine how many Applicants are already on the waiting list in the two (2) Priority categories established by the BHA's Priority and Preference

system described in this Admissions and Continued Occupancy Policy

- c. If the number of Applicants in the two (2) Priority categories is **less than** five (5) times the average number of move-ins by bedroom size per year, the waiting list will not be closed.
- d. If the number of Applicants in the two (2) Priority categories is equal to or greater than five (5) times the average number of move-ins by bedroom size per year, the waiting list may be closed because the average wait of a new Applicant in these Priority categories would be more than one year.
- e. At any point after the waiting list has been closed, if the number of Applicants in the two (2) Priority categories drops below five (5) times the average number of move-ins per year, the BHA will reopen the waiting list and begin accepting new Applications. The BHA may elect to accept Applications only from individuals who appear to qualify for one or both of the two (2) Priority categories or Applicants with disabilities who require an Accessible Apartment or an apartment with special features.
- f. When the waiting list is to be closed or re-opened, notification will be placed in the lobby of BHA's central office Housing Service Center and notices will be placed in the media. The notification and notices will indicate that the closing affects the waiting list for the Family housing program only.

BHA will notify DHCD prior to closing and re-opening its waiting list. BHA will also notify current residents by written notice in the next regularly scheduled rent statement mailing.

#### **4.1.3 Removal of Applications from the Waiting List**

Applicant's names may be removed from the Waiting List by:

- being housed

- being withdrawn
- being determined Ineligible
- their own written request.

Applicants whose Applications are removed from the waiting list are entitled to an informal hearing where they may appeal this decision. A Request for an appeal must be made **in writing** and must be received by the BHA within 20 calendar days of the date of the notice removing them from the waiting list

The files of Applicants removed from the waiting list will be held by the BHA for seven (7) years.

### 1. Withdrawal of an Application

Circumstances that will lead to withdrawal of an Applicant's name from the waiting list include:

- a. The Applicant requests **in writing** that his/her name be removed;  
**OR**
- b. The BHA has made reasonable efforts to contact the Applicant to determine continued interest or to schedule an interview but has been unsuccessful. Correspondence mailed (or sent by other methods designated by an Applicant with a Disability) to the latest address that is returned by the U.S. Postal Service shall constitute documentation of a reasonable effort to contact the Applicant; **OR**
- c. Failure of the Applicant to keep an appointment:
  1. If an Applicant fails to keep an appointment and fails to notify the Authority, **in advance and in writing only**, of his/her inability to keep an appointment, his/her name will be withdrawn from the waiting list. A statement to this effect will appear on the forms used by BHA to advise Applicants of scheduled interviews or of information required.
  2. The Authority will consider Mitigating Circumstances such as health problems or lack of transportation in determining whether the Application should be withdrawn as described above. The Authority will also consider a reasonable accommodation that may be necessary for Applicants who are Disabled Persons to keep appointments or provide information. Consideration of Mitigating Circumstances does not relieve the Applicant of the responsibility to provide the information or notify the BHA in writing.

- d. The Applicant has failed to supply sufficient information necessary for screening.
- e. Refusal of two offers of housing for reasons other than those that qualify as a basis for Good Cause, will result in withdrawal of the Application.

## **2. Determination of Ineligibility**

Applications will be determined Ineligible for the following reasons:

- a. The Applicant failed to pay an outstanding balance owed to the BHA or other Federal or State housing assistance program within the established time frame;
- b. The Applicant failed to meet the Applicant selection or home visit criteria pursuant to this policy;
- c. The Applicant failed to pay an existing utility balance that resulted in a denial of service by the utility supplier.

## **3. Notice of Withdrawal or Ineligibility**

Applicants removed from the waiting list will receive a written notice which will:

- a. Inform the Applicant why s/he is being withdrawn or determined Ineligible;
- b. Advise the Applicant of his/her right to request an appeal of the action in an informal hearing within twenty (20) calendar days of the date of the notice. Such request must be in writing and must state clearly the basis for requesting the informal hearing.
- c. Advise the Applicant that if s/he has a Disability, not previously disclosed, that the disclosure of such condition would initiate the consideration of mitigating circumstances and/or reasonable accommodation.
- d. Advise the applicant of his/her right to contest credit report information or CORI information in accordance with Federal and State law if that is a basis for determination of Ineligibility.
- e. Provide a description of BHA's Informal Hearing process and advise Applicants that they have a right to be represented by an attorney or other individual at the informal hearing, review the contents of their file in advance of the hearing, the right to submit additional documents and evidence at the hearing, the right to

request reconsideration and the right to request a reasonable accommodation.

- f. Explain the rights of an Applicant to a state aided program to request a review of the decision by the Massachusetts Department of Housing and Community Development within twenty-one (21) calendar days of the initial decision or after a decision on reconsideration.

#### **4.1.4 Applicant Appeals – Informal Hearings**

##### **1. Right to an Informal Hearing**

All Applicants who are determined Ineligible for admission, issued a Notice of Withdrawal, denied Priority status or Preference(s), denied Good Cause or whose name is dropped to the bottom of the waiting list by the BHA will be sent a notice that:

- a. Informs the Applicant of the reason(s) for Ineligibility, withdrawal or denial of Priority status or Preference(s), denial of Good Cause or why his/her name was dropped to the bottom of the waiting list;
- b. Advises the Applicant of his/her right to contest the decision in an informal hearing provided a request for a hearing is received within 20 calendar days of the date the Notice of Adverse Action is issued. Such request must be in writing and must state clearly the basis for requesting the informal hearing;
- c. Advises the Applicant of his/her right to contest credit report information and/or CORI information in accordance with Federal and/or State law if that is the basis for determination of Ineligibility
- d. Advises the Applicant that if s/he has a disability, not previously disclosed, that the disclosure of such condition would lead to the consideration of Mitigating Circumstances and/or a reasonable accommodation, if it is related to the disability.
- e. Provides a description of BHA's informal hearing process and advises Applicants that they have the right to be represented by an attorney or other individual at the informal hearing, review the contents of their file in advance of the hearing, the right to submit additional documents and evidence at the hearing, the right to request reconsideration and in some cases, the right to request a review of the decision by the Massachusetts Department of Housing and Community Development.

##### **2 Scheduling the Informal Hearing**

Upon receipt of the Applicant's written request, staff in the BHA's Office of Civil Rights shall schedule an informal hearing. The hearing shall be scheduled within a 30-day period following the receipt of the Applicant's request for an informal hearing unless postponed for "good cause", see 760 CMR 5.12.

A "**Notice of Informal Hearing**" shall be sent by the BHA Office of Civil Rights to the Applicant's address of record listing the date, time and place of the hearing. The notice shall also restate the Applicant's rights to present evidence, review their file, request a reasonable accommodation or interpreter and be represented by an attorney or other individual at the hearing. The hearing shall be held at a mutually convenient time and at an accessible location for the Applicant and the BHA.

### **3 Applicant Rights during the Informal Hearing**

During the hearing, the Applicant will be afforded an opportunity to present evidence rebutting the basis for the determination of Ineligibility, Withdrawal, denial of Priority status or Preference(s), denial of Good Cause or the basis for dropping his/her Application to the bottom of the waiting list.

### **4 Due Process Requirements**

The informal hearing will conform to the following due process requirements:

- a. If the Applicant requests, the BHA employee who made the decision must be present to provide available facts, and to be questioned, if still a BHA employee.
- b. An employee of the Authority who did not participate in the original decision must conduct the hearing.
- c. The decision must be based solely on evidence presented at the hearing as well as previous evidence received. All evidence submitted at the hearing shall be considered de novo, and the matter shall not be sent back to the Occupancy Department for reconsideration due to submission of new evidence.
- d. The Applicant and/or his/her representative has a right to inspect the file prior to the hearing, provided the Applicant provides BHA with a written authorization permitting the representative to have access to the contents of the Applicant's file including CORI information.
- e. Either the Applicant or the BHA may request after close of the hearing that the record remain open for submission of new or rebuttal evidence. The Hearing Officer shall designate a date by which the

record shall be closed and may extend it for good cause. The Applicant shall receive notice in writing of the date on which the record will close and of any extension. If BHA wishes to consider additional evidence not submitted at the hearing or submitted after the hearing, it shall give written notice to the Applicant with an opportunity review such evidence and a reasonable period for the Applicant to respond.

## **5. Informal Hearing Decisions**

After the informal hearing, all Applicants will be sent a “**Informal Hearing Decision**” from the BHA hearing officer. This notice shall:

- a. Provide a summary of the conference;
- b. Provide the decision of the hearing officer, together with findings and determination;
- c. Provide an explanation of the regulations or other applicable provisions utilized in making the decision;
- d. Explain the rights of the Applicant to seek reconsideration by the BHA within 14 days of the decision;
- e. Explain the rights of an Applicant to a state-aided program to request a review of the decision by the Massachusetts Department of Housing and Community Development within 21 calendar days of the decision or decision on reconsideration.
- f. All informal hearing decisions shall be made within 15 working days of the close of the hearing or the record, whichever is later.

## **6. Reversal of BHA's Determination of Ineligibility, Application Withdrawal, Denial of Priority Status or Preference(s), Denial of Good Cause or Placement of the Applicant's Name at the Bottom of the Waiting List**

- a. If, as a result of information presented by the Applicant at the informal hearing, the BHA reverses its decision to reject the Applicant, no new application is required and the application will be returned to its appropriate place on the waiting list using the original date and time of Application and applicable Priority and/or Preference(s).
- b. If the BHA reverses its decision to withdraw the Applicant, the process described above will again be followed.
- c. If the decision to deny Priority status and/or Preference(s), Good Cause or dropping the Applicant's name to the bottom of the waiting

list is reversed, the Applicant's position on the waiting list will be restored in accordance with the reversal.

**7. Confirmation of the BHA's Determination of Ineligibility, application withdrawal, Denial of Priority Status or Preference(s), Denial of Good Cause or dropping the Applicant's name at the bottom of the Waiting List**

- a. If the decision upholds the determination of Ineligibility, the Applicant may submit a new application for admission at a time when the waiting list is open but no earlier than 18 months after the decision of Ineligibility is confirmed at the informal hearing. This period of time may permit the Applicant and/or Household Member to correct the behavior or situation that resulted in rejection. A shorter period, as determined by the Authority, to be appropriate under the circumstances of the rejection, or any new Application, may be allowed.
- b. Applicants who are withdrawn may submit a new Application at any time provided the waiting list is open.
- c. Applicants denied Priority Status, Preference(s) or Good Cause may re-apply for the same or a different Priority or Preference at any time provided the waiting list is open.
- d. Applicants who are dropped to the bottom of the waiting list have no recourse other than a request for reconsideration or if applicable, an appeal to the Massachusetts Department of Housing and Community Development.

**4.2 Priorities and Preferences**

Certain BHA Applicants may qualify for a Priority and/or Preference, which affects the position of those Applicants on the BHA waiting list.

**4.2.1 Definitions**

1. **Priority** is defined as a housing-related situation that affects a Household's present residential status. The BHA gives points to Applicants with a Priority that ranks those Applicants higher on the waiting list than Applicants without Priority. An Applicant can qualify for only one Priority at any given time. Certain priorities are given more points than others. An Applicant will always be assigned to the highest Priority for which they qualify. Specific Priority definitions and point information can be found later in this chapter.

2. **Preference** refers to points given to BHA Applicants who are veterans, Boston Residents, employed in Boston, offered employment in Boston, or Disabled Person with a Household requiring a one-bedroom apartment. Preference points are cumulative and are added to Priority points (if any) to determine an Applicant's position on the BHA waiting list. An Applicant may qualify for more than one Preference at a time.

#### **4.2.2 Self-Certification and Verification**

BHA will provide to each potential Applicant a description of each Priority and Preference available to Applicants. The BHA will require that Applicants self-certify for a Priority and/or Preference at the time the preliminary application is completed or thereafter. BHA will verify the Priority and/or Preference during the application process, perhaps more than once.

#### **4.2.3 Matching of the Applicant and the Apartment Characteristics**

Before applying Priorities and Preferences, BHA will determine the appropriate apartment size, and special needs requirements if any, based on Household composition and special needs required. In making the selection of a Household for an apartment with accessible features, the BHA will give preference to Households with the greatest number of Priority/Preference points and earliest application date that include a person with disabilities who can benefit from the apartment features.

#### **4.2.4 Ranking by Priority and/or Preference Points**

Applicants will be ranked by Priority and/or Preference points, which are described below. Date Priority and/or Preference points are granted will further rank each Applicant.

#### **4.2.5 Determining Placement on Waiting List**

Priority and Preference points are added together to determine position on the BHA's waiting list. The more points an Applicant has and the date such points are granted, the higher on the list the Applicant will be in relation to other persons who applied for the same bedroom size and hold the same date of preliminary application.

### **4.3 Organization of the Waiting List**

The BHA maintains a citywide waiting list for its Family Housing Program. The waiting list is maintained by apartment size, Applicants' Priority and/or Preference points and the date granted and then chronologically according to application date.

Assignments to the waiting list shall be in order based upon suitable type and size of apartment, date Priority and/or Preference points are granted as established in these policies, and the date and time the application is received. Generally, an eligible Applicant with the highest Priority and/or Preference points and the earliest date of approval of such Priority and/or Preference points per category of apartment size will be placed at the top of the waiting list.

#### **4.4 Application of Priorities and Preferences to the Waiting List**

##### **4.4.1 Not a Guarantee of Admission**

It is BHA's policy that a Priority and/or Preference establishes placement position on the waiting list. Every applicant must still meet BHA's **Applicant Screening Criteria** (see Section 5.3.3) before being accepted as a resident.

##### **4.4.2 Granting of Priorities and/or Preferences**

A Priority and/or Preference will be granted to Applicants who are otherwise Eligible and Qualified and who, at the time they are certified for admission meet the definitions of the Priorities and/or Preferences described below.

Priorities and/or Preferences are established by the BHA in accordance with HUD and DHCD regulations.

##### **4.4.3 Priority and/or Preference System**

The following system of Priorities and/or Preferences will be used for new admissions to and transfers within BHA housing:

All requests for Priority Status must be verified by a third party. Information shall be submitted on Certificates of Priority Status and/or another form of written verification from a reliable third party as determined by the BHA. All requests for Priority status will be reviewed prior to the Personal Interview and/or as part of the final screening process.

During the review of documents submitted for Priority status, it may be necessary to obtain additional documentation in order to complete the review. In this case, the Occupancy Department will send (or give) the Applicant a notice entitled "**Priority Status Request – Insufficient Documentation Notice**" detailing the information still needed to complete the review for Priority status.

Applicants who do not qualify for Priority status based on a review of the documents submitted are sent (or given) a notice entitled “**Notice to Applicants Denied Priority Status**” detailing the specific reason(s) for the denial of priority. This notice informs applicants of their right to appeal the denial of Priority status through the informal hearing process conducted by the BHA’s Office of Civil Rights.

Applicants will be sorted on the waiting list in accordance with their Priority and/or Preference(s). Below is a listing, in order of ranking, of the BHA’s system for doing this.

### **1. Emergency Transfers**

For a complete listing of definitions of each Emergency Transfer Category and the verification required for each category, please refer to Section 7.2 of Chapter 7, “Transfer Policy.”

### **2. Priority One Applicants of any income** Priority

One status for admission shall be granted to Applicant Households whose verified circumstances at the time of an offer of an apartment (prior to execution of the lease) fall within one of the following categories:

**A. *Displacement due to a disaster***, such as flood or fire, that results in the uninhabitability of an Applicant’s apartment or dwelling unit not due to the fault of the Applicant and/or Household member or beyond the Applicant’s control;

Verification must include:

1. a copy of the incident report from the local Fire Department, and
2. a copy of his/her lease, or a statement from the property owner, verifying that s/he is/was the tenant of record at the affected address, and
3. verification from the Fire Department, the Inspectional Services Department, the Health Department or other appropriate agency that the dwelling unit is now uninhabitable.
4. the cause of the disaster if known. If the Applicant or a Household Member was the cause of the disaster, approval for Priority status will be denied unless mitigating circumstances are established to the satisfaction of Occupancy Department Staff.

**B. *Displacement due to domestic violence***, which is defined as displacement due to continuing actual or threatened physical violence (including sexual abuse) directed against one or more of the Household Members by another member of the same

Household or by a non-Household Member residing in the dwelling unit;

Verification must include submission of a fully completed "Certificate of Involuntary Displacement Due to Domestic Violence" or a third-party, written verification from the local police department, a social service agency, a court of competent jurisdiction, a clergy member, a physician, or a public or private facility that provides shelter or counseling to the victims of domestic violence. Such a verification will not be considered valid unless it:

- a. Supplies the name of the threatening or abusive Household Member or other legal occupant of the dwelling unit;
- b. Describes how the situation came to verifier's attention: and
- c. Indicates that the threats and/or violence are of a recent (within the past six (6) months) or continuing nature if the Applicant is still residing in the dwelling where the violence has occurred or is occurring.
- d. Indicates that the Applicant has been displaced because of the threats and/or violence or that the Applicant is in imminent danger where he/she now resides.

The Applicant must supply the name and address of the abusive or threatening Household Member or other legal occupant of the dwelling, if not already provided **AND**

Provide documentation that the Applicant and the alleged abuser are/were residents of the same dwelling unit at the time the alleged abuse occurred.

**C. *Victim of hate crime:*** A member of the Household has been a victim of one or more hate crimes AND the Household has vacated a dwelling unit because of this crime OR the fear associated with the crime has destroyed the peaceful enjoyment of the dwelling unit;

- "Hate crime", is defined as any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation, prejudice, or which otherwise deprives

another person of his/her constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

Verification must include submission of a fully completed "Certificate of Involuntary Displacement by Hate Crimes" or documentation from a law enforcement agency that the Household Member(s) was a victim of such crime(s); **and**

- a. has vacated the dwelling because of such crime(s); **or**
- b. has experienced fear associated with such crime(s) and the fear has destroyed the peaceful enjoyment of their current dwelling unit.

**D. Avoidance of reprisal/witness protection:** Relocation is required because: (A) a Household Member provided information or testimony on criminal activities to a law enforcement agency; and (B) based upon a threat assessment, a law enforcement agency recommends the relocation of the Household to avoid or minimize risk of violence against Household Members as reprisal for providing such information.

Verification requirements:

- a) Submission of a fully completed "Certificate of Involuntary Displacement to Avoid Reprisal" or documentation from a law enforcement agency that the Applicant and/or a Household Member provided information on criminal activity; **AND**
- b) Documentation that, following a threat assessment conducted by the agency, the agency recommends the relocation/re-housing of the household to avoid or minimize the threat of violence or reprisal to or against the Household Member(s) for providing such information.

This includes situations in which the Applicant and/or Household Member(s) are themselves the victims of such crimes and have provided information (testimony) to a law enforcement agency.

**E. Court-ordered no-fault eviction:** eviction pursuant to an Order for Judgment (or Agreement for Judgment) issued by a court because of: (a) Landlord action beyond the applicant's ability to control or prevent, and the action occurred despite the applicant's

having met all previously imposed conditions of occupancy and displacement was not the result of failure to comply with HUD and State policies with respect to occupancy of under-occupied and overcrowded units or failure to accept a transfer to another unit in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

Verification Requirements (ALL documents are required):

- a) submission of a fully completed "Certificate of Involuntary Displacement by Landlord Action"; **and**
- b) a copy of the Notice to Quit issued by the landlord or property manager; **and**
- c) a copy of the Summons and Complaint available from the court; **and**
- d) a copy of the Answer or other response(s) filed by the Applicant in court in response to the Complaint, if any; **and**
- e) a copy of the Judgment of the Court ( Agreement for Judgment, Order for Judgment and Findings of Fact, or Default Judgment); **and**
- f) if applicable, a copy of the execution issued by the court.

The information contained in the above-referenced documents must clearly establish to the satisfaction of the BHA that:

1. the action taken by the landlord or property manager was beyond the Applicant's ability to control or prevent;
2. the action by the landlord or property manager occurred despite the Applicant Household having met all previously imposed conditions of occupancy;
3. displacement was not the result of failure to comply with HUD policies with respect to occupancy of under-occupied and overcrowded Apartments or failure to accept a Transfer to another Apartment in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

Failure to establish any one of the above referenced elements will result in denial of Priority status.

**F. *Condemnation of house/apartment:*** the applicant's housing has been declared unfit for habitation by an agency of government.

Verification Requirements:

- a) third-party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced or will be displaced in the next six months, as a result of action by that agency; **and**
- b) the precise reason(s) for such displacement

**G. Displacement by any low-rent housing project or by a public slum clearance or urban renewal project** initiated after January first, nineteen hundred and forty-seven, or other public improvement.

Verification Requirements:

- a) third-party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced or will be displaced in the next six months, as a result of action by that agency, **and**
- b) the precise reason(s) for such displacement

**H. Other Government action:** A Household is required to move from their residence by a Federal, State or local governmental action such as code enforcement, public improvements or a development program.

Verification Requirements:

- a) third-party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced or will be displaced in the next six months, as a result of action by that agency; **and**
- b) the precise reason(s) for such displacement

**I. For disabled individuals only, inaccessibility of a critical element of their current dwelling unit:** A member of the Household has a mobility or other impairment that makes the person unable to use a critical element of the current apartment or development AND the owner is not legally obligated to make changes to the apartment or dwelling unit that would make these critical elements accessible to the Household Member with the disability.

Verification Requirements:

- a) The name of the Household member who is unable to use the critical element;
- b) a written statement from a Qualified Healthcare Provider verifying that the Household member has a Disability (but not necessarily the nature of the Disability) and identifying the critical element of the dwelling which is not accessible and the reasons why it is not accessible; and
- c) a statement from the landlord or official of a government or other agency providing service to such Disabled Persons explaining the reason(s) that the landlord is not required to make changes which would render the dwelling accessible to the individual as a reasonable accommodation.

### 3 Priority Two Applicants

Priority Two status for admission shall be granted to Applicant Households whose verified circumstances at the time of being offered an apartment (prior to execution of the lease) correspond with one of the following categories:

- **Homelessness:** A Household lacks a fixed, regular and adequate nighttime habitation OR the primary nighttime dwelling is one of the following:
  - A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters and transitional housing);
  - A public or private place not designed for, or ordinarily used as, a regular sleeping place for human beings.

Persons living with existing BHA residents or living with residents in private housing DO NOT qualify as homeless.

Verification Requirements:

1. Submission of a "Certificate of Homelessness" fully completed by an appropriate source or the Applicant's signed statement that he/she lacks a fixed, regular and adequate nighttime residence; or his/her primary nighttime residence is:

- a. a supervised public or private shelter designed to provide temporary housing accommodations (i.e., welfare hotels, congregate shelters and transitional housing);
  - b. a public or private place not designed or used as a regular sleeping place for human beings.
2. A third-party written verification from a public or private facility that provides shelter for homeless individuals, the local police department, or a social services agency, certifying the Applicant's homeless status in accordance with the definition in this policy.

#### **4 Substantial Cause transfers**

For complete definitions of each Substantial Cause Transfer category and the verification required for each category, please refer to Section 7.2.3 of Chapter 7, "Transfer Policy."

#### **5 Standard (no Priority) Applicants**

Standard Applicants who qualify for no priority.

#### **4.4.4 Preference System**

The Preference system below applies only to Applicants for admission on BHA waiting lists.

Within Priority categories, and within the standard "no Priority" category (i.e., standard applicants), Applicants may also receive Preference points. Preference points are assigned to veterans, deceased or disabled veterans' families, handicapped/disabled Applicants requiring no more than a one-bedroom apartment, and Boston residents and will be added to Priority points to determine an Applicants' placement on the BHA waiting lists. Thus a Priority Two Applicant with a residency Preference will be ranked above a Priority Two Applicant with no Preferences. Veterans, disabled/one bedroom and Boston residency Preferences are cumulative, so an Applicant with more than one Preference (i.e., Veterans and residency) will be ranked higher within his or her Priority category than an Applicant with only one Preference.

The Preference categories are described below.

1. Veterans Preference

The Veterans' Preference shall be ranked above the residency Preference. The Veterans Preference shall further be ranked in the following order:

- Among families equally in need (i.e., within the same housing Priority category), first Preference shall be given to families of disabled veterans whose disability has been determined by the Veteran's Administration to be service-connected.
- Among families equally in need, second Preference shall be given to families of deceased veterans whose death has been determined by the Veteran's Administration to be service-connected.
- Among families equally in need, third Preference shall be given to families of other veterans. Among families of other veterans, Preference shall be given to families of disabled veterans whose disability has been determined by the Veteran's Administration to be service-connected, and second Preference shall be given to families of deceased veterans whose death has been determined by the Veteran's Administration to be service-connected..”

Verification Requirement:

Applicants claiming a Veteran's Preference must provide the Occupancy Department with an original copy of the Discharge documents of the Veteran for whom the Preference is claimed. The Veteran's Preference is only applicable to Veterans and/or immediate families of Veterans who were discharged under circumstances other than dishonorable.

2. Disabled Non-Elderly Persons, as defined in Chapter 11, "Definitions," whose Households require one-bedroom apartments will receive Preference points. Households claiming this preference must verify their Household composition and the disability status of the Household member.
3. Residency Preference shall be given to BHA Applicants who are residents of the City of Boston, who work within the City of Boston, whose last permanent address was in the City of Boston OR who have been offered employment in the City of Boston. Residency Preference shall not have the purpose or effect of delaying or otherwise denying admission to the program based on the race,

color, ethnic origin, gender, religion, disability or age of any member of an Applicant household.

Applicants claiming a Boston Resident Preference shall be required to verify this through:

1. Proof of residency at an address within the Boston city limits (No length of stay verification will be imposed on Applicants claiming this Preference.); **or**
2. Proof that the Applicant is currently employed or has obtained employment in the city; **or**
3. Proof that the Applicant's last permanent address was within the Boston city limits.

#### 4.4.5 Point System

1. The **Priority point system** used by BHA to process new admissions and transfers for the citywide waiting list for Family Developments is as follows:
  - Emergency transfers **45 points**
  - Priority One Applicants **30 points**
  - Priority Two Applicants **15 points**
  - Substantial Cause transfers and Standard (no Priority) Applicants **0 points**
2. **Preference points** will be added to Priority points as follows for Applicants for admission only:
  - Veterans Preference
    - Families of disabled veterans **4 points**
    - Families of deceased veterans **3 points**
    - All other veterans **2 points**
  - Non-Elderly Disabled Household Requiring One Bedroom **3 points**
  - Residency Preference **1 point**

3. **Every fourth apartment offered, sorted by development and bedroom size, will be offered to an approved Substantial Cause Transfer (see Section 7.7 for further detail).**

#### **4.5 Administrative Transfers**

The BHA is occasionally required to initiate transfers that have not been requested by a resident. These transfers are required in order to free an apartment(s) for an important operational or policy reason. Typically, specific apartments must be identified for each Administrative Transfer. The BHA will consider the resident's preference for on-or off-site if it is feasible. Apartments that have been identified for assignment to Administrative Transfers are not placed on the waiting list and thus are not available for matching under the point system described in Section 4.5.4 above. Administrative Transfers include the following categories:

- Relocation necessary due to a redevelopment, capital improvement program, or extraordinary maintenance; or
- Compliance with legislative or regulatory requirement(s), for example sanitary code enforcement; or
- Households Overhoused by three or more bedrooms; or
- Relocation necessary to free an accessible apartment or an apartment with special features to accommodate another BHA resident or Applicant with a disability who requires an accessible apartment or an apartment with special features.

#### **4.6 Change in Priority and/or Preference Status While on the Waiting List**

##### **4.6.1 Change in Status**

Occasionally, Households on the waiting list who did not qualify for any or a certain Priority and/or Preference at the time of application will experience a change in circumstances that qualifies them for a different Priority and/or Preference. In such instances, it is the Applicant's obligation to contact the Authority so that a change in status can be verified.

##### **4.6.2 Verification**

To the extent that the verification determines that the Household does now qualify for a Priority and/or Preference, the Household will be moved up on the waiting list in accordance with its Priority and/or Preference(s), and the date such Priority and/or Preference(s) is approved. Similarly, removal of a Priority and/or Preference (because a Household is discovered to be ineligible for a Priority and/or Preference) will result in a

reduction of waiting list points, and therefore change of waiting list position, for the Household. The Household will then be informed in writing of how the change in status has affected its place on the waiting list. Intentional misrepresentation by an Applicant may result in federal or state criminal prosecution for fraud, and removal from the waiting list, and disqualification from further consideration for admission or transfer for a three (3) year period beginning on the date of such determination by the BHA.

## CHAPTER 5: DETERMINATION OF ELIGIBILITY

### 5.1 Preliminary Eligibility

#### 5.1.1 Eligibility

Eligibility is a term used differently under federal and state regulations.

#### 5.1.2 Threshold Requirements

In order to be preliminarily Eligible a Household must meet three threshold requirements:

1. The Household must qualify as a **"family"**;
2. The Household must have an **Annual Income at or below program guidelines**, as defined below; and
3. The Applicant must not owe uncollected rent and/or miscellaneous charges (for any program administered by the BHA or Other Publicly Assisted Housing Program<sup>5</sup>).

#### 5.1.3 Family

Applicants must qualify as a "family", which is defined as:

1. Two or more persons regularly living together, related by blood, marriage, adoption, guardianship or operation of law; or who are not so related, but share income and resources and intend to live together in BHA housing;
2. This definition includes single persons.<sup>6</sup>
3. Other persons, including foster children, Personal care attendants<sup>7</sup>, and members temporarily absent (including children temporarily

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<sup>5</sup> Other Publicly Assisted Housing Program – means residence in any housing program assisted under M.G.L. Chapter 121B (such as state-assisted public housing for families, elderly or disabled persons, or rental voucher program) or assisted under the United States Housing Act of 1937 as amended (42 U.S.C. 1401 *et seq.*) (such as federally-assisted public housing for families, elderly or disabled persons, Section 8 certificate/voucher, project-based certificate, moderate rehabilitation, loan management/property disposition leased housing program, Indian housing, or tenant-based assistance under the HOME program)

<sup>6</sup> Single persons include: a single woman who is pregnant at the time of admission, a single person who has secured, or is in the process of securing the custody of any individual(s) below the age of 18, an Elderly person, a Person with a Disability or Handicap, a Displaced Person, or a Single Person who is not elderly, disabled, handicapped or displaced, each as defined in Chapter 11 of this Policy.

<sup>7</sup> Personal Care Attendants do not have rights of tenancy, nor can they be considered the remaining member of a resident household.

assigned to foster care<sup>8</sup>), may be considered a part of the Household group if they are living or will live regularly with the Household.

#### **5.1.4 Income Qualifications**

Persons meeting BHA income qualifications are those whose Annual Income at the time of admission, does not exceed the income limits for occupancy established by the U.S. Department of Housing and Urban Development (HUD), or Massachusetts Department of Housing and Community Development (DHCD), as applicable. Income limits are posted separately in Authority offices.

#### **5.1.5 Applicant Owing a Balance to the BHA or Other Publicly Assisted Housing Program**

The BHA will check for past balances upon receipt of the **Preliminary Application**. An Applicant who applies owing a balance consisting of uncollected rent and/or miscellaneous charges (for any program administered by the BHA or Other Publicly Assisted Housing Program) will be entered into the BHA database as an ineligible Applicant and will not be placed on the waiting list until that balance is paid or a determination is made that no balance is due.

### **5.2 Final Eligibility**

#### **5.2.1 Eligibility Determination**

The Applicant, and other members of the Applicant's Household must be able to demonstrate through verified information of past and present conduct, the ability, either alone or with a reasonable accommodation, to meet the resident selection criteria found in this policy, including compliance with the terms of BHA's lease, and any other BHA rules governing tenancy. In determining final eligibility the BHA will, in all cases, consider Mitigating Circumstances, and where applicable, a request for a reasonable accommodation.

#### **5.2.2 Qualified and Unqualified Applicants**

To determine final eligibility, verified information will be secured and evaluated and a determination will be made with respect to:

1. Eligibility of the Applicant Household as a family;

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<sup>8</sup> See 24 CFR 5.403.

2. Eligibility of the Applicant Household with respect to income limits for admission;
3. Apartment size and design and whether an accessible or modified apartment is required for the Household;
4. Priority and/or Preference category (if any) to which the Household belongs;
5. Qualification of the Applicant Household with respect to the Applicant Screening Criteria.
6. The Applicant Head of Household must have verifiable identification with photograph of that Applicant.
7. For Applicants for federally assisted housing only, **each** Household Member must have a Social Security number or certify that he/she has no number, is a citizen of United States or has eligible Non-Citizen status, or who is otherwise eligible for continued assistance or prorated assistance under applicable regulations.<sup>9</sup>

Factors that determine Eligibility and Qualification can be found in the sections below.

## **5.3 Screening**

### **5.3.1 General Verification Requirements**

#### **1. What must be verified**

All information concerning a Household's composition, income, Priority status, Preferences, Good Cause requests, need for special apartment features, and ability to reside in public housing under the terms of the BHA's Lease (Screening) must be verified and documented. Except for determination of Priority status, which is completed prior to the Personal Interview and Screening Process, all information shall be verified during the Screening Process.

#### **2. Documentation**

All documents related to verification shall be maintained in the Applicant's file folder.

Documentation used as part of the verification process may include:

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<sup>9</sup> See Section 5.6.2.

- Copies of documents that will be retained in the Applicant's file folder, where the original is not otherwise required by law or regulation
- Checklists completed as part of the interview process and signed by the Applicant and/or the Occupancy Specialist
- Verification forms completed and signed by third parties and/or Applicant.
- Reports of all interviews, telephone conversations or personal contact with or regarding the Applicant Household including date of the conversation, source of the information, name and position of the individual contacted, name and position of staff member receiving information and a written summary of the information received.
- All correspondence received for or on behalf of the Applicant.
- Credit Reports

### **3. Misrepresentation or Falsification of Information**

An Applicant's knowing falsification, misrepresentation, or concealment of information will be considered grounds for denying admission to BHA housing.

In the event that the Occupancy Staff person believes that information was or may have been submitted with an intent to defraud, the Applicant Folder will be reviewed by the Assistant Director of Occupancy for Screening or the Director of Occupancy who will make the determination. In this case, the attempt to defraud may be used to disqualify the Applicant for admission on the basis of attempted fraud.

Unintentional errors, or errors that do not secure an advantage with regard to eligibility for admission, Priority status and/or Preferences, or amount of rent, will not be used as a basis for Applicant rejection.

### **4. The BHA will accept verification of screening information in the following order of preference:**

- **Verification by a third party** – Written verification by a third party is always preferred. Staff documented verification by telephone will be accepted where written verification is impractical, or the third party is unresponsive to BHA's written requests such that the processing of the Application is unnecessarily delayed or impossible to complete.

- **Telephone verifications** must use the same form mailed to the third party. All the information included in the written verification should be requested during the telephone contact. BHA staff will complete the form. The contact person, date and time of conversation will be noted and the BHA staff person who made the telephone call will sign the form. Telephone communication includes communication by fax machine.
- **Verification by Applicant-supplied documents** – BHA will review documents submitted by the Applicant household when: (a) the information requested does not require third-party verification (e.g. rent receipts, canceled checks for rental payments, lease agreements and monthly utility bills) or (b) third-party fax or telephone verification is impossible. BHA may copy documents into the Applicant's file or list the documents and the information contained in them.
- **Verification by Applicant certification** – With the approval from the Director and/or Assistant Director of the Occupancy Department, the BHA may choose to accept an affidavit from an Applicant regarding housing and employment history only, when verification by a third party or verification by documents is impossible to obtain.

**5. General procedures applicable to screening information are as follows:**

1. **Information subject to change** – Verifications are valid for ninety (90) days from the date received by the BHA. Information may be updated by telephone or fax for an additional thirty (30) days. After one hundred and twenty (120) days, the Applicant must obtain new verification documentation.
2. **Information not subject to change** – BHA will verify this information (e.g. verification of age or place of birth) only once during the screening process.
3. Each Applicant folder will include a checklist documenting verification efforts and tracking progress. The checklist will record the forms sent, date sent and the date the information is received by the BHA by mail, telephone or fax. Upon receipt of all requested verifications, the BHA staff person will sign the checklist and certify as to the completeness of the file.
4. Each BHA verification form sent to a third party will include the following: (a) an explanation of why the information is being requested; and (b) authorization from the Applicant to release the

information on the BHA's **General Release Form** **Income Verification Form**.

BHA will send third party verifications directly to the third party, not through Applicants. The third party verifications shall include a self-addressed stamped envelope for return to BHA. Verifications may also be faxed to a third party with a request for a return fax to the BHA. BHA's fax transmission to the third party shall be confirmed by printed receipt at the time of transmission or verified by telephone. Annotation or copy of the receipt shall be kept in the Applicant's file.

### **5.3.2 Interviews and Verification Process**

As Households approach the top of the BHA waiting list, they shall be scheduled for a personal interview with a BHA staff member trained to conduct interviews. The BHA will require Applicants at this time to identify and provide documentation of "Good Cause" consideration(s) that may affect their ability to accept an offered apartment due to special circumstances that may be applicable for their Household. (See Section 6.2.5 for further detail).

#### **1. Verification of Household Composition**

The following information must be obtained for all Household Members as applicable:

- a) **Photo identification for Head of Household and Co-Head of Household** (One of the following forms of photo identification (for the Head and Co-Head of Household only):
  1. Driver's license
  2. Registry of Motor Vehicles picture ID
  3. Passport
  4. Student or employer ID
  5. Other photo ID
- b) **Proof of Birth – all Household Members** (One of the following proof of birth documents in order of preferred documentation):
  1. Original copies of Birth Certificates
  2. Passports
  3. Original Baptismal Records
  4. Original INS documents for eligible Non-Citizens
  5. Other records as deemed appropriate (Marriage certificate, DD214, Statement from Social Security Administration)

\*\*\* A letter documenting pregnancy as well as anticipated date of birth will be required for all unborn children listed on application.

**c) Proof of Relationships** - applies to minor children or the care of adults in guardianship situations. The following types of documents will be accepted:

1. Birth certificates
2. Court records of adoption
3. Court records of guardianship
4. Other written documentation such as a written designation from the minor child's parent.

**d) Social Security Numbers**

Federal regulations require that the social security numbers of all Household Members (if provided) must be verified. One of the following types of documents may be accepted:

1. Original of the Household members social security card (BHA will make a copy for the file)
2. Original Report from the Social Security Administration documenting the unavailability/non-assignment of a social security number for that Household member (BHA will make a copy for the file)
3. A written statement from the Social Security Administration documenting the social security number assigned for that Household member.

**e) Status as a full time student (for Household members over 17 years of age)**

Statement on the letterhead of an accredited educational institution stating that the Household member is enrolled as a full-time student at that institution.

**f) Status as an Elderly Household**

Proof of Birth (see above) of Head and/or Co-Head of Household indicating an age of at least sixty years (State assisted housing) or 62 years (Federally assisted housing)

**g) Status as a Disabled Household or Household Member**

If the Head or Co-Head of Household is claiming status as a Disabled Person in order to qualify as a Disabled Household for purposes of Preference status or other reasons, such as eligibility for Elderly & Disabled Housing, proof that the individual is a Disabled Person must be obtained. In addition, certain benefits

may accrue to a Household with a Disabled Person, such as the need to move into a specially adapted apartment. Verification of the status of the Household Member as a Disabled Person must also be obtained in this case.

In general, the BHA is not permitted to inquire about the nature of the disability, detailed information related to a disability or the medical history of residents, Applicants, or their Household Members. Household Members may choose not to disclose the fact of a disability; however, in this case, the BHA is not obligated to provide the household with any benefits to which a disabled household or disabled Household Member may be entitled.

For purposes of determining whether or not the Disabled Applicant requires a particular location or an Apartment with special features, BHA Staff may inquire as to the effect of the Disability on the Applicant or Applicant Household Member

The following documentation will be accepted for purposes of verifying the status of a Household Member as a Disabled Person:

1. The Household Member's sole source of income is SSI benefits, SSDI benefits, or disability retirement income (see income verification below);
2. A statement from a Qualified Health Care Provider verifying that the Household Member meets the criteria of a Disabled Person.

**h) U.S. Citizenship or Eligible Non-Citizenship Status (Federal Program ONLY)**

Each Household Member's status as a U.S. citizen, Eligible Non-Citizen or ineligible Non-Citizen must be verified except as indicated below. Determination of eligibility or partial eligibility for public housing benefits (federal program only) is affected by citizen or Non-Citizen status. At least one Household member must be a citizen or Eligible Non-Citizen.

**What Evidence Will Be Required.** Evidence of U.S. Citizenship or "Eligible Immigration Status" will be required to be submitted for all Household Members regardless of their age, except as indicated below:

**If you are a U.S. Citizen:**

A signed Declaration of U.S. Citizenship -

**If you are a Non-Citizen who is age 62 or over:**

A signed Declaration of "Eligible Immigration Status". You will also need to provide a "proof of age" document.

**If you choose not to contend that you are a citizen or have**

**eligible immigration status:**

A completed form electing not to contend to such status

**If you are a Non-Citizen who does not fall into one of the categories above:**

A signed Declaration of "Eligible Immigration Status," a signed Verification Consent Form **and** you must provide **the original** of one of the documents listed below:

1. Registered Alien Card ( U.S. Immigration and Naturalization Service(INS) I-551 Form)
  
2. Arrival /Departure Record ( U.S. Immigration and Naturalization Service(INS) I-94 Form); with one of the following annotations:
  - (a) "Admitted as Refugee pursuant to Section 207";
  - (b) "Section 208"or "Asylum";
  - (c) "Section 243(h)"or "Deportation stayed by Attorney General";
  - (d) "Paroled pursuant to Section 2112(d)(5) of the INAA";
  
3. Arrival /Departure Record (U.S. Immigration and Naturalization Service(INS) I-94 Form) not annotated, accompanied by one of the following documents:
  - (a) A final court decision granting asylum to which no appeal was taken.
  - (b) A letter from a U.S. Immigration and Naturalization Service (INS) Asylum Officer granting asylum (if application was filed on or after October 1, 1990) or from a U.S. Immigration and Naturalization Service (INS) District Director (if application filed before October 1, 1990).
  - (c) A court decision granting the withholding of deportation.
  - (d) A letter from a U.S. Immigration and Naturalization Service (INS) Asylum Officer granting withholding of deportation ( if application was filed on or after October 1, 1990).
  
4. Temporary Resident Card (U.S. Immigration and Naturalization Service (INS) I-688 Form which must be annotated with the notation either : "Section 245A" or "Section 210")
  
5. Employment Authorization Card (U.S. Immigration and Naturalization Service (INS) Employment Authorization Card I-688B Form which must be annotated with the notation either: "Provision of Law 274a.12(11)" or "Provision of Law 274a.12")

6. Receipt From the U.S. Immigration and Naturalization Service (INS) Indicating Application for Issuance of a Replacement Document

***For Applicants for Federal Program only, eligible Immigration Status for all Non-Citizen Household Members must be verified through the U.S. Department of Immigration and Naturalization Service Unless There is an Election Not to Contend***

**i) Verification of Income, Assets, Income Deductions and Income Exclusions**

During the screening process, verification must be provided for all income, assets, income deductions and income exclusions pertaining to an Applicant household as outlined in this procedure. These items are verified for purposes of determination of income eligibility and determination of monthly rent.

Income, assets, deductions and exclusions shall be verified at Screening and the monthly rent shall be calculated by Occupancy Department Staff. The monthly rent is determined by adding together gross income from all sources for all Household Members, including income from assets, and reducing that income by allowable deductions and income exclusions, in accordance with Federal (HUD) and State (DHCD) laws and regulations

In the event that the information used to calculate rent is more than ninety (90) days old at the time of signing the lease, the income shall be re-verified and the rent recalculated by the Housing Manager.

Projections of Annual Income shall be based on the best available information, with due consideration to the past year's income of all Household Members, current income rate and effective date; and shall include estimates for each income recipient in the Household.

In order to ensure that all income, assets, deductions and exclusions are considered in calculating annual income, Occupancy Staff shall interview all applicants during the screening process using the Occupancy Department's Income Questionnaire.

The following forms of verification of income, deductions, exclusions and assets will be accepted. In addition, in the case that the documentation provided by the applicant is not complete or is otherwise doubtful, the BHA may require the Household Member to sign a release allowing the BHA to obtain the information directly from the third party.

**A. Income from Employment**

- A statement from the Employer stating the gross wages of the employee, including history or anticipated amounts of overtime or bonus to be earned by the employee, or
- Pay stubs showing gross income for each pay period and all deductions taken for four consecutive weeks;

The income of workers employed on an irregular basis will be estimated based on the verification of the best information available, with due consideration to earning ability and work history.

#### **B. Income from governmental agencies**

A statement from the appropriate agency (Social Security, Department of Transitional Assistance, Unemployment office, etc), stating the amount of annual or monthly income provided, including the gross amount and any deductions taken.

#### **C. Income from Retirement Accounts**

A statement from the Retirement agency stating the amount of annual or monthly income provided, including the gross amount and any deductions taken

#### **D. Income from the operation of a business or profession**

1. Most recent audited financial statement of income and loss;
2. Most recent tax return showing income and loss from the operation of a business or profession.

#### **E. Zero Income**

When an Applicant household reports zero income, the BHA will require the Household to complete a budget or statement of financial responsibility. An investigation may also include ordering a credit report on the Applicant Household. If the Applicant Household owns a motor vehicle, a telephone, or has other evidence of some form of expenditures reflecting income, the Applicant Household will be asked to explain the source of funds supporting such cash expenditures when no income is reported.

In addition, the applicant will be required to sign releases allowing the BHA to obtain verification of no-income from common sources such as Dept. of Transitional Assistance, Internal Revenue Service, Social Security Administration, Unemployment and Veterans Benefits.

#### **F. Child Support, alimony, regular gifts and gambling proceeds**

1. A statement from the individual, business or agency providing the income and the frequency and amount of income provided; and/or
2. Signed release form allowing the BHA to obtain information from the State Division of Child Support.

### **G. Income from Assets**

Income from assets shall be based on either the actual income received or imputed income based upon current passbook savings rates. For instance, actual interest received shall be used for bank accounts, money markets, rented property, etc. Imputed income will be used for real property which is not rented, jewelry, coin collections and other non-income bearing assets. If the value of the asset is more than \$5,000 the higher of imputed income or actual income received will be used.

Common household items such as furniture, clothing, and vehicles used for day-to-day transportation shall not be considered assets for the purposes of calculating income.

Types of verification which will be accepted for purposes of determining the value and income received from an asset include:

1. Three most recent statements for statement accounts, including bank accounts, money market funds, stocks, Certificates of deposit and other cash assets;
2. Original passbook for passbook savings accounts;
3. Most recent (no older than one year) appraised value of real property owned, in the form of property tax statement or statement from a Real Estate Appraiser; and
4. Certified valuations of any non-essential personal assets such as jewelry, coin collections, and antique or classic cars.

### **H. Verification of child care expenses or care of disabled Household Member deductions**

Statement from the provider of child care or care of disabled Household Member of the amount of payment made on a periodic basis by the Household Member.

### **I. Verification of Medical Deductions**

Applicants must submit evidence of the following medical expenses paid within the last twelve months:

1. Statement of the cost of medical insurance and the frequency of cost from the provider or in the form of deductions indicated on pay stubs or Social Security statements accompanied by proof of payment;
2. Receipts for payment of prescriptions and other health care needs. Non-prescription health care needs must be documented by both receipts and a statement from a Qualified Health Care Provider of the need for such items (including non-prescription medications, wheelchairs or other disability related aids, etc);
3. Signed printout of prescription costs from a pharmacy accompanied by proof of payment
4. Medical or dental bills paid by the Applicant or member of the Applicant household.
5. Unreimbursed reasonable attendant care and auxiliary apparatus expenses.

#### **J. Verification of Income Exclusions**

Various sources of income are excluded by the BHA in accordance with Federal and State regulations. A list of currently allowable income exclusions will be given to the Applicant at the beginning of the Final Screening Process in preparation of the determination of rent. In each case where the Applicant claims that income should be excluded a determination must be made as to whether or not the information provided needs to be verified. For instance, if an Applicant acknowledges receipt of a one-time gift of cash, that income does not need to be verified prior to its exclusion. On the other hand, if the Applicant claims to have a welfare-to-work income exclusion, that exclusion must be verified with the appropriate agencies.

#### **Verification of need for particular apartment features**

At the time of Preliminary Application, or during the Screening Process, all Applicants will be required to complete an Apartment Requirements Questionnaire. This questionnaire will identify any special features that the applicant may require, and whether or not they consider themselves to be, or are, a Disabled Person. Such features will include first floor apartments, inability to live in a townhouse unit, need for accessible features such as wheelchair accessibility, and other factors.

Any special apartment requirements identified by the Applicant as needed for his/her Household shall be verified using the process included in this Policy for Good Cause verifications, Disability status and in compliance with all applicable laws and regulations.

**j) Verification of Applicants Ability to Live in Accordance with the Lease**

During the screening process, the Applicant shall be required to verify that they are capable of living in compliance with the BHA lease. A number of verification sources will be used to determine this as listed below. In order to permit the verification of certain types of screening data, Applicants must provide to the BHA required information, including at least the last three years of housing history. These questions are asked on the **Final Application Form** and must be as fully and completely filled out as possible. Refusal or inability to respond to requests for information may lead to a determination of ineligibility or withdrawal of an Application for Applicant's failure to respond.

The BHA will not offer housing to an Applicant who can provide no documentation of ability to comply with the essential obligations of the Lease.

**k) Applicant Rent Payment History**

The following sources may be used to verify whether or not the Applicant is likely to pay rent in a timely manner:

1. Landlord references (preferred method);
2. Bank references in the case of home-owners paying mortgages;
3. Tax and utility payment records in the case of a homeowner not paying a mortgage;
4. Credit Bureau Reports;
5. Other records of payment histories in the case of Applicants who have neither rented before as tenant of record or owned a home, including records of payment on credit cards or other independently verifiable regular or periodic payments.

**l) Applicant History of Care of Property**

1. Landlord references (preferred method);
2. Statement from a Qualified Health Care Provider, other social services worker or other independent individual who has been in the home of the Applicant and can testify to the Applicant's care of property within his/her care;
3. Neighbor references in the case of an Applicant who is not a tenant of record and a landlord reference can not be obtained;
4. Statement from shelter workers, workers in Residential Care settings, or workers from other alternative housing institutions who can testify to the Applicant's care of property within his/her care.

**m) Applicant History of Not Disturbing neighbors or otherwise violating lease conditions, including violating the civil rights of other residents, their guests, neighbors, and employees**

1. Landlord references;
2. Neighbor References in the case of an Applicant who is not a tenant of record and a landlord reference cannot be obtained;
3. Statement from shelter workers, workers in Residential Care settings, or workers from other alternative housing institutions who can testify to the Applicant's record of living in such a way as not to interfere with the peaceful enjoyment of neighbors;
4. Other references from independent individuals or agencies, which can testify to the Applicant's record of living in such a way as not to interfere with the peaceful enjoyment of neighbors.

**n) Criminal History**

All Applicants shall be required to sign a release to allow the BHA to obtain Criminal Offender Record Information (CORI). This shall apply to every Household Member who is thirteen (13) years of age or older. Discussion of the review and determinations based upon the information that may be included in the CORI is included in Section 5.3.3 (Applicant Screening Criteria) below.

**o) Verification of Mitigating Circumstances**

In the event that negative information is found in the process of reviewing the above verifications during the screening process, the Applicant may request that Mitigating Circumstances be considered in making a determination whether the Applicant is Qualified for housing. For instance, the Applicant may claim to have successfully completed a drug or alcohol rehabilitation program, or that certain unusual expenses prevented the Applicant from paying rent in a timely fashion. All such requests for consideration of Mitigating Circumstances must be verified.

**5.3.3 Applicant Screening Criteria**

All Applicants for public housing will be screened. The screening criteria in this Admission and Occupancy Policy, are based on those set forth in the HUD and DHCD Regulations (24 CFR Part 960.205 and 760 CMR 5.00 respectively), and require an assessment of the conduct of each Applicant Household Member age thirteen (13) or older with respect to all the factors listed below:

1. **An Applicant household's performance in meeting financial obligations, especially rent, as required by terms of the BHA Lease**

**A. Primary indicators for meeting financial obligations, especially rent are:**

No more than one (1) rent delinquency in any 12 month tenancy period under review except in cases of acceptable Mitigating Circumstances; payment of rent in full and on time for the period under review, payment of gas, electric, and heating fuel bills in full and on time (no shut-offs or termination of service). Prompt payment of repairs for damage caused by the Applicant, Household Members and/or guests. Compliance with repayment plans (if any) will also be considered.

**B. Secondary indicators for meeting financial obligations, especially rent. One or more of the secondary indicators may demonstrate acceptable history under the criteria are:**

1. Applicants may present evidence of a recovery from a delinquency, such as sweat equity to pay off a debt and meeting the requirements of payment contracts for rent in arrears. All such evidence must be adequately verified;
2. Self-employment work histories that show positive performance and habits with respect to the monthly payment of bills or creditors (as verified by vendors or creditors);
3. Record of payment of consumer loans, credit cards, or lay-a-way accounts (monthly payment in full and on time). Evidence of recovery from a delinquency shall be deemed a mitigating circumstance;
4. Record of monthly payment for utilities in full and on time (other than gas or electric) such as water and sewer, telephone. Evidence of recovery from a utility payment delinquency shall be deemed a Mitigating Circumstance;
5. Record of cable TV payments (monthly payment in full and on time). Evidence of recovery from a delinquency shall be deemed a Mitigating Circumstance;
6. Record of making any kind of regular payments (i.e., monthly payment of a storage bill for household possessions);

7. No liens, defaults or other types of poor payment history;
8. Record of regular on time payments for alimony and/or child support;
9. Ability to secure a vendor payment agreement with payments made directly to the BHA for a period of not less than 24 months or shorter period if agreed to by BHA;

**Acceptable documentation in support of an Applicant's history of meeting financial obligations includes the following:**

1. Completed Landlord Verification Form for all prior landlords for the past three years reflects no more than one (1) delinquency in any 12-month tenancy period in payment of rent;
2. Account records (computer printouts) provided by utility companies for any period of tenancy under review reflecting no delinquencies in payment for utilities;
3. Where a landlord verification is not available, a completed Third Party Verification: **Ability to Comply with Lease Terms** reflecting an ability to meet Lease terms, including the obligation to pay rent;
4. Credit Bureau information reflecting no negative indicators relative to the ability to pay shelter costs. The information on the Credit Bureau report must be consistent with other documentation or statements made by the Applicant;
5. No record of an eviction for non-payment, or failure to pay for damages or other barges due a landlord;
6. Other documentation accepted as reliable and credible by the BHA, which is sufficient to support a determination that the Applicant will pay rent and other charges on time.

**Method of Verifying an Applicant's history of meeting financial obligations:**

1. Performance in this area will be checked first by contacting the current and prior landlords, (and utility suppliers if applicable). The BHA **Landlord Verification Form** will be used to gather information about present and past performance in meeting rental obligations. The form will be

mailed to the landlords identified by the Applicant, along with a release of information form signed by the Applicant.

Where an Applicant Household has had past responsibility for utility payments, the BHA may consider account records provided by utility companies (excluding those providing telephone and cable TV service).

In addition to, or in lieu of, the form referenced above, BHA will accept credible evidence of rent payment or utility payments in the form of canceled rent checks, or money orders for any period of tenancy under review. Situations may arise where an Applicant Household has not paid rent but has responsibility for utility payments. Their payment of utilities can be an indicator of ability to pay a shelter-related cost.

2. Information from current landlords of Applicant Households may be discounted if it appears that the landlord may have misrepresented information about the Applicant Household. Information from prior landlords may be more reliable. Contacts with all prior landlords for the past three (3) years will be pursued by BHA staff.
3. BHA will examine tenancy history over a longer period of time when the information obtained from the three (3) year period is incomplete or conflicting. When examining an Applicant's shelter history BHA will focus on any periods when the Applicant made or should have sustained periodic payments in support of shelter-related costs.
4. If a current or previous landlord is a relative of the Applicant household, the BHA will give more weight to references provided by unrelated landlords.
5. If verifications of timely rental payments (and utility payments, where applicable) are received from landlords and utility suppliers, no further documentation of past performance of meeting financial obligations, especially rent, need be collected.
6. Payment of funds owed to the BHA or other subsidized housing provider will be considered as some evidence that an Applicant Household is willing to meet financial obligations. Failure to pay within the allotted time will result in the Applicant's Application being determined ineligible. No Applicant or Applicant Household Member owing money to the BHA or any other subsidized housing provider will be

determined eligible until the outstanding balance is paid in full. If it is later determined that no balance is owed, the BHA will reconsider the Application and if the Applicant is not determined ineligible again, s/he will be reinstated to the waiting list using the original date and time of Application and any applicable Priority and/or Preferences.

7. If the Applicant has no landlord references (e.g. because of living with friends or family or in an institution or shelter) or if the landlord references are negative, ambiguous, or not credible, the BHA may order a Credit Bureau Report on the Applicant Household.

BHA will conduct a careful examination of the information contained in the Credit Bureau Report. The report will be checked to determine if there are inconsistencies in the Applicant's housing history as reported to BHA on the Final Application form or other documents. BHA staff will consider negative credit information with respect to the Applicant's rent and utility payment history. In cases where the Applicant has no prior housing payment history, the BHA will utilize the payment history for other consumer credit obligations.

If BHA rejects an Applicant in whole or in part because of a poor credit history, BHA will advise the Applicant in the Ineligibility notice of:

- his/her right to examine the Credit Bureau Report; and
- his/her right under applicable law to dispute and correct inaccurate credit information.

Should the Applicant obtain correction of the report, BHA will reconsider the Application and if the Applicant is not determined ineligible again, s/he will be reinstated to the waiting list using the original date and time of Application and any applicable Priority and/or Preferences.

BHA will consider a poor credit history in light of any Mitigating Circumstances that can be documented by the Applicant (e.g. loss of employment, illness, or medical problems that limited the household's financial resources). BHA will also consider whether non-payment or poor payment of rent and other charges is likely to reoccur once the Applicant obtains housing where the rent is based on a percentage of the household income.

If an Applicant has filed bankruptcy and this is reflected in the Credit Bureau Report, BHA will determine if the bankruptcy included debts that were related to tenancy and shelter costs and which would be a basis for rejecting the Applicant if they had not been discharged. Applicants will not be rejected solely on the basis of the bankruptcy filing.

8. The BHA differentiates between Applicants who are/were tenants named in a Lease or tenants at will whose landlord BHA cannot reach and Applicants who have lived in a dwelling without the landlord's knowledge, thus making it impossible for the landlord to verify the Applicant's residency or ability to meet financial obligations although the landlord may verify residency information, including rent-paying ability, of the tenant occupying the dwelling.

The BHA will attempt to verify that the landlord of a prior dwelling knows the Applicant. The BHA may accept credible verification that can establish the address and occupancy status for the period under review. Failure to establish the Applicant's claimed residency in a dwelling will constitute cause for the BHA to withdraw the Applicant's Application.

9. In the absence of credible landlord references with respect to past performance of meeting Lease or tenancy obligations, the BHA may contact someone with knowledge of the Applicant Household's behavior and abilities to complete the BHA form, **Third Party Verification: Ability to Comply with Lease Terms**.

If the current housing provider is a relative, additional information on the Applicant's ability to comply with the Lease terms may be collected by the BHA.

10. If BHA personnel have questions about information received, they may contact the source of the information in order to ask such questions. In addition, the BHA may check court records and/or Credit Bureau Reports for evidence of evictions or judgments against the Applicant.

2. **A record of disturbance of neighbors, destruction of property, or housekeeping habits at present or prior residences which may adversely affect the health, safety or welfare of other residents or staff, or cause damage to the Apartment or development on the part of any Household Member, as prohibited by terms of the BHA Lease**

**A. Primary indicators that an Applicant will not cause disturbances, destruction of property, damage or demonstrate unacceptable housekeeping habits are:**

1. No record of activity or behavior that would disturb other Residents' or neighbors' peaceful enjoyment of their accommodations; no record of activity or behavior that resulted in damage to an Apartment or residential facility of any kind including grounds or common areas associated with such Apartment or facility; no record of activity or behavior that results in damage to the real or personal property of neighbors;
2. No record of activity or behavior (including housekeeping) that resulted in safety violations, unsanitary or unhealthy conditions in an Apartment or dwelling or the common areas associated with such Apartment or dwelling;
3. Evidence that the Applicant reported maintenance problems to the landlord in a timely manner is a positive indicator.

**B. Secondary indicators that an Applicant will not cause disturbances, destruction of property, damage, or demonstrate unacceptable housekeeping habits are:**

One or more of the secondary indicators may demonstrate acceptable history under the criteria:

1. Proper care of one's room or space (especially for a person living with someone else or in a shelter or group home);
2. Proper maintenance of other physical space (perhaps related to a job);
3. Availability and use of chore service or other assistance in caring properly for an Apartment or living area;
4. The presence of a live-in or other aide who will assist in the proper care of the dwelling. The individual must be listed on the Application if s/he is going to be living in the BHA unit.

In attempting to determine if an Applicant will respect the rights of others, the BHA may also consider the Applicant's:

5. treatment of others with whom the Applicant lives;
6. treatment of BHA staff with whom the Applicant comes in contact;

7. treatment of administrators, staff or other participants in programs in which the Applicant is or has been a participant;
8. recent school and employment relationships.

**Acceptable documentation that an Applicant and/or Household Member will not cause disturbances, destruction of property, damages or will not have unacceptable housekeeping habits is:**

1. Completed Landlord Verification Form for all previous tenancies reflecting the absence of such activity or behavior and reflecting the ability to care for a dwelling and to comply with essential Lease terms;
2. If no landlord verification is possible, a completed **Third Party Verification: Ability to Comply with Lease Terms** reflecting the absence of such activity or behavior and reflecting the ability to care for the dwelling and to comply with essential Lease terms;
3. Criminal Offender Record Information (**COR**) reflecting no criminal offenses arising from physical or other abuse of persons or property, disturbances, destruction or damage to property or similar types of activities. Examples of criminal offenses that will be considered under this screening criteria includes but are not limited to: threats or harassment, especially civil rights violations, domestic violence, including actual or threatened violence toward members of an Applicant's household or other individuals who are not Household Members, assaults, assaults and batteries, destruction of property, vandalism, situations where children, the elderly or disabled are neglected or abused, criminal conduct which may not in and of itself be considered violent but may lead to violence, reported or other evidence that may constitute a health or sanitation problem;
4. Where objectionable behavior has occurred, evidence of Mitigating Circumstances shall include evidence that the Applicant has ceased the behavior or activity and that the behavior and activity is unlikely to re-occur. The evidence must be provided by a Qualified Health Care Provider or other individual qualified to provide such evidence;
5. Where damage to property has occurred, evidence of Mitigating Circumstances would require a showing that the Applicant and/or Household Members ceased the behavior or activity and that the behavior and activity is unlikely to re-occur. An Applicant should show that s/he has paid for the damage or, if s/he didn't make such

payment, establish a valid reason why payment for the damage was not made.

**How a Record of disturbance, destruction of property, damages, unsatisfactory or unacceptable housekeeping habits will be determined:**

1. Staff will check for current or past problems in the above areas with the current and former landlord(s) using the **BHA Landlord Verification Form**.
  - a. If a landlord or housing provider verification is not returned in a timely manner, the BHA staff will attempt to contact the landlord or provider by telephone to encourage his/her or its cooperation in filling out and returning the form.
  - b. Telephone verifications will be acceptable only if it proves impractical to obtain written verification from a landlord or housing provider or there is a need to facilitate the processing of the Application.
  - c. When telephone verification is employed, the BHA staff member should ask the questions from the appropriate verification form, should write the name of the individual interviewed, the date of the call, the exact response to the questions, and should sign the form.
  - d. BHA staff may utilize information from a Credit Bureau Report on the Applicant Household in the event questions remain about the Applicant household's housing history after verification from landlords and housing providers has been sought or obtained.
2. BHA staff will routinely check the BHA's former Resident files to determine whether the Applicant and/or any Household Member have been residents of the BHA and have vacated in bad standing from the BHA either by threat of eviction, eviction, termination from its rental assistance programs or vacating without notice to the BHA. They also can order a check of court records to determine whether the Applicant or Household Members have been evicted from other housing.
3. In addition to checking with landlords, the BHA will make a Home Visit when the following conditions exist:
  - a. One unsatisfactory housekeeping reference from a present or prior landlord or housing provider, including a provider at a residential program or a shelter has been received;

- b. Reference or verification forms show a marked difference or discrepancies in the housekeeping assessment of the Applicant;
- c. The lack of adequate documentation from an independent source to support a positive assessment of housekeeping habits as required by this screening criteria;
- d. Evidence of poor personal hygiene habits, observed by the Occupancy Specialist at the interview or by other BHA staff which may be an indication that such habits could disturb the peaceful enjoyment or health of other BHA Residents or affect the habitability of an Apartment.

The home visit will be documented on the **BHA Home Visit Form** Where the Applicant is living in a shelter, or other transient housing facilities, BHA staff may visit the site and may confirm compliance with facility rules using the **Third Party Verification: Ability to Comply with Lease Terms**.

Applicants who fail a home visit will be determined Ineligible.

- 4. If the Applicant is not currently living under a lease with a landlord, or is living as a tenant at will, the housing provider will be asked to verify the Applicant's ability to comply with BHA Lease terms related to this screening criterion. Any area for which the Applicant has responsibility may be inspected.
  - 5. An Applicant's behavior toward BHA staff may be considered as a reflection of future behavior toward neighbors and/or BHA staff. Physical abuse or threats by an Applicant toward BHA staff will be noted in the file and included in the Screening evaluation. BHA staff will also note health or hygiene habits when such habits, in the opinion of the BHA staff, are serious enough to interfere with the ability of staff to conduct the interview and/or would disturb future neighbors. Where personal hygiene is a question, a final determination will be made based on available information which may include a home visit and which will be made after consultation with the Assistant Director of Occupancy for Screening.
- 3. A record of involvement in criminal activity on the part of any Applicant Household Member in crimes of physical violence to persons or property and other criminal acts including the use and/or distribution of an illegal drug, or if the BHA determines that it has reasonable cause to believe that the illegal use (or pattern of illegal use) and distribution of any illegal drug, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to**

**peaceful enjoyment of the premises by other Residents, as prohibited by the BHA Lease**

- A. Persons convicted of sexual offenses and subject to a lifetime Sexual Offender registration requirement under a Massachusetts Sex Offender registration are permanently prohibited from admission to Federal assisted developments and they are only eligible for admission to State assisted developments upon establishing acceptable Mitigating Circumstances. The BHA will conduct criminal history background checks sufficient to determine whether any Household Member is subject to such a registration requirement.
- B. Persons that have been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally-assisted housing are permanently prohibited from admission to Federal assisted developments and are only eligible for admission to State assisted developments upon establishing acceptable Mitigating Circumstances.

**Examples of primary indicators that an Applicant and/or Household Member has not engaged in criminal activity:**

The absence of CORI or other evidence of criminal activity or behavior, excluding minor offenses

**Criminal activity/drug related criminal activity, other factors and considerations:**

1. **Rehabilitation and Mitigating Circumstances** – With respect to potentially disqualifying criminal behavior, evidence of Mitigating Circumstances or rehabilitation must be substantial and commensurate with the seriousness of the crime.

BHA will consider the particular circumstances of the offense, the seriousness of the offense, the degree of damage, disruption and inconvenience caused by the offense, the passage of time since the offense, and whether the offender has been a good citizen and remained free of trouble since the offense.

BHA may consider evidence of the Applicant's or Household Member's behavior and reputation in the community both before and after the offense, and any other evidence indicating a likelihood that the offender will not engage in any future criminal activity.

**Example of rehabilitation:** If an Applicant or Household Member has an isolated incident of criminal activity which is neither violent nor drug related in the past, then clear and verifiable evidence of good citizenship sustained over a significant period of time, this may establish that the Applicant or Household Member has been rehabilitated.

**Example of Mitigating Circumstances:** If an Applicant or Household Member has an isolated conviction for larceny but establishes that he or she had an emergent need for money to pay for prescription drugs due to the illness of a Household Member, this explanation, if documented, constitutes Mitigating Circumstances.

2. BHA will not admit a current user of illegal drugs. The Fair Housing Act explicitly states that current users of illegal drugs are not a protected class. BHA will not exclude former users of illegal drugs solely because of their former illegal drug use. Former users of illegal drugs, are deemed to be persons with Disabilities under applicable State and Federal anti-discrimination law, and the law provides that their past illegal drug use cannot be used as the reason to exclude them.

Evidence of use within the past year creates an arguable presumption that the individual is a current user.

3. Former illegal drug users will be treated the same as other persons who did not illegally use drugs in the past. However, the fact that an Applicant or Household Member may have been an illegal drug user in the past does not automatically excuse any disqualifying behavior that the Applicant or Household Member may have engaged in while an illegal drug user. If the BHA has cause to believe a former illegal drug user is still using illegal drugs, BHA has cause to reject the Applicant because of his/her current illegal drug use.
4. Documentation that a former illegal drug user is not currently using illegal drugs could include:
  - a. Verification from a reliable certified drug treatment counselor or program administrator stating that the former illegal drug user has been or is currently in treatment, that there is a reasonable probability that the Applicant will be successful in refraining from use of illegal drugs, that the Applicant is complying with the requirements of the treatment program, and is not currently using an illegal drug;

- b. Verification from a self-help program (for example, Narcotics Anonymous) stating that the former illegal drug user has been or is participating in their program, that there is a reasonable probability that the Applicant will be successful in refraining from use of illegal drugs, and is not currently using an illegal drug;
  - c. Verification from a probation or parole officer stating that the former illegal drug user has met or is meeting the terms of probation or parole **and** that periodic screens have not revealed the presence of illegal drugs;
  - d. Voluntary drug testing. An Applicant or Household Member cannot be required to undergo drug testing as a condition of eligibility. However, if s/he chooses to be tested, testing shall meet the following requirements:
    - The Drug test must be conducted at facilities that use the National Institute of Drug Abuse Guidelines (implementing EO 12564 and Pub. L. 100-71; these guidelines were published April 11, 1988 in the Federal Register);
    - The test must screen for illegal drugs only and the Applicant's use of prescription drugs that contain controlled substances must be taken into account; and
    - The BHA will pay for all costs associated with drug testing unless the costs are otherwise reimbursed.
5. If an Applicant or Household Member is currently in treatment for illegal drug use (as opposed to successfully completed treatment) or if an Applicant or Household Member has a history of drug treatment followed by further illegal drug use, the Applicant or Household Member must convincingly demonstrate (by providing additional verifiable information) in what way the current situation and claim of non-drug use is different from the previously unsuccessful efforts to stop using drugs. BHA must have an acceptable demonstration that the likelihood of a change in behavior is significantly greater than in the past.

In such cases, an Applicant or Household Member should successfully complete the current treatment program and

maintain acceptable behavior in the community for a reasonable period established by the BHA.

6. Where an Applicant or Household Member has committed one or more crimes and establishes a direct casual link between the crimes and former illegal drug use, BHA will consider the evidence of rehabilitation from the illegal drug use. Rehabilitation does not mean that the BHA will ignore the criminal behavior if other factors apart from illegal drug use may have had a causal effect on the criminal acts. A demonstration that a former illegal drug user is not a current user does not necessarily excuse crimes committed while s/he was using illegal drugs. S/he must reliably establish that drug use caused the crimes, that s/he is rehabilitated, **and** that there is a likelihood of no further criminal behavior.
7. **Alcohol Abuse and Screening** – Alcohol is a legal drug. Use of alcohol is not a basis for rejecting an Applicant. An Applicant or Household Member who is an alcoholic may qualify as a person under State and Federal anti-discrimination laws and be entitled to the protections afforded to persons with Disabilities.

It is BHA's policy that an Applicant or Household Member who is an alcoholic must meet the same screening criteria and standards as any other person. If an Applicant's (including Household Members) housing history demonstrates unacceptable behavior that is grounds for disqualification and there are inadequate Mitigating Circumstances, screening staff will have grounds to reject the Application, even if the behavior is claimed to be alcohol related. BHA's screening is directed at the Applicant's (and Household Members) behavior, not their condition.

**How criminal activity including drug related criminal activity or activity under the "One-Strike" Policy on the part of the Applicant or a Household Member will be checked:**

1. Possible involvement in criminal activity by the Applicant and/or any member of an Applicant's household that, if repeated by the Applicant or a Household Member as a Resident, would adversely affect the health, safety or welfare of other Residents, BHA staff or guests, will be checked by use of Criminal Offender Record Information (CORI) provided by the Massachusetts Criminal History Systems Board, criminal histories provided by other states/jurisdictions, Federal authorities, court records, and other evidence of criminal activity. In addition, the current or former landlord will be asked about criminal activity during the Applicant Household's residence.

2. The BHA will use CORI to check all adult Household Members and non-adult Household Members, 13 years of age or older, of the Applicant Household for any evidence of:
  - a. criminal convictions, both felonies and misdemeanors, regardless of when the conviction occurred;
  - b. any criminal charges which are currently pending before the courts of the Commonwealth or any jurisdiction, including the Federal courts.
3. CORI shall be used in accordance with procedures established by the Massachusetts Department of Housing and Community Development (DHCD) memorandum dated December 11, 1991 as it may be amended, and 803 CMR5.00.
4. If the CORI shows that a case is continued without a finding (CWOFF) or “placed on file” it cannot be used as a determination that the Applicant or Household Member, in fact, engaged in criminal activity without other independent evidence of the alleged activity. Independent evidence might include: police reports documenting criminal activity, statements from the arresting officer or other reliable information that the Applicant and/or a Household Member committed a crime.
5. (a) If the CORI information indicates that an Applicant and/or Household Member has a record that would establish a basis for an Ineligibility finding, the Applicant will be notified of his/her Ineligibility.

(b) If the Applicant believes that CORI information is inaccurate, he/she must submit to BHA a written notice to this effect. The notice must be provided to BHA within the time specified in BHA’s Ineligibility letter to the Applicant.

(c) Upon receipt of the Applicant’s written notice disputing the accuracy of CORI, BHA will schedule an informal hearing for the Applicant. The informal hearing will be scheduled for a date within 90 days from the date of notification. If the Applicant provides satisfactory evidence to the Occupancy Department of the inaccuracy of the CORI before the hearing date, the informal hearing will be cancelled.
6. Applicants shall be advised at the time of Pre-Application intake that past and future criminal behavior by the Applicant and or a Household Member will jeopardize admission to BHA’s public housing program.

7. Depending on the circumstances, any of the following crimes committed by the Applicant or a Household Member may, alone or in conjunction with other crimes, result in the rejection of an Applicant household:
  - use, possession or distribution of illegal drugs;
  - a property-related crime such as burglary, larceny, automobile theft, receipt of stolen goods, and attempts at such crimes;
  - a crime against another person such as murder, manslaughter, assault and battery, assault and battery with a dangerous weapon, robbery, kidnapping, mayhem, rape, spouse or child abuse or any similar type crimes, and attempts at such crimes;
  - a crime that endangers or threatens the health or safety of others such as lewd conduct, indecent exposure, prostitution, disorderly conduct, public drunkenness, assault, harassment, reckless driving, leaving the scene of an accident, motor vehicle homicide, failure to stop for a police officer and attempts at such crimes.
8. BHA will consider the likely impact of a recurrence of past criminal conduct in a BHA community. BHA will consider the danger that such activity creates and its potential effect on the health or safety of Residents and staff. In evaluating criminal activity, BHA will consider each offense, its seriousness, its age, its potential impact on other persons including the victim, any possible recidivism, any Mitigating Circumstances which lessen culpability, and any rehabilitation or efforts at rehabilitation which make a recurrence unlikely.

**4. A record of eviction from housing, involuntary termination from rental assistance programs or involuntary termination from residential programs**

**A. Examples of primary indicators that an Applicant and/or Household Member has not been evicted from housing or involuntarily terminated from residential programs are:**

1. No record of eviction or termination from any apartment, dwelling, shelter, other housing, rental assistance program or a residential program;
2. No negative information received from a present or former landlord or housing provider;

3. The Applicant is currently in the residential program and is meeting all requirements of the program;
4. No record of summary process proceedings having been commenced in a District Court or Housing Court which resulted in a judgment against the Applicant or Household Member or in which the Applicant or Household Member voluntarily agreed to vacate due to the fault of the tenant.

**B. Secondary indicators that an Applicant and/or Household Member(s) have not been evicted from housing , involuntary termination from residential programs or terminated from rental assistance programs are:**

1. The Applicant (or a Household Member) was asked to leave the program for a rule violation that is not related to BHA Lease compliance;
2. The Applicant or Household Members leaves a program but returns and is accepted for continued participation;
3. No references from current or past landlords indicating that the Applicant or a Household Member was ever served with a Notice to Quit or Notice of Termination when the reason for termination is due to the fault of the tenant;
4. No record of summary process proceedings having been commenced in a District Court or Housing Court which resulted in a judgment against the Applicant or a Household Member or in which the Applicant or a Household Member voluntarily agreed to vacate when the tenancy was terminated due to the fault of the tenant.

**Acceptable documentation that an Applicant or Household Members have not been evicted from housing , terminated from rental assistance programs or involuntarily terminated from a residential program is:**

1. A completed **Landlord Verification Form** for the current tenancy and all prior tenancies reflecting no “fault” evictions;
2. If a landlord verification is not possible, a completed **Third-Party Verification: Ability to Comply with Lease Terms** showing no “fault” evictions or terminations with any discrepancies in the information on these forms resolved to the BHA’s satisfaction.

**How a record of eviction from housing, termination from rental assistance programs or involuntary termination from residential programs will be checked:**

1. Staff will check BHA's records, landlord records and court records to determine whether the Applicant and/or a Household Member has been evicted from the BHA, any Other Publicly Assisted Housing Programs, or any other property in the past. BHA will also use Credit or Eviction Service information to check for a record of eviction.
2. A record of involuntary termination from a residential program will be checked with police, service agencies and with any provider referred by the Applicant.
3. Conditions of former tenancy may not be attributable to an Applicant or Household Member where the Applicant or Household Member was not the responsible tenant in the former housing. If the responsible tenant was not the Applicant or a Household Member, the Applicant will not be held accountable by the BHA for the rental delinquency or other problems of the former tenant unless it can be demonstrated that the Applicant or Household Member contributed to the cause of the involuntary termination.
4. Any Household Member who signed a previous Lease will be considered responsible for the actions occurring during the former tenancy.
5. Staff will consider the date and circumstances of any past eviction or termination in determining its relevance to a BHA tenancy. Staff will consider if the termination resulted from an Applicant's (or Household Member's) violation of rules that can be construed to impact on BHA Lease requirements. Thus, infractions of rules in a residential program that have relevance to the BHA's Lease will be given greater weight than violations of rules that are specific to the residential program and have little or no relevancy to the BHA Lease.

**5. Ability and willingness to comply with the BHA Lease and other program requirements** *(This screening criteria will be applied ONLY in the absence of satisfactory landlord documentation.)*

**A. Examples of primary indicators of ability and willingness to comply with the lease terms are:**

1. The Applicant household can meet this criteria on its own or with assistance;
2. Through a home visit (if required) the dwelling or living area is clean and no destruction of property is evident;

3. The ability to manage regular monthly payments of some kind; the Applicant responds to mail and appears promptly for appointments;
4. The Applicant household follows applicable rules in his/her current housing or shelter situation;
5. There is no record of disturbing neighbors; and
6. The Applicant and/or Household Members have avoided criminal activity.

**B. Secondary indicators of ability and willingness to comply with the lease terms are:**

1. Evidence of rule compliance in any residential program (shelters, transitional facilities, group homes) or other program in which the Applicant or Household Member is participating (i.e. drug treatment);
2. Job or school references.

**Acceptable documentation that an Applicant and/or Household Members have not been evicted from housing or involuntarily terminated from a residential program is:**

1. Verification from the current and all previous tenancies reflecting no evictions. Since no traditional landlord verification is possible, a completed **Third Party Verification: Ability to Comply with Lease Terms** showing no "fault" evictions or terminations with any discrepancies in the information on these forms resolved to the BHA's satisfaction.
2. Other documentation accepted as reliable and credible by the BHA, which is sufficient to support the Applicant household's claim of no "fault" evictions or program terminations.

**How ability and willingness to comply with the Lease terms will be checked:**

1. If an Applicant is able to document that s/he is capable of complying with BHA Lease terms at current and former residences through a combination of landlord references and a home visit (if required), this criterion will be considered to have been satisfied.
2. Ability to comply with BHA Lease terms will be checked when the Applicant household is currently living in a setting that does not require compliance with Lease terms or is

“doubled-up” with another household. An Applicant household is considered “doubled-up” when living with another household and is not the tenant of record.

3. Staff will send the **Third-Party Verification: Ability to Comply with Lease Terms** form to the housing provider, i.e., landlord or other parties that may be able to provide information related to the tenancy. When the Applicant household is doubled-up, the form will be sent to the provider as distinguished from the host family with whom the Applicant household is living. Staff will also complete the **Applicant checklist: Ability to Comply with Lease Terms** in an interview with the Applicant.

If the housing provider (the provider may have no knowledge that the dwelling is housing two families) is unable or unwilling to complete the **Third Party Verification: Ability to Comply with Lease Terms**, BHA will send the form to other third parties or persons with knowledge of the Applicant’s household’s current living arrangements or to the host family. BHA will assess the information in the completed form in light of any family ties between the host household and the Applicant Household and any other pertinent circumstances.

#### **5.3.4 The Final Application Package and Screening Requirements**

##### **1. The Final Application**

Certain key questions relating to the Applicant’s household’s eligibility, Priority status and/or Preferences and tenant history will be asked as part of the Final Application, such as the Social Security Numbers (SSNs) of all Household Members (or certification that an Application for a SSN is submitted or that no SSN has been assigned) and the name, address and telephone numbers of current and former landlords or current and former housing providers. Failure to submit this information will result in withdrawal of the Application. BHA staff will be available to guide Applicants, as needed, in understanding the Application process and completing BHA forms. For Federal Programs, verification of U.S. Citizenship or Eligible Non-Citizen status for each Household Member will also be required at this time.

All sections of the Final Application must be completed by the Applicant and must be signed by the Household Head and Co-Head, where appropriate.

## 2. **Applicant Releases of Information and other required documents**

All adult Household Members will be required to execute the following releases of information or sign information forms as appropriate:

- The single standard **Release of Information** form that is to be signed by the Applicant and each adult Household Member;
- Non Citizen Rule (Federal Housing only) – Verification of Consent For all Household Members.
- One copy of the **CORI Release of Information** form advising the household that CORI will be used; and
- The **Privacy Act Notice**.

Refusal to sign these forms or other documents required to process the Application or conduct screening will result in the withdrawal of the Application.

The BHA has discretion to determine what constitutes adequate and credible documentation. If staff has doubts about the veracity or reliability of information received, they may examine alternative methods of verification with the Applicant or third parties until they are satisfied that the documentation is reliable or that reliable documentation is unattainable. The BHA will not offer housing to an Applicant household which fails to provide documentation, or to identify sources of documentation that demonstrate their ability to comply with the essential obligations of the Lease or meet other eligibility requirements.

### **5.3.5 The Screening Policy**

Information to be considered in completing Applicant screening shall be reasonably related to assessing the conduct of the Applicant and other Household Members listed on the application, in present and/or prior housing. The BHA shall reject an Applicant if it finds any of the following conditions are present and there is reason to believe the future behavior of the Applicant or Applicant Household Members will exhibit the same behavior, unless there are acceptable Mitigating Circumstances as provided in Section 5.3.6 paragraph 2 below. The history of the Applicant Household's conduct must demonstrate that the Applicant Household can reasonably be expected not to:

1. Interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare;
2. Violate the civil rights of any person, while on BHA property, in accordance with the BHA's Zero Tolerance policy.
3. Cause damage to the property or fail to pay rent in full and on time;
4. Violate the terms and conditions of the BHA lease;
5. Require services from BHA staff that would alter the fundamental nature of the BHA's program.
6. Illegally use a controlled substance; or
7. Give the BHA reasonable cause to believe that the illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

The Applicant Household's ability and willingness to comply with the above requirements in current and former housing will be checked and documented. This screening may include a review of the Applicant's Credit Bureau Report in order to determine Applicant's credit history in meeting rent and housing-related utility charges, if any, and to verify Applicant's prior housing history. The Applicant's prior credit history in meeting non-housing-related financial obligations will not be a basis for determining an Applicant ineligible except in cases where the Applicant has no prior rent payment or housing history.

Relevant information respecting habits or practices to be considered may include, but is not limited to:

1. An Applicant Household's past and present performance in meeting financial obligations, especially in rent; provided that if the Applicant paid at least fifty percent of his/her Household's monthly income for rent each month during a tenancy but was unable to pay the full rent, an eviction for non-payment of the balance of the rent shall not disqualify such individual from BHA housing.
2. The most recent three-year housing history, and whether there is a record of disturbance of neighbors, destruction of property, or housekeeping habits at present or prior residences which, if repeated, may adversely affect the health, safety, or welfare of other residents or neighbors during such time.
3. Involvement in criminal activity on the part of any Applicant Household Member in a crime of physical violence to persons or

property or other criminal act including the illegal use of a controlled substance, or if the BHA determines that it has reasonable cause to believe that the illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (The BHA will utilize the Massachusetts Criminal History Systems Board's Criminal Offender Records Information or "CORI" data as a reference.)

4. A record of eviction from housing or termination from residential programs (taking into account date and Mitigating Circumstances).
5. An Applicant Household's ability and willingness to comply with the terms of the BHA lease. Applicant Households must be able to demonstrate the ability and willingness to comply with the terms of the BHA's lease.
6. Information related to an Applicant's knowing misrepresentation of any information related to Priority and/or Preference eligibility, Household composition, Household income and/or assets, rent or use of the apartment. Failure to provide consent for verification of information can be considered grounds for ineligibility.
7. The BHA requires any Applicant or member of Applicant's Household to sign a consent form authorizing inquiry to a drug abuse treatment facility where the BHA :
  - Receives CORI information that indicates evidence of a prior arrest or conviction, OR
  - Receives information from records from a prior tenancy of the Applicant or Household Member that demonstrate he or she was:
    - Engaged in the destruction of property;
    - Engaged in violent activity against another person;
    - Interfered with the right to peaceful enjoyment of the premises by another tenant.

## 8. Home Visits

Home visits at the current dwelling of the Applicant Household shall be required of Applicants in the circumstances listed below. Housekeeping inspections are part of the home visit.

- *Criteria for home visits:* BHA will make a Home Visit when the following conditions exist:
  - One bad housekeeping reference from the present or prior landlord or housing provider, including residential programs and shelters;
  - Information contained in a reference or verification form that demonstrates a marked difference among housekeeping references of the Applicant; or
  - The Applicant is unable to provide documentation from an independent source to support a positive assessment of housekeeping habits.
  - Evidence of poor personal hygiene habits, as observed by BHA staff during a personal interview or other visit to BHA offices and/or during a home visit, that would affect the livability of a BHA apartment occupied by the Applicant Household, a neighbor's apartment, or the premises so as not to be conducive to decent, safe, and sanitary conditions as required by BHA's lease.
- Housekeeping observations shall include, but are not limited to:
  - Conditions in the living room, kitchen (food preparation and clean-up), bathroom & bedrooms
  - Conditions of entrance-ways, halls, and yard if under the control of the Applicant
  - Cleanliness in each room, i.e., dirt or infestation
  - Clutter that might create a health or safety problem
  - General care of furniture, appliances, fixtures, windows, doors and cabinets
- Other observations which would constitute a violation of BHA lease terms, such as:

- Evidence of destruction of property;
  - Evidence of criminal activity, i.e., presence of drugs or drug paraphernalia; dangerous weapons; or
  - Conditions inconsistent with application information, i.e., evidence of unauthorized occupants.
- All Applicants shall have at least two calendar days' advance written notice of Home Visits.
  - The purpose of the Home Visit is to obtain information to be used in determining the Applicant's compliance with the screening criteria described above.

### **5.3.6 Outcome of Screening Process**

1. Households determined to be Eligible and Qualified after screening will be notified by the BHA of the approximate date of occupancy insofar as that date can be reasonably determined. The BHA will make every effort to estimate accurately an approximate date of occupancy. However, the date given by the BHA does not mean that Applicants should expect to be housed by that date. The availability of a suitable apartment to offer a Household is contingent upon factors not directly controlled by the Authority, such as turnover rates, and availability of apartments of the appropriate size and/or with special features.

2. **Rehabilitation and Mitigating Circumstances**

In the event of the receipt of unfavorable information with respect to an Applicant the BHA will notify the Applicant in writing, and the BHA shall permit the Applicant to show whether there are Mitigating Circumstances, which may include a showing of rehabilitation or rehabilitating efforts, sufficient so that when the potentially disqualifying conduct is weighed against the Mitigating Circumstances, the BHA is reasonably certain that the Applicant will not engage in any similar conduct in the future. In making this determination, the BHA shall consider all relevant circumstances, including the severity of the potentially disqualifying conduct, the amount of time which has elapsed since the occurrence of such conduct, the degree of danger, if any, to the health, safety and security of others or to the security of the property of others or to the physical conditions of the housing development and its common areas if the conduct reoccurred, the disruption and inconvenience which recurrence would cause the BHA, and the likelihood that the Applicant's behavior in the future will be substantially improved. The

greater the degree of danger, if any, to the health, safety and security of others or to the security of property of others or the physical condition of the housing, the greater must be the strength of the showing that a recurrence of behavior, which would have been disqualifying, will not occur in the future.

3. Applicants determined unqualified for admission will be promptly notified. These Applicants will receive a Notice of Ineligibility from the BHA, stating the basis for such determination and advising them of the opportunity for an informal review of the determination. Rejected Applicants will also be informed that they have a right to request reconsideration if the reason for rejection is related to a disability and a reasonable accommodation may make it possible for them to be housed in accordance with the Screening Procedures.

#### **5.4 Confidentiality of Applicants' Files**

The contents of Applicants' files at the BHA are confidential and will not be misused or the information therein improperly disseminated. BHA will not share the contents of an Applicant's file with persons not authorized to view the file.

#### **5.5 Personal Care Attendants (PCAs)**

##### **5.5.1 Definition**

1. A Personal Care Attendant ("PCA") is defined as a person who:
  - a. is determined by BHA based upon medical documentation from a Qualified Healthcare Provider to be essential to the care and well being of an Elderly, Handicapped or Disabled person or persons; AND
  - b. unless a Household Member, has been approved by the Massachusetts Department of Medical Assistance (DMA); AND
  - c. may or may not reside with the Elderly, Handicapped or Disabled person or persons; AND
  - d. is not obligated to support the Elderly, Handicapped or Disabled person or persons; AND
  - e. in the case of a live in PCA, would not be living in the apartment except to provide the necessary supportive care; AND
  - f. has no right to the apartment as a remaining member of a resident Household.

- g. does not have their income included in Elderly, Handicapped or Disabled persons Household for the purposes of determining total household income and rent.

### **5.5.2 Policy on Addition of a licensed PCA to the Household**

#### General Provisions

1. All PCAs must meet the definition of a PCA as stated above.
2. A PCA can be a single person or a person with a Household.
3. No Addition of a PCA and their Household, if applicable, shall result in overcrowding of the resident's Household.
4. No PCA and their Household, if applicable, has/have the right to the apartment as a remaining member of a resident Household.
5. All PCAs and their Households, if applicable, must sign a waiver of residual residency status.
6. All PCAs and their Households, if applicable, must meet the criteria of the BHA's Screening Policy.
7. PCAs and their Households, if applicable, will be counted as a member of the resident's Household for the purposes of determining the appropriate apartment size ONLY
8. Relatives who satisfy the definition above will be notified in writing that they may be qualified as a PCA and can choose one of the following two options:
  1. They can qualify as a PCA, choose to not include their income as part of the Total Household Income and sign a waiver of residual residency status. OR
  2. They can qualify as a PCA, have their income included as part of the total Household income and retain rights as a remaining member of the Household.

### **5.6 Citizenship, Eligible Non-Citizen Status and Restrictions on Assistance to Non-Citizens (Federal Program Only)**

In federal developments, BHA will restrict assistance to citizens and to Non-Citizens with Eligible Non-Citizen status, in accordance with HUD's final rule, effective June 11, 1999. Each Household Member's status as a U.S. citizen, Eligible Non-Citizen or ineligible Non-Citizen must be verified unless there is an election not to contend. Determination of eligibility or partial eligibility for public housing benefits (Federal Program only) is affected by citizenship status. One household member must be a citizen or Eligible Non-Citizen. If the Applicant Household is a Mixed Family, the Applicant shall have the choice of electing to be placed on the waiting list for State-Aided Housing only. (Failure to elect State-Aided Housing will cause the Applicant to be assigned housing in either the Federal or State Programs).

1. Evidence of Citizenship or Eligible Non-Citizen Status

See Section 5.3.2.1 (h) "Verification of Household Composition" above for acceptable evidence of citizenship or Eligible Non-Citizen Status.

2. Verification of Citizenship Status

The BHA will verify the citizenship or Eligible Non-Citizen status of at least one Household Member prior to a determination of eligibility. BHA may verify citizenship or Eligible Non-Citizen status of other Household members (other than those who elect not to contend) prior to a determination of eligibility but no later than the date of a Household's first or next annual re-examination after admission if the verification was not completed at the time of admission.

3. Mixed Households

- An eligible mixed Household is defined as a Household containing members who are citizens or with Eligible Non-Citizen status, as well as members without such status, and that meets the criteria for eligibility for continued assistance.
- Continued financial assistance may be provided to an eligible mixed Household, but it will be prorated based upon the percentage of Household Members that are eligible for assistance. If an Applicant Household elects to be placed on the waiting list for either Federal or State programs and to pay prorated rent in Federal Housing rather than waiting for assignment to a State-Aided Housing program, the Applicant will be obligated to accept an apartment offer in either program. Refusal of the offer shall be considered a rejection without Good Cause unless there has been a change in circumstances (See Good Cause – Section 6.2)

4. Financial Assistance

- The BHA may provide financial assistance to an individual or Household prior to verifying the eligibility of the individual or one Household Member.
- Assistance will be prorated based upon the number of individuals in the Household for whom eligibility has been affirmatively established.

5. The BHA will deny assistance to an Applicant or terminate assistance to a resident in the following situations:

1. Evidence of citizenship or Eligible Non-Citizen status is not submitted by the date set by the BHA or by the expiration of any extension granted by the BHA;
2. Evidence of Eligible Non-Citizen status is submitted in a timely fashion, but INS primary and secondary verification does not verify Eligible Non-Citizen status of a Household Member; and
  - a). The Household does not pursue an INS appeal or informal hearing rights; **or**
  - b). The INS appeal and informal hearing rights are pursued, but the final appeal or hearing decisions are decided against the Household Member; **or**
3. The BHA determines that a Household Member has knowingly permitted another individual who is not eligible for assistance to reside on a permanent basis in the public or assisted housing apartment of the Household Member. Such termination shall be for a period of not less than 24 months. This provision does not apply to a Household if the ineligibility of the ineligible individual was considered in calculating any proration of assistance provided for the Household.

6. The BHA will not delay, deny, reduce or terminate assistance to an Applicant or resident on the basis of ineligible Non-Citizen status of a Household Member if:

1. The primary and secondary verification of any immigration documents that were submitted in a timely manner has not been completed;
  2. The Household Member for whom required evidence has not been submitted has moved from the assisted apartment;
  3. The Household Member who is determined not to be in an Eligible Non-Citizen status following INS verification has moved from the assisted apartment;
  4. The INS appeals process has not been concluded;
  5. For residents, following notification of the INS decision on appeal, or in lieu of a request of appeal to the INS, an informal BHA hearing has been requested by the Household and said hearing process has not been completed (under the regulations, the BHA may delay but not deny assistance to an Applicant during the pendency of the informal hearing process);
  6. Assistance is prorated in accordance with the applicable Federal requirement; or
  7. Assistance for a mixed Household is continued in accordance with applicable Federal requirements; or
  8. Deferral of termination of assistance is granted.
7. Preservation of Assistance
- 7.1 For Resident Households:
- a) Prorated Assistance
    - Available for a mixed Household that qualifies other than a Household who requests and receives Temporary deferral of Termination Assistance.
    - Proration is calculated in accordance with Federal requirements.
  - b) Temporary Deferral of Termination of Assistance
    - A mixed Household that qualifies for prorated assistance but decides not to accept prorated assistance may be granted a Temporary Deferral of Termination of Assistance provided the Household

was in residence prior to June 19, 1995. The deferral period will be for an initial period not to exceed six months. The initial period may be renewed for additional periods of six months upon written request indicating that the Household has searched for but not found adequate housing, but the aggregate deferral period shall not exceed a period of eighteen (18) months. This time period does not apply to a Household that includes a refugee under section 207 of the Immigration and Nationality Act or an individual seeking asylum under section 208 of this Act.

- The BHA will notify a resident Household in writing at least 60 calendar days in advance of the expiration of a deferral period if termination will no longer be deferred.

c) A Household in which no member is eligible for assistance or an applicant for refugee or asylum status may receive temporary deferral of termination of assistance for a total period of eighteen months from a determination of ineligibility only if the Household was receiving assistance under a 214 covered program on June 19, 1995.

## CHAPTER 6: ASSIGNMENTS

### 6.1 Apartment Occupancy Guidelines

#### 6.1.1 Occupation by Households of Appropriate Size

It is BHA's policy that apartments will be occupied by Households of the appropriate size.

#### 6.1.2 Table of Bedroom Sizes

The following table of maximum and minimum number of persons per apartment will govern the number of bedrooms required to accommodate a Household of a given size and composition:

##### *Occupancy Guidelines*

<i>Number of Bedrooms</i>	<i>Min. Persons/Apt.</i>	<i>Max. Persons/Apt.</i>
0BR	1	1
1BR	1	2
2BR	2	4
3BR	3	6
4BR	4	8
5BR	5	10
6BR	6	12

#### 6.1.3 Apartment Assignments

Apartments shall be so assigned that:

1. The Household head (and Co-Head of Household, if applicable), shall be entitled to one bedroom.
2. Children under the age of twenty-five (25) who are of the same sex shall share a bedroom, with the following exemptions:

Children more than ten years apart in age and regardless of gender may qualify for separate bedrooms, if the older child is fourteen years of age or older. For example, a fifteen year-old child may be eligible for a separate bedroom when living with a one-year old sibling of the same gender. HOWEVER, a thirteen year old child can be required to share a bedroom with a three-year old sibling of the same gender.

3. It will not be necessary for persons of different generations or opposite sex, other than head and co-head, to occupy the same bedroom. Exceptions may be made for infants and children under the age of six (6) or at the request of the Household.
4. An unborn child **shall** be counted as a person in determining apartment size for admission purposes only, not for qualification for transfer. A single pregnant woman may be assigned to a one bedroom apartment provided she requests that apartment size in writing.
5. However, in recognition of the shortage of larger apartments, the BHA shall inform an Applicant that s/he may elect to have a child share a bedroom with a child of the opposite sex in order to become eligible for a smaller apartment.
6. Each Applicant shall be listed for only one apartment size. However, if the Applicant's Household qualifies for two apartment sizes, s/he may choose either of these sizes.
7. Co-Heads and children who would otherwise be required to share a bedroom under BHA's policies may be assigned separate bedrooms for substantial health-related or reasonable accommodation reasons which are thoroughly documented by a Qualified Healthcare Provider.
8. The living room will not be counted as a bedroom, except in BHA's studio/efficiency apartments.
9. The above options will be made known by the BHA Occupancy Specialist to the Applicant Head of Household. The Head of Household shall be asked to declare in writing the apartment size waiting list on which he/she wishes to be placed. If a the Head of Household opts for a smaller apartment size than would normally be assigned under the above standards, the Head of Household will be required to sign a waiver agreeing to occupy the apartment assigned at their request until the Household is eligible to apply for a transfer.

## **6.2 Offers and Good Cause**

### **6.2.1 Method of Applicant Assignment from the Waiting List**

The plan for assignment of Qualified Applicants from the waiting list and assignment of apartments to assure equal opportunity and non-discrimination on grounds of race, color, sex, sexual orientation, handicap, disability, familial status, marital status, religion or national origin is established in accordance with HUD & DHCD Regulations. Under this plan, the Eligible Applicant with the highest Priority and/or Preference(s) and earliest approval date of such Priority and/or Preference(s) is made **one** offer of an apartment of appropriate size and type. Amongst Standard Applicants, the Eligible Applicant with the earliest application date is made one offer of an apartment of appropriate size and type.

When an apartment of the appropriate size and type is available, the apartment offered will be the apartment with the earliest vacate date entered into BHA's database.

It is the policy of the BHA that every fourth available apartment for each bedroom size category by development shall be offered to the Substantial Cause transfer next in line to receive an offer. Within the Substantial Cause Transfer category, such "one in four" offer of an available apartment shall rotate between those households approved for a Substantial Cause Transfer for "Other Reasonable Accommodations" and those households approved for a transfer for any other Substantial Cause category. (Please see Section 7.7 for further detail regarding the "one-in-four" policy).

### **6.2.2 More than One Apartment Available**

If two or more apartments of the appropriate size and type are available, the first apartment to be offered will be the apartment with the earliest time and vacate date entered into the database.

### 6.2.3 Method of Identifying Available Apartments

The BHA has a system for identifying vacated apartments available for offers in the database. Apartments are identified through the use of a Vacancy Action Form indicating the status of each vacated apartment. An apartment may be identified as “vacant and ready” in which case it will be available for offer to Applicants and Transfer Applicants on the waiting list. Alternatively, a vacated apartment may be placed in one of the following categories that will make it temporarily or permanently unavailable for offer from the waiting list.

<b>(B) Breakthrough</b>	Apartment will be combined with another Apartment to create a larger Apartment.
<b>(D) Demolition / Disposition</b>	Apartment No longer exists due to gut rehabilitation, building demolition or disposition.
<b>(F) Funded for Modernization</b>	Apartment planned for or under construction as part of a funded modernization program.
<b>(L) Lottery</b>	Apartment is part of a special re-occupancy program in which Apartments or residents are selected by a lottery.
<b>(P) Potential Redevelopment – Hope VI</b>	Apartment is off line pending funding for major rehabilitation.
<b>(S) Supported / Congregate</b>	Apartment is designated for residents under supported services MOA
<b>(A) Non – Residential</b>	Apartment will be used for Management, Resident Custodian, Agency, Police, Special Assignment, Laborer, or LTO. Requires Non Dwelling Conversion Approval.
<b>(M) Administrative Transfer</b>	Relocation of residents for development renovation, relocation of residents from/to a Accessible/Adapted Apartment, or Temporary Transfer required to permit work required for extraordinary maintenance.
<b>(R) Temporary Relocation</b>	Held for temporary relocation of residents due to a funded phase of modernization.
<b>(U) Uninhabitable/Unfunded</b>	Temporarily unavailable due to serious code violations or essential system failures which require more than 1 month to correct.

Apartments in the above listed categories which have not been made permanently unavailable, e.g. demolished Apartments, will be returned to “Ready and Vacant” status and made available for offer to Applicants and Transfer Applicants on the waiting list as soon as practicable.

#### 6.2.4 Accepting/Rejecting Housing Offers

1. When assigned an apartment, Applicants will be given one choice. An Applicant must accept an apartment offered within five (5) working days of the date the offer is communicated by the Occupancy Department (by phone and mail), or he/she will be moved to last place on the waiting list. (Applicants that reach the top of the waiting list again following this action and reject a second apartment offer will be withdrawn from the waiting list.) Failure to accept the first apartment offer will result in the following actions unless the Applicant can establish Mitigating Circumstances for their failure to respond:
  - The Applicant will be dropped to the bottom of the BHA waiting list, meaning that his or her date of application will be changed to the date that the Applicant declined the offer of a suitable apartment, rather than the original date of application; and
  - In the BHA computer system, the Applicant's status will be changed from "screening completed" to "awaiting screening."
  - The Applicant will lose any approved Priority and/or Preference. Furthermore, the Applicant will only be eligible for restoration of their Priority/Preference after one year from the date of the most recent apartment assignment rejection. Priority/Preference status will only be restored at the end of the one-year period if the Applicant requests restoration of the Priority/Preference in writing.
2. During the 1-year period, BHA will reconsider the loss of Priority only when an Applicant experiences a change in circumstances such that a different Priority is now claimed. Applicants whose Priority is removed due to apartment offer rejection may therefore apply for another Priority of different, equal or higher point value or the same Priority due to different underlying circumstances (See Section 4.4.5 for Priority point values).

BHA will recognize the new Priority and/or Preference status after verification and place the Applicant on the waiting list using the new status and the date the Applicant previously declined an apartment as the application date.

In the event that an Applicant is provided a second offer of an apartment after having been placed in last place as a result reaching the top

### **6.2.5 Good Cause**

In certain cases, applicants for admission or residents seeking transfers may require special consideration regarding their housing placement or transfer. This consideration is essential to address a particular verifiable need with respect to housing accommodations or to avoid a verifiable hardship.

If the Authority determines, after reviewing the request for such consideration and the documentation submitted in support of it that the Applicant or transfer applicant qualifies for such consideration, he/she will be approved for an assignment for Good Cause. Applicants for admission must apply for Good Cause prior to receiving an offer of an apartment in order to assist the BHA in assigning an appropriate apartment. Residents seeking transfer must apply for Good Cause at the time they submit a transfer request at their local management office or before they receive a transfer offer. The BHA maintains a detailed inventory of physical characteristics for all of its apartments for this purpose. These apartment characteristics, as well as the location of the developments, will be used in matching an Applicant or transfer applicant in order to address the Good Cause need.

The need for an assignment for Good Cause is identified by the Applicant at the time of screening with the assistance of Occupancy Department staff. The need for a transfer to a particular type of apartment or to a particular area of the city will be identified by the resident at the time of applying for transfer with assistance of the staff at his/her development.

Below is a description of the BHA's procedure for requesting an assignment or transfer for Good Cause:

1. The Applicant must indicate to the Occupancy Department staff, and a resident seeking transfer must advise staff in his/her management office, that he/she requires special consideration in identifying a particular type of apartment or placement in a particular area of the city OR that an offer of an apartment from the city-wide waiting list without consideration of his/her need for an assignment or transfer without Good Cause will result in an undue hardship, and;

The need for special consideration must be in writing by a Qualified Healthcare Provider, or other professional (such as a law enforcement official or social service provider) familiar with the Applicant's or resident's need, and;

The Applicant must indicate to the Occupancy Department, or the resident seeking transfer must advise staff in his/her management office, of the physical characteristic(s) and/or location of the apartment that is required to satisfy the Applicant's or resident's need for special consideration in assignment or transfer.

Identification of Good Cause by the Applicant or resident for purposes of apartment assignment **cannot** be related to considerations of race, color, sex, religion, sexual orientation, familial status, marital status, religion national origin, or handicap or disability of others.

2. Reasons considered Good Cause and documentation needed to support each Good Cause request are listed below:

- **THE AGGRAVATION OF A SERIOUS, DETERMINABLE PHYSICAL OR MENTAL IMPAIRMENT**

**ACCEPTABLE DOCUMENTATION:**

A statement from a Qualified Health Care Provider on letterhead stationery which establishes the precise reasons a particular apartment feature (or apartment location) is needed. The statement **MUST** provide information regarding the effect of the condition on the Applicant or transfer applicant Household Member and must contain sufficient detail to establish why a particular type of apartment (or apartment location) is needed.

- **INACCESSIBILITY TO SUPPORTIVE FACILITIES OR PROGRAMS FOR ELDERLY, HANDICAPPED, OR DISABLED HOUSEHOLD MEMBERS.**

**ACCEPTABLE DOCUMENTATION:**

A statement on letterhead stationery from a Qualified Healthcare Provider, which provides reliable documentation that the elderly, handicapped or disabled Household Member(s) carries a diagnosis or a disability which requires on-going regular or emergent care at that facility (hospital, clinic but not a practitioner's office), frequency of the treatment and anticipated length of treatment.

- **PARTICIPATION IN A WITNESS PROTECTION PROGRAM.**

**ACCEPTABLE DOCUMENTATION:**

Written documentation on letterhead stationery from a law enforcement agency, which indicates that a Household

Member(s) is, or may be endangered because they have provided essential information in a criminal prosecution. Documentation must include the development(s) or areas of the city in which the affected Household Members might be endangered.

- **DOMESTIC VIOLENCE.**

**ACCEPTABLE DOCUMENTATION:**

The BHA prefers documentation from a court of competent jurisdiction, and/or from a law enforcement agency, that indicates a temporary or permanent restraining order in accordance with M.G.L. c209A has been issued and underlying circumstances which would require a Household Member(s) to be located in an area of the city away from the location of the person named in the order or their relatives or associates; or due to the Applicant's concerns that obtaining a restraining order will trigger a violent act by the offender, a combination of the following documentation that shows to the satisfaction of BHA staff that an abusive situation exists can be accepted:

- Medical incidences indicating a pattern or repeated occurrence
- Police reports
- Court Reports
- Evidence Applicant has attempted to obtain restraining orders
- Documentation Applicant has filed charges against the accused abuser
- Legal Action
- Letter from an attorney stating case
- Evidence of participation in counseling in regards to domestic violence
- Psychological reports
- Letter from a Director of a Social Service Agency documenting the existence of abuse
- Documentation of changed address due to domestic abuse

- **THE TEMPORARY HOSPITALIZATION OR ON-DUTY MILITARY ASSIGNMENT OF THE PRINCIPAL HOUSEHOLD MEMBER, OTHER HOUSEHOLD MEMBER NECESSARY FOR THE CARE OF THE PRINCIPAL HOUSEHOLD MEMBER, OR A PERSONAL CARE ATTENDANT LISTED ON THE FINAL APPLICATION OR MOST RECENT TENANT STATUS REVIEW (TSR).**

**ACCEPTABLE DOCUMENTATION:**

A statement on letterhead stationery from a Qualified Health Care Provider indicating the name of the individual (must be the principal Household Member or other Household Member necessary for the care of the principal member or personal care attendant), the date of admission, date of anticipated discharge (if known) or an estimate of the anticipated length of confinement or a statement from the individual's commanding officer indicating the date the assignment began and anticipated length of active duty (if known).

- **THE INACCESSIBILITY OF PUBLIC TRANSPORTATION TO THE NIGHTTIME EMPLOYMENT OF THE HEAD OR CO-HEAD OF HOUSEHOLD WHO DOES NOT OWN OR LEASE A MOTOR VEHICLE.**

**ACCEPTABLE DOCUMENTATION:**

A statement from the employer, on letterhead stationery, detailing specific hours of employment, the date employment commenced, whether it is a permanent shift assignment and if not permanent, the length of the assignment, and whether the employer provides transportation benefits.

- **HABITABILITY OF ASSIGNED BHA APARTMENT.**

The BHA will make best efforts only to show apartments, which are in move-in or close to move-in condition. In the event that the Applicant case is sent to the development prior to the apartment being in close to move-in condition, the manager should show another apartment which is in close to move-in condition and show the Applicant where their apartment will be located. In the event the actual apartment cannot be made habitable within thirty (30) calendar days of the date of offer, The Applicant may reject the apartment for Good Cause.

**ACCEPTABLE DOCUMENTATION:**

A letter from the BHA development manager indicating the offered apartment will not be ready for move-in within thirty calendar days of the apartment offer.

- **INELIGIBILITY DUE TO NON-CITIZEN STATUS.**

In the event a transfer applicant is offered an apartment at a Federal program development for which the Household is ineligible due to its Non-Citizen status or is affected by

proration of rent as a result of a Household Member's Non-Citizen status to such an extent that their rent burden makes the apartment unaffordable<sup>10</sup>, the transfer applicant may reject the offer for Good Cause and elect to be placed on the waiting list for State program developments for which they may be eligible. (Note: Applicants will be given the opportunity to elect a State-Aided Housing waiting list only during preliminary screening – See Section 5.6 for details).

**ACCEPTABLE DOCUMENTATION:**

Documentation submitted by the Applicant during the BHA application and screening process indicating the Household's ineligible Non-Citizen status.

3. Refusal of Apartment Offer for Good Cause

An Applicant or transfer applicant may refuse an offer of an apartment without being removed from the waiting list or being placed at the bottom of the waiting list only if:

- After completing screening, the Applicant's or resident's situation has changed such that a new, different or additional Good Cause consideration is required and the Applicant was unable to notify the Occupancy Department, or the resident was unable to notify the local management office, of the change due to Mitigating Circumstances, or;
- The resident's situation has changed after being approved for transfer and the resident was unable to notify the local management office or Occupancy Department of the change due to Mitigating Circumstances, or;
- the hardship caused by acceptance of the offered apartment is due to a physical feature which was not included in the apartment characteristics inventory.

**6.3 Occupancy of Accessible Apartments with Adapted Features**

It is the goal of the BHA to occupy its Accessible Apartments with adapted features with a person or persons who has/have a disability that requires the adapted features. The BHA shall take the following steps to achieve this goal.

1. The BHA shall maintain a database of all of its Accessible Apartments with adapted features

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<sup>10</sup> Unaffordable in this case shall mean the pro-rated rent exceeds 50% of the household's income.

2. The BHA shall utilize this database to match residents and Applicants with a Household Member having a disability that requires an adapted feature to an appropriate Apartment.
3. The BHA will offer an available Accessible Apartment with adapted features in the following order:
  - a. First, to a current Household of another Apartment of the same development, or other public housing development under BHA's control, containing a member having a disability that requires the adapted features of the vacant Apartment. (In effect an Administrative Transfer of the resident Household with a disabled Household Member from the non-adapted Apartment to the vacant adapted Apartment.)
  - b. Second, to an Eligible and Qualified Applicant Household on the waiting list that requires the adapted features of the vacant Apartment.
  - c. Third, to an Eligible and Qualified Applicant Household on the waiting list that does not require the adapted features of the vacant Apartment. In this case, BHA will require that the Applicant sign the BHA lease which provides that the Applicant will move to a alternative available Apartment of appropriate size within thirty (30) calendar days when a Household Member of an Applicant Household is identified as needing the features of the Apartment.
4. The BHA shall also maintain a listing of all Apartments where the current resident Household occupying an Apartment with adapted features contains no Household Member requiring the adapted features. The BHA Occupancy Department will regularly check this listing to see if there is an Eligible and Qualified Applicant Household on the waiting list that requires the adapted features of the Apartments listed.
5. If the BHA finds that there is an Eligible and Qualified Applicant Household on the waiting list that requires an Apartment with adapted features and there is a current resident Household occupying an Apartment with adapted features which they do not require, the BHA shall take the following action:
  - a. The BHA will notify the current resident Household of their requirement to transfer due to the existence of an Eligible and Qualified Applicant Household who requires the adapted features available in the resident's Apartment. If the BHA identifies more than one Apartment with adapted features,

which the Applicant Household requires, the resident Household with the shortest tenure at their current Apartment will be selected for Transfer.

- b. The BHA will initiate an Administrative Transfer process for the current resident Household. The BHA will identify an alternative appropriately sized Apartment based upon the resident's current Household composition on a case by case basis pursuant to the Administrative Transfer procedure of this policy. As part of the transfer process, the BHA will consider any resident request for Good Cause and/or on-site transfer.
- c. The BHA will offer the alternative appropriately sized Apartment to the resident Household. The BHA will also notify the resident Household of their requirement to move within thirty (30) days of this offer. The resident may request and the BHA may grant a reasonable extension.
- d. If the resident Household fails to vacate the Apartment after they have been properly notified and offered an alternative appropriately sized Apartment, the BHA shall initiate legal action in accordance with the BHA lease.
- e. Once the Apartment with adapted features becomes available, it will be offered to the identified Eligible and Qualified Applicant Household on the waiting list in accordance with the procedures outlined in this policy.

## CHAPTER 7: TRANSFER POLICY

### 7.1 General Transfer Policy

A Transfer application may be initiated by a resident Head of Household occupying an apartment under a BHA lease, or under certain circumstances such as an apartment fire, under a Use and Occupancy Agreement pursuant to this Policy (*Resident Initiated Transfer*). A transfer may also be initiated by the BHA. The BHA will initiate transfers required as a result of a scheduled capital improvement or building maintenance program; required use of an Accessible Apartment by another resident or Applicant with a disability; Over- or Underhoused Households; apartment conditions which present a life-threatening situation that cannot be repaired in a reasonable period of time or while the apartment is occupied; or in cases where a minor child(ren) is to be added to the Household at a future date as indicated by an Applicant during the final application process (see Section 9.1.3.3) (*BHA Initiated Transfer*).

All requests for Transfer are reviewed in a timely manner by the BHA's Transfer Review Committee, as established by the Administrator of the BHA.

To qualify for a Transfer, a Resident:

1. Must be in residence for at least one (1) year.
2. Must be considered in "good standing" at the time of an Application for Transfer, at the time of determination of Transfer eligibility, and at the time of actual implementation. "Good standing" means the household is:
  - ◆ Current in its rental payments (does not owe more than the current month's rent), or is legally withholding rent pursuant to the provisions of the Lease or applicable law.
  - ◆ Not currently under a Fourteen (14) Day or a Thirty (30) Day Notice to Quit, Summary Process Action or action pursuant to Mass. Gen. Laws, Chapter 139, section 19.

Some or all of these requirements may be waived in certain situations pursuant to the provisions of this policy. For example, a resident in a situation which may constitute a life threatening situation to the health, safety or well being of the resident or a Household Member who does not meet all of the criteria may have some or all of these conditions waived<sup>11</sup>. The resident may be relocated under a

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<sup>11</sup> The Director of Occupancy may recommend a waiver of any provision of this policy not required by law if the waiver of such provision would avoid substantial hardship or substantial injustice to a Transfer applicant (See Section 10.5 Waiver Provision).

Use and Occupancy Agreement and any pending legal action against the resident will continue.

## 7.2 Transfer Categories

BHA has three categories of transfers: Emergency, Administrative and Substantial Cause. Emergency and Substantial Cause Transfers are placed in Priority order as described in Sections 4.4.3 “Priority and/or Preference System” and 4.4.5 “Point System” of the ACOP. Administrative Transfers are processed as described in Section 4.5 “Administrative Transfers “ of this Policy:

### 7.2.1 Emergency

Emergency transfers are transfers necessary to the health and safety of the Household and take priority over new admissions and all other transfers. The following are criteria for Emergency Transfers:

1. The current apartment has become uninhabitable and immediate relocation is required as a result of the following:
  - Destruction by fire or other disaster; or
  - The existence of a major maintenance problem that constitutes a substantial violation(s) of the state sanitary code and presents a life-threatening situation that cannot be repaired in a reasonable period of time or while the apartment is occupied.
2. A Household Member has a serious, medically determinable, physical or mental condition that is aggravated by the present housing such that the condition is life threatening and can be alleviated only by relocation to another apartment; or
3. The head or other Household Member is a victim of physical harassment, extreme or repeated vandalism to personal property and/or extreme and/or repeated verbal harassment, intimidation or coercion which places them in imminent danger and that cannot be expeditiously remedied in any other way<sup>12</sup>; or
4. The Household needs to be relocated because of a Household Member’s participation in a witness protection program or in order to avoid reprisal as a result of providing information to a law enforcement agency or participation in a witness protection program; or

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<sup>12</sup> Transfers in this category will be processed pursuant to BHA’s Civil Rights Protection Plan (“CRPP”).

5. The Household is Underhoused by three (3) or more bedrooms (Residents in this Transfer category only may choose either the citywide Family Program waiting list or the on-site waiting list for the development at which they are currently housed).
6. The transfer requested is for a person with a disability who requires reasonable accommodation to address dire circumstances posing serious and direct threat to health, life or safety . which can only be alleviated by relocation to another apartment. The resident shall provide documentation of the disability and how the transfer will reasonably accommodate the disability.

### **7.2.2 Administrative**

Administrative transfers include transfers due to the following reasons:

1. The current dwelling is located in a building or section of building scheduled for capital improvement pursuant to a funded capital improvement program or other major rehabilitation effort. (See BHA's **Residential Relocation & Rehousing Policy** for detailed procedures on transfers because of capital improvement programs.)
2. The transfer is required to permit occupancy of an accessible apartment by another resident or an Applicant with a disability.
3. A temporary transfer is required to permit work required for an extraordinary maintenance problem that cannot be repaired while the apartment is occupied. The Resident will be returned to the same apartment if the apartment is of the appropriate size.
4. The Household is Overhoused by three (3) or more bedrooms.

### **7.2.3 Substantial Cause**

1. Substantial Cause transfers are those transfers made for the following reasons:
  - The Household is Over or Underhoused by either two (2) or one (1) bedroom(s). Over/Underhoused residents shall be processed for BHA transfer at the time of re-examination or interim redetermination in order to conform to BHA's Occupancy Standards. Residents will be informed in writing that a transfer is necessary and pending. Residents who fail to transfer will be subject to eviction; or
  - Other Reasonable Accommodations(Not qualifying under 7.2.1 above)

- A Household Member has a serious **medical condition not qualifying as disabling** which could be substantially improved by relocation to another apartment.
  - A Household currently housed in Federally-assisted Housing is: ineligible under the Federal Non-Citizen rule, under deferred termination of assistance, or is affected by pro-ration of rent as a result of a Household Member's Non-Citizen status to such an extent that their rent burden makes the apartment unaffordable. Residents in this category may apply for a Transfer to State-Aided Housing.
2. Note: Over/Underhoused residents may choose to be relocated on-site to another apartment within the same development or on a city-wide basis within the Family Development Program. Elderly and disabled residents residing in Family Developments may choose to apply to a maximum of three Elderly/Disabled developments (See Elderly/Disabled ACOP).

### 7.3 Good Cause

In certain cases, residents seeking transfers may require special consideration regarding their transfer. This consideration is essential to address a particular verifiable need with respect to housing accommodations or to avoid a verifiable hardship. If the Authority determines, after reviewing the request for such consideration and the documentation submitted in support of it that the Applicant or transfer applicant qualifies for such consideration, he/she will be approved for an assignment for **Good Cause** (Please see Section 6.2.5 for a complete description of the BHA Good Cause procedure).

### 7.4 Verification of Reason for Transfer

#### 7.4.1 Verification Examples

Residents will be asked to provide reliable documentation of the reasons for a Resident-Initiated transfer. Such verification may include the following items:

1. A letter(s) from a physician, rehabilitation specialist, licensed practitioner or other qualified and appropriate health care professional describing a transfer applicant's health problem and specifying housing conditions required to relieve the condition;
2. For reasonable accommodation requests, reliable documentation from a Qualified Healthcare Provider or professional non-medical service agency whose function it is to provide services to the

disabled must indicate that the transfer applicant or a member of his/her Household is disabled under the definitions of applicable Federal and State law and describe the effect of the disability. Documentation must describe how the accommodation being requested will accommodate the disability;

3. Police reports;
4. Civil Rights incident reports;
5. Copies of restraining orders;
6. Information on maintenance conditions;
7. Documentation to show “Good Cause” to move to or from a certain part of the city of Boston, or certain type of apartment; or
8. Any other documentation that provides the BHA with evidence that the request for a transfer is based on fact and meets the transfer criteria.

## **7.5 Denial of Transfer Requests**

In all instances, transfer approval shall be denied if the resident does not provide appropriate documentation to substantiate the transfer request; or if the BHA determines that the resident, other Household Member, or guest was the cause of the situation resulting in the need for transfer unless the existing condition of the apartment makes it uninhabitable in which case any approved transfer will be under a Use and Occupancy Agreement.

## **7.6 Transfers On the Waiting List**

Transfers on the waiting list will be maintained on a city-wide basis, except for transfers for residents who are over- or underhoused and choose to remain on-site. BHA will rank transfers by the type of transfer: Emergency or Substantial Cause as specified above. Administrative Transfers will be processed on a case by case basis as described in Section 4.5 “Administrative Transfers”. An offer of an apartment shall be made in accordance with Chapter 6 and 7 of this ACOP. Emergency Transfer offers are made on the basis of ranking Priority and Preference points and date of application. Substantial Cause transfers are made on the basis of ranking Priority and Preference points and date of application but are also subject to the following additional apartment assignment process.

## **7.7 Substantial Cause Transfer Apartment Assignments**

In recognition of the need to maintain a balance of apartment assignments allocated to waiting list Applicants and BHA residents, the BHA will assign apartments to approved Substantial Cause transfer applicants in accordance with the following “one in four” policy:

- Vacant apartments are assigned to Applicants and certain transferring residents in order of; Priority and/or Preference points; the date such Priority and/or Preference points are granted ; and in the case of Standard Applicants the date of application pursuant to Chapters 6 and 7 of this ACOP. Emergency Transfers, Eligible and Qualified Priority One and Priority Two Applicants will receive offers of vacant apartments ahead of Substantial Cause Transfers and Standard Applicants as a result of the ranking process. It is the policy of the BHA that every fourth available apartment for each bedroom size category shall be offered to the Substantial Cause transfer next in line to receive an offer. This “one in four” allocation will be calculated separately for each development by bedroom size. Within the Substantial Cause transfer category, such “one in four” offer of an available apartment shall alternate between those households approved for a Substantial Cause Transfer for “Other Reasonable Accommodations” and those households approved for a transfer for any other Substantial Cause category. If no Transfer Applicant for “Other Reasonable Accommodation” exists, the offer will be made to the next Transfer Applicant in one of the other Substantial Cause categories. Apartments, which are allocated to Administrative Transfers, will **not** be included in the “one in four” count.

## **7.8 Transfers at Residents’ Expense**

All transfers, except those required by capital improvement programs (see the BHA’s Residential Relocation and Rehousing Policy (RRRP) or instances when the apartment becomes uninhabitable due to maintenance reasons or catastrophe such as fire or flood, are at the resident's expense.

## **7.9 Transfer Waiver**

The transfer of an Elderly or non-elderly Disabled BHA Household residing in a Family Development who is Overhoused by not more than one bedroom may apply for a waiver as a matter of reasonable accommodation due to advanced age and/or seriously infirm health of a Household Member to remain in his or her current apartment instead of transferring. A household for which separate bedrooms have been approved for health reasons is not eligible for a waiver under this section. Denial of such a waiver is reviewable pursuant to BHA’s Grievance Policy.

## **7.10 Continued Occupancy for Veterans, Widows/Widowers of Veterans or Gold Star Mothers (Applicable to State Housing Developments Only)**

In State-assisted housing only, Massachusetts General Laws provide that, the BHA shall not, if a resident in an apartment consisting of two bedrooms or less is a veteran or a widow or widower of a veteran or is a Gold Star Mother and has lived in the residence for at least the last eight (8) consecutive years, deny such resident continued occupancy at such residence provided that the rent is not more than three (3) months in arrears.

## **7.11 Consequences of Rejection of Approved Transfer by Resident**

### Emergency and Administrative Transfers

In the case of Emergency or Administrative Transfers, including residents Over- or Underhoused by three (3) bedrooms, rejection of an offer of an Apartment of appropriate size and design will result in revocation of the resident's approved Emergency or Administrative Transfer status. His/her name will be withdrawn from the waiting list by staff in the Occupancy Department. Furthermore, the resident will not be eligible to apply for an Emergency or Administrative Transfer for the same circumstances for a period of one year from the date of the most recent apartment assignment rejection. During the one year period, the BHA will consider a change in circumstances resulting in a new request for transfer.

Upon receiving notification from a staff person in the Occupancy Department of the rejection, Managers will proceed with eviction against residents Overhoused by three (3) bedrooms who reject the offer.

### Substantial Cause Transfers

In the case of Substantial Cause Transfers including residents Over- or Underhoused by two (2) bedrooms or fewer, the resident's name will be dropped to the bottom of the waiting list based on the date s/he rejected the offer (or failed to respond to the offer).

If the resident rejects a second offer, the resident's approved Substantial Cause Transfer status will be revoked and his/her name withdrawn from the waiting list.

Upon notification by staff in the Occupancy Department, the Manager will proceed with eviction against an Overhoused resident who rejects two (2) offers.

## **CHAPTER 8: RESIDUAL TENANCY POLICY**

A remaining member(s) of a resident Household may apply to become a BHA resident, in the event of the death, departure or incapacity of the Head of Household; however, the Residual Tenancy Applicant will only be found eligible if he or she meets the criteria below.

### **8.1 Qualifications for Residual Tenancy**

**8.1.1** In order to assume the status of a Resident under this policy, the individual requesting to become a residual resident must be:

1. An adult who has been a recorded member of the Household on the most current lease or TSR and whose income has been recorded and considered in the rent computations during the period of his/her occupancy unless he/she was without income or was a full-time student.

OR

2. In the event the remaining occupant Household consists only of minor children, the applicant must be an appropriate adult who, prior to entering into a lease has been appointed either a temporary or permanent guardian, or is the natural parent, and is willing to assume responsibility for the apartment, meets eligibility requirements, and willing to enter into a lease.

OR

3. In the event the occupant is an incapacitated adult who is unable to fulfill the responsibilities of a BHA resident, there must be an appropriate adult who has been appointed either a temporary or permanent guardian, and is willing to assume responsibility for the apartment, meets eligibility requirements, and willing to enter into a lease.

AND

4. With respect to # 2 and #3 above, the Applicant and Applicant's Household, if any, for Residual Tenancy status must meet the eligibility requirements for Applicants as set forth in the Admissions and Continued Occupancy Policy (ACOP) or any successor plan.

### **8.1.2 Divorce, Separation or Protective Order**

In the event of divorce, separation or a protective order issued by a court under Chapter 209A, the person designated by the decision of the court

will be permitted to apply to become a residual resident provided he or she otherwise qualifies under this policy.

## **8.2 Residual Tenancy and Income**

Individuals applying for residual tenancy status will not be found ineligible based on income exceeding the eligibility limits for Applicants for admission to public housing.

## **8.3 Rent During Use and Occupancy Period**

Pending a decision on the occupant's request for residual tenancy status, he or she will be required to pay a monthly use and occupancy charge. The charge shall be calculated pursuant to Federal and State regulations for all remaining Household Members. A Use and Occupancy Agreement is utilized in situations in which an occupant or resident is permitted to occupy an apartment without having to sign a BHA standard dwelling lease. Examples of such situations include but are not necessarily limited to: a need to relocate a resident immediately because his/her apartment becomes uninhabitable or because of immediate safety concerns for the resident and/or Household Members (Emergency Transfer) particularly if the resident is not in good standing or when a decision on a Residual Tenancy request is pending.

## **8.4 Limitations of Policy**

Remaining Household Members of a leaseholder vacating an apartment will not be considered for residual tenancy, if the vacating leaseholder is relocating to another BHA apartment or BHA Leased Housing, or is under eviction for non-payment of rent or for cause. (A Resident shall be regarded as being under eviction if, after a private conference, the Manager has decided to proceed with eviction and the Manager's decision has not been overturned by the BHA Grievance Hearing Panel.)

## **8.5 Residual Tenancy – Right of Appeal**

A Residual Tenancy Applicant who disagrees with a Residual Tenancy application decision made by the BHA can request a Grievance hearing pursuant to the BHA Grievance Policy.

## CHAPTER 9: OTHER OCCUPANCY PROVISIONS

### 9.1 Lease Provisions

#### 9.1.1 Leasing of Apartments

1. It is BHA's policy that all apartments must be occupied pursuant to a lease that complies with HUD & DHCD regulations.
2. The lease shall be signed by the Head of Household, and Co-Head of Household, if any, and by the authorized representative of BHA, prior to actual admission.
3. All members of the Household shall be listed as part of the Household composition.
4. If a resident transfers from one Authority apartment to another, a new lease shall be executed for the apartment into which the Household moves unless relocation occurs under the terms of a Use and Occupancy Agreement.
5. If at any time during the life of the lease agreement, a change in the resident's status results in the need for changing or amending any provision of the lease, either:
  - A new lease agreement will be executed, or
  - A Notice of Rent Change will be sent to the resident, or
  - An appropriate addendum shall be prepared and made a part of the existing lease. All copies of such addenda are to be dated and signed by the Head and Co-Head of Household and by the authorized representative of the BHA.
6. Only those persons listed on the most recent lease or Tenant Status Review form shall be permitted to occupy an apartment on a continuing basis.

#### 9.1.2 Length of Lease

1. *Federal Developments only:* In accordance with the Quality Housing and Work Responsibility Act, all BHA leases will be for a duration of 12 months. At the end of each 12-month term, leases will be automatically renewed, unless there is noncompliance by an adult Household Member with the BHA's Community Service and Economic Self-Sufficiency Policy after its effective date.

2. *State Developments only:* Leases are continuous unless terminated by the BHA for cause or at the request of the Resident or by operation of law.

### **9.1.3 Occupancy Policy Regarding Additions of Persons to Lease**

The request for an addition of a person to the Lease must be made in writing by the Head or Co-Head of Household named in the Lease.

1. *Additions by Birth, Adoption or Operation of Law*

Additions to the Household which occur by birth, adoption or operation of law (i.e., permanent custody, marriage) or a caretaker relative or other responsible adult that demonstrates they have a guardianship order (temporary<sup>13</sup> or permanent), or a responsible adult who provides a written designation from the parent of a BHA Household Member to care for the minor Household Member, may be added to the Household subject to meeting the resident selection criteria as described in Chapter 5 (See also Section 9.1.3.4 for additions over the age of 13).

2. *Other Additions*

Other additions may be approved if related by blood or the individual proposed as an addition has evidenced a stable, interdependent relationship with a current Household Member, including the sharing of financial resources and has the intention to live regularly in the apartment as his/her principal residence. No proposed addition under this category will be approved if such addition would cause the Household to be underhoused and in violation of state sanitary code. In such case, the Head of Household shall submit the name(s) of the proposed addition(s) and identify the individual(s) as "proposed Household Member(s)". If approved under the resident selection criteria, the addition(s) will be allowed to move in when the transfer of the Household to an apartment of appropriate size is completed. The addition will be listed on the transfer request form with the notation "for transfer purposes only".

3. The single exception to the above is when the resident, at the time of final processing for admission, notifies the Occupancy Department in writing that one or more of his/her natural or adopted minor children will be joining the Household at some future date following the leasing of the apartment. Occupancy Department

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<sup>13</sup> Temporary orders shall be for a period of at least one year in order to be considered under this provision.

staff will record the name(s) of the minor child(ren) on a form attached to the Final application. At the time of assignment, the assignment transmittal notice will include this information. When the resident presents evidence to the manager that the MINOR child or children is/are ready to join the Household, the manager will add them to the Household composition and immediately generate a transfer application, if necessary. The Transfer application will be processed in accordance with Authority transfer procedures.

4. *Occupancy Policy Screening Criteria*

Any person proposed for residency over the age of 13 in a BHA apartment, must meet BHA's resident selection criteria as described in this Admissions and Continued Occupancy Policy (See Chapter 5). When a Household head requests permission for an addition(s) to the Household, the resident selection criteria shall be used by the Occupancy Department to determine whether or not to admit the new person(s).

5. *Right to Appeal*

A resident who disagrees with an adverse action taken by the BHA regarding a request for an addition of a person to the Lease can request a grievance hearing pursuant to the BHA Grievance Policy.

#### **9.1.4 Other Occupancy Provisions**

1. All Household additions shall be made in accordance with the lease. Residents who fail to notify BHA of additions to the Household are in violation of the lease. Residents who permit persons to join the Household without applying and undergoing screening are also in violation of the lease. Such persons will be considered Unauthorized Occupants by BHA and the entire Household will be subject to eviction action.
2. Household Members who move from the apartment shall be removed from the lease. The resident has the responsibility to report the move-out within 30 calendar days of its occurrence. These individuals may not be readmitted to the apartment except as a temporary visitor without undergoing screening by the Occupancy Department and securing BHA approval. Temporary visitors may occupy the apartment for no more than a total of forty-five calendar days within any twelve-month period.
3. Visitors - A resident shall not permit the Apartment to be occupied by anyone else, except temporary visitors, no one of whom may

occupy the apartment for more than a total of forty-five (45) nights (or forty-five (45) days if the visitor regularly sleeps during the day), within any twelve-month period, unless the BHA for good cause otherwise consents to a longer period in writing before the expiration of 45 nights or such longer period as may have been authorized, or unless the visitor is first determined to be part of the Household according to BHA policy, and an application is pending with the BHA.

4. Boarders and lodgers shall not be permitted to occupy an apartment, nor shall they be permitted to move in with any Household occupying an apartment.

## 9.2 Rental Payments

### General Policy

**State Developments Only-** Rent will be determined in accordance with applicable State regulations, the BHA's Lease and the BHA's Rent Manual.

**Federal Developments Only-** On an annual basis, residents in Federal Developments will be provided information about the following two different methods for determining the amount of rent payable by the family, their right to choose the method of determining rent and under what circumstances they may request a change to the method utilized in determining rent.

**Flat Rent-** a fixed rent determined for each unit size based on a market analysis of comparable units. The BHA will maintain a current listing of its flat rent schedule as an appendix to the BHA Rent Manual. Residents who choose flat rents may request to change to an income-based rent at any time if the family is unable to pay the flat rent because of financial hardship. A financial hardship exists for these purposes when a family's income is reduced or their deductions are increased to the extent that an income-based rent is lower than the flat rent.

**Income-Based Rent-** rent determined by the family's income and allowable deductions in accordance with the BHA's Lease, the BHA's Rent Manual and applicable Federal regulations.

#### **Self-Sufficiency Income Exclusions**

In addition to the deductions and income exclusions required by federal regulations and listed in the BHA's Rent Manual, there are two earned income exclusions available to residents of Federal developments that are designed to encourage residents who become employed to stay in public housing.

Exclusion of earnings and/or benefits resulting from participation in a qualifying training program. The total

increased income that results from participation in a qualifying training program is excluded from income. This exclusion is offered to residents who are enrolled in a program that provides employment training and supportive services in accordance with the Family Support Act of 1998 or any similar program authorized by federal, state or local law. This exclusion begins on the date the family begins participation in the training program and continues through the first eighteen months of employment following completion of the training program.

**Exclusion of earning from employment after unemployment or receipt of public assistance.**

Increased income from employment must be excluded from income calculations for the first twelve months following the date the resident was hired. During the second twelve-month period after the hire date, 50% of the increased income must be excluded. The twelve month periods are cumulative and not consecutive. The only limitation is that any exclusion must be taken within four years(48 months) of the hiring date that first triggered the income exclusion.

\_\_\_To qualify for this exclusion, families must fit into one of the following categories:

- A family whose income increases because of the employment of a family member who has been unemployed for a year or more before this employment. NOTE: For this regulation previously unemployed means that the family member did not earn more than the amount that would be earned working 10 hours a week, 50 weeks a year at minimum wage.
- A family whose income increases because of increased income from a family member who is participating in any job training or self-sufficiency program.
- A family whose income increases because a family member becomes employed during or within six months of receiving TANF or any other temporary assistance for needy families, including Welfare to Work programs. TANF participation is not limited to the monthly benefit, but includes other benefits or services such as one-time payments or transportation assistance so long as the assistance totals \$500.00 in six months.

## **ANNUAL AND INTERIM REDETERMINATIONS**

The BHA shall redetermine and adjust Resident's monthly rent, appropriateness of Resident's apartment size, and continued eligibility for public housing, at least once

annually. At this time, residents in federal developments will be provided with information on their ability to choose between the two methods of determining rent as described in Section 9.2 of this policy.

For purposes of determination or adjustment of rent and/or for assignment or transfer to a proper size apartment, Resident agrees to submit, within thirty (30) days after a request from BHA, signed, complete, true and accurate statements and/or other information setting forth pertinent facts as to Resident's household income, employment, and composition. Resident further agrees to execute documents authorizing release of such information from third parties, pursuant to requirements of State and/or Federal law.

Resident agrees to pay to BHA any rent which should have been paid but for Resident's misrepresentation of any written information furnished to BHA in Resident's application for an apartment, or in substantiating documentation, or in any documentation submitted on a redetermination, or for Resident's failure to supply, in a timely manner, documentation requested by BHA on a redetermination.

Although rent is typically set only at the time of the annual determination, it may be set more often on the basis of changes in Resident's household income or composition, in accordance with the BHA lease. Rent increases will be effective the second month after BHA sends Resident a Notice of Rent Change. If a Resident fails to report a change requiring a rent increase, rent shall be increased retroactively to the second month following the change.

When household income decreases, rent shall be decreased if requested by Resident, and if such rent decrease is in accordance with BHA policy. Rent decreases will be effective either as of the current month in which the change in circumstances is reported (if reported by no later than the fifteenth day of the month), or as of the first day of the next month after the change in circumstances is reported (if reported after the fifteenth day of the month). BHA may delay processing the rent decrease until Resident provides adequate verification of such change in circumstances justifying the decrease, but once verifications have been provided, the rent change will be made effective retroactively.

For residents in Federal developments, if household income derives in whole or in part from benefits from welfare or public assistance from a state agency under a program for which the Federal, State or local law relating to the program requires, as a condition of eligibility for assistance under the program, participation of a member of the household in an economic self-sufficiency program or a work activities requirement, and household income decreases as a result of failure to comply with the conditions of said program or requirement, rent will not be decreased, during the period of such income

reduction (to the extent that the decrease in income is a result of the benefits reduction), in accordance with BHA policy and 42 USCS §1437j(d). If such household income decreases as a result of fraud under said program or requirement, rent will not be decreased, during the period of such income reduction (to the extent that the decrease in income is a result of the benefits reduction), in accordance with BHA policy and 42 USCS §1437j(d). BHA shall not make any determination regarding non-compliance or fraud under such a program or requirement until BHA receives written notification from the relevant public agency specifying that household benefits have been reduced because of such non-compliance or fraud. Any determination by BHA not to reduce rent pursuant to BHA policy and 42 USCS §1437j(d) shall be subject to BHA's Grievance Procedures and Policy. For residents in Federal developments, the BHA shall consider any decrease in income that results from the reduction of any welfare or public assistance benefits received by residents under any Federal, State or local law regarding a program for such assistance if resident(s) has complied with the conditions for receiving such assistance and is unable to obtain employment notwithstanding such compliance, pursuant to 42 USCS §1437j(f). A reduction in benefits resulting from the expiration of a lifetime time limit for a household receiving said benefits shall not be considered as a failure to comply.

Before any change in Resident's rent is made, Resident will be notified by a written Notice of Rent Change containing the following information:

- A. The new rental amount and the date it will be effective;
- B. The amount of Resident's household income, household composition and other facts considered by BHA in determining Resident's new rent;
- C. Resident's right to, and the method of obtaining a timely hearing under the grievance procedure.

### **9.3 Resident-Paid Utilities**

In certain developments, residents are responsible for paying certain utilities. The provision for payment of resident paid utilities is contained in the BHA lease.

### **9.4 Community Service and Economic Self-Sufficiency Policy (Applicable to Federal Developments Only)**

## **GENERAL REQUIREMENTS**

As part of the Quality Housing and Work Responsibility Act of 1998, Congress imposed a requirement that all adult residents of federally funded public housing, unless specifically exempted, must perform community service activities or participate in an economic self-sufficiency program to remain eligible for public housing assistance. Therefore the federal public housing lease now provides that all non-exempt residents must:

- Contribute 8 hours per month of community service (not including political activity); or
- Participate in an economic self-sufficiency program for 8 hours per month; or
- Perform eight hours each month of combined community service and self-sufficiency activities.

## DEFINITIONS

**Community Service:** For the purpose of this policy, community service is the performance of voluntary work or duties for the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community in which the resident resides. Community service is not limited to a single type of activity or a single location. Acceptable community service activities include, but are not limited to, improving the physical environment of the resident's development; volunteer work in a local school, hospital or child care center; working with youth organizations; or helping neighborhood groups on special projects. By statute, political activity is not an eligible form of community service.

**Economic Self-Sufficiency Program:** For the purpose of this policy, an economic self-sufficiency program is any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include, but are not limited to: programs for job training, employment training, work placement, basic skills training, education, English language proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work, such as substance abuse or mental health treatment.

## NOTIFICATION OF RESIDENTS

The Boston Housing Authority will notify all residents of the new community service requirement before the implementation of this policy. The notification will include an explanation of the program and will list the categories of individuals who are exempt from performing community service activities. The notification will describe the verification that will be required to establish an

exemption. Definitions and examples of community service and economic self-sufficiency activities will be part of the notice.

The notification will also advise families when the community service obligation will begin. Non-exempt residents will be required to begin performing community service at their first lease renewal date following the adoption of this policy.

## **EXEMPTIONS**

The following residents over the age of eighteen are exempt from this requirement:

1. Resident household members who are 62 or older;
2. Resident household members who are blind or disabled as defined in the Social Security Act (Section 216 (i) (1) or Section 1614 of the Social Security Act (42 USC 416 (i) (1); 1382c);

The Social Security Act defines disability as the “inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than twelve months.”

Blindness is defined as “central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no less than 20 degrees shall be considered for purposes of this paragraph as having a central visual acuity of 20/200 or less.”

Residents who claim exemption because of disability or blindness must also certify that because of this blindness or disability they are unable to comply with the community service requirement. If a resident does not meet this definition of blindness or disability and believes that he or she is unable to perform community service or economic self-sufficiency activity, he or she may apply for an exemption from the requirement as a reasonable accommodation under the BHA Reasonable Accommodation in Housing Policy (RAHP). An application for reasonable accommodation can be obtained at the development management office.

3. Resident household members who are the primary care giver of a blind or disabled individual as described in paragraph 2;
4. Resident household members who are engaged in a work activity as defined under section 407 (d) of the Social Security Act (42 USC 607 (d), as in effect on and after July 1, 1997);

Work activities are:

- Unsubsidized employment;
  - Subsidized private sector employment;
  - Subsidized public sector employment;
  - Work experience, including work associated with refurbishing; publicly assisted housing, if sufficient private sector employment is not available;
  - On-the-job training;
  - Job search and job readiness assistance;
  - Community service programs;
  - Vocational educational training not to exceed twelve months;
  - Job skills training directly related to employment;
  - Education directly related to employment for a resident who has not received a high school diploma or a certificate of high school equivalency;
  - Satisfactory attendance at a secondary school or in a course of study leading to a certificate of general equivalence for a resident who has not completed high school or received such a certificate; or
  - The provision of childcare services to an individual who is participating in a community service program.
5. Resident household members who are exempt from work activity under Part A of Title IV of the Social Security Act (42 USC Section 601 et seq.) or under any other state welfare program, including a State-administered welfare-to-work program; or
6. Resident household member of a family receiving assistance, benefits or services under a State program funded under part A of Title IV of the Social Security Act (42 USC 601 et seq.) or under any other state welfare program, including a State-administered welfare-to-work program, and is in compliance with all provisions of that program.

In accordance with HUD guidelines, persons eligible for a disability deduction in rent are not automatically exempt from the community service requirement. A resident is exempt only to the extent the disability makes the person “unable to comply” with the community service requirement.

## **INITIAL DETERMINATION OF EXEMPTION**

For the first year after the implementation of this policy a comprehensive information sheet describing the community service requirement will accompany the letter sent to each head of household asking them to come into the development management office to begin the Tenant Status Review (TSR) process. The notice will describe the

exemptions and outline the verification required to establish each exemption. The head of household will be asked to provide the required verification to the property manager during the ninety-day status review period.

All applicants will be provided with an information sheet describing the community service/self-sufficiency requirement at the time they make their final application. At the time the lease is signed, the property manager will again provide the head of household with the community service information sheet. The head of household will be asked to declare which household members are exempt from community service and provide the appropriate verifications.

In order to establish an exemption the following verification must be provided:

1. **Age 62 or over.** Any birth certificate or proof of age already submitted by the resident to establish age or achieve eligibility for occupancy as a person 62 or older shall be deemed sufficient verification.
2. **Disability or blindness.** Receipt by a household member of Social Security Disability or SSI benefits shall be deemed proof of disability under this policy. A household member whose application for disability benefits is pending shall be deemed disabled unless and until a denial of the application is received. Any resident who believes they meet the definition of disability included in this policy may submit a statement from their treating physician providing BHA staff with facts that will assist them in determining whether the resident is disabled within the definition applicable under this policy. If a resident does not meet this definition but still believes that he or she is unable to perform community service, the resident may apply for a reasonable accommodation under the BHA RAHP policy. The manager will provide an application for reasonable accommodation upon request.

Residents who are determined to be exempt because of blindness or disability shall also sign a statement certifying that they are unable to comply with the community service requirement because of the blindness or disability.

3. **Primary caregiver of a disabled or blind person.** A statement from the person being cared for or his or her guardian affirming that the resident seeking exemption acts as the primary caregiver and the period during which (s)he is expected to continue in that role shall be adequate verification.
4. **Engaged in work activity.** The verification of employment income provided to BHA for rent determination shall be adequate for this purpose. Verification of participation in job training or other qualifying program must be submitted by the providing organization or school.
5. **Exempt from work activity under state welfare program.** Verification of the exemption should be obtained from the welfare department.
6. **Member of a family who receives assistance from a state welfare**

**program and is in compliance with that program.** Verification of receipt of program assistance and compliance should be obtained from the welfare department.

The manager will make a determination of exempt status and notify the resident. If the resident disagrees with the determination, he or she may file a grievance under the BHA grievance procedure.

The exemption status for each household member will be entered on the client worksheet. Families with non-exempt members will receive a list of community service and self-sufficiency opportunities.

## **CONTINUING DETERMINATION OF EXEMPTION AND COMPLIANCE**

Each year, as part of the Tenant Status Review, the property manager will determine whether each non-exempt household member has complied with the community service requirement and whether each exempt household member continues to be exempt.

Included with the letter requesting the head of household to come to the office for the status review will be a reminder that resident compliance with and/or exemption from community service will be determined as part of the status review. A list of exemption categories, a reminder that certain exemptions from the community service requirement must be reviewed annually and a description of the documentation needed to support each exemption will be attached to the letter. Also included with the letter will be a Verification of Compliance form for each household member who was required to perform community service. These forms must be completed and returned to the property manager at least thirty (30) days before the lease term expires. The form includes confirmation of:

- the number of hours of community service/self-sufficiency work completed,
- the type of work completed
- the community organization where the work was completed
- the signature, name, title, address and phone number of the person supervising completion of the work.

At the time of the status review the manager will reconfirm the exemption status of each household member. The head of household may provide the property manager with the required documentation for any change in status claimed by an adult family member. The manager will reconfirm the following exemption categories annually:

- Blindness or disability
- Primary caregiver
- Engaged in work activity
- Exempt from work activity under a state welfare program

- Exempt through receipt of assistance, benefits or services from a state welfare program and in compliance with all provisions of the program.

If a household member becomes exempt from the community service requirement during a lease term and informs the manager so that the exemption can be verified, he or she shall be exempt from performing community service for the entire year. Unemployed residents, for example, may request an exemption if they find work or start a job training program. If a resident is determined by BHA to become exempt during the year, s/he will be excused from the entire annual 96-hour requirement. There is no obligation for a resident to report a change in status from exempt to non-exempt between regular status reviews. If a resident previously determined to be exempt becomes non-exempt during a lease term, he or she is not required to report the change in status to the manager until the next status review.

If the household is found to be in compliance with the community service/self-sufficiency requirement as well as all other requirements for continuing occupancy, the lease will be automatically renewed. An annual lease signing process is not necessary.

## **NON-COMPLIANCE**

If the BHA determines that a non-exempt resident has not complied with the community service/self-sufficiency requirement, the property manager must notify the head of household of the noncompliance in writing. This notification must also inform the resident that:

- the determination of noncompliance is subject to the BHA's grievance procedure;
- unless the resident enters into an agreement to cure or the non-compliant adult no longer resides in the unit, the lease of the family of which the noncompliant adult is a member shall not be renewed; and
- the resident has the opportunity to cure the noncompliance during the next twelve-month period.

To take advantage of the statutory opportunity to cure, the noncompliant adult and the head of household must sign an agreement stating that the noncompliant adult will complete, over the next 12-month term of the lease, the additional hours of community service or economic self-sufficiency activity needed to reach the required total of 96 hours for the prior year. These additional hours must be performed in addition to the 96-hour requirement for the current lease year.

As is required by law, continued non-compliance will result in the commencement of eviction proceedings against the entire household, unless the noncompliant family member is no longer part of the household.

## **DOCUMENTATION**

The property manager must retain documentation of community service participation and/or exemption in the resident's file.

At lease signing for new residents or at the Tenant Status Review for current residents, the manager must ensure a Certification of Exemption Status form is completed for each adult household member claiming an exemption from the community service/self-sufficiency requirement. Supporting documentation will be requested of the resident to verify exempt status and copies of the verification will be retained in the file.

At the time of the annual Tenant Status Review, the head of household is responsible for ensuring that a Verification of Compliance form is completed by the appropriate authority for every non-exempt household member. This form will also be maintained in the resident file.

## **GRIEVANCE PROCEDURE**

Upon filing a written request, as provided in the Boston Housing Authority grievance procedure, any resident who disagrees with any Boston Housing Authority (BHA) action or failure to act in accordance with the Community Service Policy shall be entitled to a grievance hearing.

## **PROHIBITION AGAINST THE REPLACEMENT OF EMPLOYEES**

In implementing the community service requirement, the Boston Housing Authority will not substitute community service for work ordinarily performed by public housing employees or replace a job at any location where community work requirements are performed.

## **THIRD-PARTY COORDINATING**

The Boston Housing Authority intends to exercise its option to administer the community service/self-sufficiency requirement through one or more of the following alternatives:

- directly administer some qualifying community service and economic self-sufficiency activities;
- make such activities available through a contractor; or
- make such activities available through partnerships with qualified organizations, including resident organizations and community agencies or institutions.

## **9.5 Inspections**

In accordance with the lease, apartment inspections are required at three times: prior to move-in, upon move-out, and at least once annually.

### **9.5.1 Pre-Occupancy Inspections**

1. The BHA and the resident or his/her representative will inspect the apartment prior to occupancy by the resident. The BHA will give the resident a copy of the statement of conditions showing the condition of the premises, interior and exterior as applicable, and of any appliances provided with the apartment.
2. The statement of conditions shall be signed by a BHA representative and resident and a copy of the form retained in the resident's folder. Any deficiencies noted on the statement of conditions will be corrected by the Authority before the resident moves in, and at no charge to the resident.

### **9.5.2 Annual Inspections**

1. The BHA will inspect all apartments at least annually. (More frequently if required by apartment conditions.) Residents will be notified as to the date and time of inspections in accordance with the lease.
2. Annual inspections will evaluate the following: any need for repairs; housekeeping conditions; safety violations; and resident's compliance with other obligations under the lease. The resident will be informed of any deficiencies and notified of any action required by the resident or the Authority to correct deficiencies.
3. BHA will correct deficiencies determined to be the BHA's responsibility.
4. Where resident action is required, re-inspections will be conducted.
5. Where the resident fails to take required action, the BHA may correct the deficiencies and bill the resident. The resident shall be required to pay promptly, upon receipt of a bill, for lock replacements or rekeying and for the cost of all materials and/or labor for repair of any damage to BHA property caused by the negligence or intentional act of the resident, a member of resident's Household or a guest; the bill shall clearly state the items of

damage, the repairs made, and the cost of labor and materials; the bill shall not become due and payable before the first day of the second month following the month in which the charge is billed; BHA will post in each management office a list of the hourly rate charged for labor.

### **9.5.3 Move-Out Inspection**

The Authority will inspect the apartment after the resident vacates the apartment and give the resident a written statement of conditions, which list any charges for which the resident is responsible. The resident and/or his/her representative may join in such inspection, unless the resident vacates without notice to the BHA.

## **9.6 Lease Termination Procedures**

The lease of a BHA resident provides the terms and procedures for termination of the lease.

### **9.6.1 Recordkeeping Requirements for Lease Termination**

A written record of every termination and/or eviction shall be maintained by BHA, and shall contain the following information:

1. Name of resident, number and identification of the apartment occupied;
2. Date of the 14-Day , 30-Day Notice, or other notice of Intent to Terminate and the Notice to Vacate;
3. Specific reason(s) for the Notice(s), indicating the section(s) of the lease allegedly violated, and other facts pertinent to the issuing of the Notices described in detail;
4. Date and method of notifying the resident;
5. Summary of any conference held with the resident including date, names of conference participants and conclusion.
6. Decisions of any grievance panel hearings.

## **CHAPTER 10: MISCELLANEOUS PROVISIONS**

### **10.1 Deprogramming Apartments**

BHA will seek approval prior to deprogramming any apartment in Federal or State-assisted developments. A deprogrammed apartment is one that is no longer available for occupancy under a BHA resident lease.

### **10.2 Resident Custodians and Special Assignment Laborers**

#### **10.2.1 Rules Governing Residency of Resident Custodians and Special Assignment Laborers**

Resident custodians and special assignment laborers ( BHA employees living in BHA apartments as a condition of employment under a license agreement) shall not be considered public housing residents. They are not subject to the same requirements (including the waiting list procedure) and do not have the same rights as public housing residents. In particular, they:

- Do not have to qualify as a Low Income Household;
- Are not subject to the BHA's resident selection procedures;
- May be charged a reasonable rent or may be provided a BHA apartment rent-free;
- Are not subject to BHA lease and grievance procedures, but have a license agreement for occupancy with the BHA; and
- Are not entitled to remain in the same apartment in public housing if their employment is terminated, but shall be eligible to apply for public housing.

#### **10.2.2 Admission as Residents**

Upon change in status, resident custodians and special assignment laborers may apply to become BHA residents, but may only be admitted to a BHA apartment after they have been determined Eligible and Qualified.

### **10.3 Occupancy by Police Officers**

#### **10.3.1 Definition of Police Officer**

For purposes of this subsection, a police officer is defined as a person determined by the BHA to be, during a period of residence of that person

in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of a local police force or an accredited police force of a housing agency may qualify.

### **10.3.2 Purpose of Policy**

In order to increase security for BHA public housing residents, the BHA may allow police officers to reside in a public housing dwelling apartment, even if such police officers might not otherwise qualify, based on income, for BHA public housing.

### **10.3.3 Terms of Tenancy for Police Officers**

1. Occupancy

Police Officers that apply for BHA housing will be subject to the same terms, standards (other than income) and procedures that are applied to all other BHA Applicants.

2. Verification

Police officers will undergo the same verification procedures applied to other BHA Applicants. Those procedures are outlined in this Admission and Continued Occupancy Policy. Screening criteria contained in this policy therefore apply.

3. Waivers

Police Officers approved for occupancy in BHA apartments will be given a waiver that allows them to reside in BHA housing without being placed on the Authority's waiting list.

4. Lease

Except as otherwise provided by terms of this Policy, Police Officers shall execute a lease with the BHA providing for the terms of occupancy of an apartment.

5. Annual Re-certification

Continued employment as a police officer as defined in this subsection, will remain a determining factor in the renewal of a Police Officer's lease. Police Officers are therefore required to submit annually to the BHA proof of continued employment as a police officer.

Failure to remain employed as a Police Officer will therefore result in a refusal to renew a Police Officer's lease.

6. If a person is no longer a Police Officer, but meets the BHA eligibility standards, the Police Officer may apply for admission as a BHA resident.

#### **10.3.4 Apartments to be Occupied by Police Officers**

The BHA will offer apartments based upon BHA determined security needs. In no event shall the number of apartments allotted for Police Officers exceed one Police Officer per development with more than 100 apartments but less than 500 apartments, and not more than two Police Officers for any development with over 500 apartments.

#### **10.4 Pet Policy**

BHA residents may have pets, in accordance with the BHA's current Pet Policy for the Family Program.

#### **10.5 Waiver Provision**

The Director of Occupancy may recommend and the Administrator, or his/her designee who shall be a senior management employee, may approve a waiver of any provision of this policy not required by law if the waiver of such provision would avoid substantial hardship or substantial injustice to an Applicant or a transfer applicant. In each such case a written report must be filed by the Director of Occupancy, and signed by the Administrator or his/her designee. These reports (if any) shall be available to HUD and DHCD on a quarterly basis. Further, copies of these reports (if any) with names and other identifying references deleted shall be available for public inspection, upon request. No waiver shall be in violation of Chapter 1, Section 1.1 of this ACOP. Examples of situations in which a waiver may be requested and approved include but are not limited to: individuals with a potentially terminal illness, e.g. AIDS, who are experiencing a housing crisis, a Household which must abandon their current housing in a distant location in order to relocate to Boston so that a seriously ill Household Member can receive specialized medical treatment available at a Boston area medical facility.

## CHAPTER 11: DEFINITIONS OF TERMS USED IN THIS STATEMENT OF POLICIES

1. **Accessible Route** - For persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility.
2. **Accessible Apartment** - when used with respect to the design, construction or alteration of an individual apartment, means that the apartment is located on an Accessible Route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical handicaps or disability. An apartment that is on an Accessible Route and is adaptable and otherwise in compliance with the standards set forth in 24 CFR 8.32 [the Uniform Federal Accessibility Standards] is “accessible” within the meaning of this paragraph. When an individual apartment in an existing facility is being made accessible for use by a specific individual, the apartment will be deemed accessible when it meets applicable legal requirements that provide standards to address the impairment of that individual.
3. **Adaptable** - Ability to change certain elements in an apartment to accommodate the needs of disabled persons; or ability to meet the needs of persons with different types & degrees of disability.
4. **Administrator** - The chief executive officer of the Boston Housing Authority.
5. **Alteration** - any change in an apartment, building or common area or to its permanent fixtures or equipment. It does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to mechanical systems.
6. **Apartment** -- Residential space for the private use of a Household. The number of bedrooms contained within a BHA apartment is from 0 bedrooms (studio/efficiency) to 6 bedrooms.
7. **Applicant** - a person or Household who is not a BHA leaseholder and has submitted an application for public housing that has been accepted by the Authority and entered into its management information system with a client number assigned.
8. **Appeals** – an Applicant for admission to BHA, who is dissatisfied with a decision regarding his or her application, may request an appeal before a BHA Hearing Officer. If the Applicant is dissatisfied with the decision of the BHA Hearing Officer, the Applicant can request reconsideration of the decision from the BHA and/or DHCD. A transfer applicant who disagrees with a transfer application decision made by the BHA can request a Grievance hearing pursuant to the BHA Grievance Policy. Adverse actions with regard to the non -citizen rule (See

Chapter 5) may be appealed by Applicants before a BHA Hearing Officer and by Residents pursuant to the BHA Grievance Policy. Residents may also use the Grievance Procedure to appeal denials of requests for additions to the Household and denials of Residual Tenancy.

9. **Applicant Appeal** – an Applicant for admission to BHA, who is dissatisfied with a decision regarding his or her application, may request an appeal before a BHA Hearing Officer. If the Applicant is dissatisfied with the decision of the BHA Hearing Officer, the Applicant can request reconsideration of the decision by the BHA and/or may seek further review by DHCD if admission to State-Aided Housing is involved.
10. **Applicant Information Briefing Session** – A regularly scheduled meeting (or other form of communication that may be designated by the BHA) whose purpose is to: provide prospective Applicants with an explanation of the process for Application and admission to BHA Public Housing; make Applicants aware of the Priorities, Preferences and housing options available to them as a BHA Applicant; familiarize Applicants with the Preliminary Application and Related Forms; bring staff in contact with Applicants to assist Applicants in completing the application process. Participation in an Applicant Information Briefing Session is required before Applicants are provided a preliminary application form. (Attendance at an Applicant Information Briefing Session may be waived as a reasonable accommodation for a person with a disability or when other documented circumstances warrant such action.)
11. **Area Median Income (AMI)** – The median income of a metropolitan area.
12. **Assets** - Assets generally means cash which is accessible to the resident including checking and savings accounts, stocks, bonds, equity in real property, and the cash value of life insurance policies, but does not include the value of tangible personal property such as furniture, automobiles and Household effects. (Certain types of personal property are included, such as coin collections or jewelry, but essential personal property, such as furniture and automobiles, are not included. For included real or personal property holdings, the value of the asset is the cash amount that would remain if the resident converted the asset to cash and deducted any outstanding mortgages and expenses.)
13. **Boston Resident** - A person whose last permanent address was within the City of Boston or a person who is a resident and presently domiciled in the City of Boston at the time of application and at the time of determination of eligibility and qualification, or a person who is employed or about to be employed in the City of Boston as verified by the BHA. A person with a temporary residence in the City of Boston with relatives or friends is not a resident unless the person's last residence or domicile was in the City of Boston. The burden of establishing Boston residency is on the Applicant.

14. **Co-Head of Household** - a person who with the Head of Household assumes responsibility and accountability for the Household under the lease. The Co-Head of Household is equal to and has the same rights and responsibilities as the Head of Household. This shall include a spouse even if not designated as Co-Head of Household on the application or lease.
15. **Department of Housing and Community Development (DHCD)** -- the agency responsible for the oversight and monitoring of the State's public housing program.
16. **Dependent** - A member of the Household, other than head, co-head, sole member, foster child, or Personal Care Attendant, who is under 18 years of age, or 18 years of age or older and disabled, or a full-time student.
17. **Development** - Refers to low income housing developed, acquired or rehabilitated by BHA under the U.S. Housing Act of 1937 (other than Section 8) for which there is an annual contributions contract (ACC) between the U.S. Department of Housing & Urban Development or one or more public housing apartments developed and/or administered by the BHA with a separate contract for financial assistance with the Massachusetts Department of Housing Community Development under the Chapter 705, Chapter 200 or Chapter 667 program.
18. **Disabled Person** –

A. For program eligibility, a person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) and M.G.L. C151B § 1(17).

For Eligibility in State-Aided Housing – A person with a physical or mental impairment which substantially limits one or more major life activities which is expected to be of long and continued duration (at least six months); a person with a record of such impairment, or regarded as having such an impairment.

For Eligibility in Federally-Assisted Housing – A person who

- 1) has a disability defined as an inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or, in the case of a person who has attained the age of 55 and is blind, the inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he or she has previously engaged with some regularity and over a substantial period of time, or
- 2) Has a physical, mental, or emotional impairment which is expected to be of long continued and indefinite duration, which substantially impedes his or her

ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions, or

- 3) Has a developmental disability which is a severe, chronic disability of an individual 5 years or older which is attributable to a mental or physical impairment or combination of impairments and which is manifested before the age of 22 and is likely to continue indefinitely and which results in substantial functional limitations in three or more of the following areas of major life activity (self-care; receptive and expressive language; learning; mobility; self direction; capacity for independent living and economic self-sufficiency), and which reflects the individual's need for assistance that is lifelong or of extended duration and is individually planned and coordinated.

Such term shall not exclude persons who have the disease acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for AIDS

B. For all purposes other than Eligibility, a person with a physical or mental impairment which substantially limits one or more life activities, or has a record of such impairment, or is regarded as having such an impairment.

- *No individual shall be considered a person with a disability solely because of drug or alcohol dependence.*

19. **Elderly Household** - A Household whose Head of Household, Co-Head of Household, or spouse (or sole member) is an elderly person. It may include two or more Elderly Persons living together, and one or more such persons living with one or more persons who are determined to be essential to the care or well-being of the Elderly Person or persons. An Elderly Household may include Elderly Persons with disabilities and other Household Members who are not elderly.
20. **Elderly Person** - means a person who is at least 62 years of age. For state assisted housing a person who is at least 60 years of age.
21. **Eligible** – means a person or Household that has met the three threshold requirements pursuant to Section 5.1 for Preliminary Eligibility.
22. **Eligible Household** – A Household who is determined Eligible for residence in public housing assisted under the United States Housing Act of 1937 (42 U.S.C. 1437) or under M.G.L. c121B and provisions of this Policy.
23. **Eligible Non-Citizen Status (for Federal Program only)** - The admittance of a Non-Citizen to the United States under one of the following categories:
  - A Non-Citizen lawfully admitted for permanent residence as an immigrant as defined by sections 101(a)(15) and 101(a)(20) of the Immigration and

Nationality Act (8 U.S.C. 1101(a)(15) and 8 U.S.C. 1101(a)(20), excluding, among others, Non-Citizen visitors, tourists, diplomats, and students who enter the United States temporarily with no intention of abandoning their residence in a foreign country;

- A Non-Citizen who entered the United States prior to June 30, 1948, or such subsequent date as is enacted by law, has continuously maintained his or her residence in the United States since then, and is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General pursuant to section 249 of the Immigration and Nationality Act (8 U.S.C. 1259) [8 USCS § 1259];
  - A Non-Citizen who is lawfully present in the United States pursuant to an admission under section 207 of the Immigration and Nationality Act (8 U.S.C. 1157) or pursuant to the granting of asylum (which has not been terminated) under section 208 of such Act (8 U.S.C. 1158);
  - A Non-Citizen who is lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest pursuant to Section 212(d)(5) of the Immigration and Nationality Act (8 U.S.C. 1182(d)(5));
  - A Non-Citizen who is lawfully present in the United States as a result of the Attorney General's withholding deportation pursuant to section 243(h) of the Immigration and Nationality Act (8 U.S.C. 1253(h));
  - A Non-Citizen lawfully admitted for temporary or permanent residence under section 245A of the Immigration and Nationality Act [8 USCS § 1255a].
  - Lawfully admitted for temporary or permanent residence (amnesty granted under Immigration and Naturalization Act Section 245A).
24. **Emancipated Minor** – Minor (under 18 years of age) with a child (or children) or who has otherwise established him/herself as a non-dependent individual.
25. **Fair Housing Act** – Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 *et seq.*)
26. **Family** – A single person, two or more persons regularly living together, related by blood, marriage, adoption, guardianship or operation of law; or who are not so related, but share income and resources and intend to live together in BHA housing. Other persons, including foster children, Personal Care Attendants, and members temporarily absent (including children temporarily assigned to foster

care<sup>14</sup>), may be considered a part of the Household group if they are living or will live regularly with the Household.

27. **Federally-assisted Housing** – For purposes of this policy, housing assisted under the U.S. Housing Act as defined in 42 USC 1437a and following provisions.
28. **Full-time Student** - A person who is carrying a subject load which is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to: college, university, secondary school, vocational school or trade school.
29. **Good Cause** - A set of standards used by the Authority to determine the need for special consideration in order to avoid a verifiable hardship when offering housing accommodations. The basis for the assignment must be clearly documented and cannot be related to consideration of race, color, sex, sexual orientation, ethnicity, religion or national origin or the handicap or disability of others.
30. **Grievance** – A process utilized by a resident, or adult remaining Household Member, or guardian of remaining minor Household Members who disagrees with a decision, such as a transfer denial, made by the BHA. The resident can request a grievance hearing pursuant to the BHA Grievance Policy.
31. **Head of Household** - means the member who assumes responsibility and accountability for the Household under the lease.
32. **Household** – All persons residing in an apartment who are on the apartment's lease or Tenant Status Review (T.S.R.); and may include an approved PCA, who resides in the apartment.
33. **Household Member** - A person residing in an apartment who is on the apartment's lease or Tenant Status Review (T.S.R.); and may include an approved PCA, who resides in the apartment.
34. **Home Visit** - a visit by BHA Occupancy Department staff or contractor to the home of an Applicant pursuant to the provisions of this policy.
35. **HUD (U.S. Department of Housing & Urban Development)** - the Federal department responsible for the public housing program as provided in the 1937 Housing Act. HUD provides operating subsidies to the BHA through an Annual Contributions Contract.

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<sup>14</sup> See 24 CFR 945.303 (e).

36. **Imputed Welfare Income**- The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for the purposes of determining rent.
37. **Lease** -- A written agreement between the BHA and Resident Household for the occupancy of an apartment.
38. **Minor** - a person less than 18 years of age. An unborn child will not be considered to be a minor (Also see the definition for Dependent and Emancipated Minor).
39. **Mitigating Circumstances** - Circumstances which would tend to lessen the negative impact of an unsuitable housing history or unsuitable behavior and which may overcome or outweigh negative information gathered in the tenant screening process about an Applicant.
40. **Mixed Family** – A family whose members include those with citizenship or eligible Non-Citizen status, and those without citizenship or eligible Non-Citizen status.
41. **National** – A person who owes permanent allegiance to the United states, for example, as a result of birth in a United States territory or possession.
42. **Non-Citizen** – A person who is neither a citizen nor national of the United States.
43. **Notice of Rejection** – A written notice provided to all Applicants determined by the BHA to be unqualified for admission. The Notice states the basis for such determination and advises Applicants of the opportunity for an informal review of the determination.
44. **Occupancy Department** - the department within BHA that is responsible for the admissions and screening process. The department has responsibility for marketing, intake, waiting list management, screening, and making offers of public housing apartments to qualified Applicants and transfer applicants. The Occupancy Department administers the Admissions and Continued Occupancy Policy including eligibility for resident transfers.
45. **Overcrowded** - a condition of occupancy where too many people reside in the apartment given its bedroom size and applicable standards set forth in the State Sanitary Code.
46. **Overhoused** - a condition of occupancy where too few people reside in an apartment according to BHA standards for occupancy.

47. **Personal Care Attendant (PCA)**– A person that regularly provides care and support and who may or may not reside with an Elderly, Handicapped or Disabled person or persons and who:
- has been prescribed by a Qualified Healthcare Provider for a Household Member and unless a Household Member has been approved by the Massachusetts Department of Medical Assistance (DMA).;
  - Is not obligated to support the Household Member; and,
  - In the case of a live-in PCA, would not be living in the apartment except to provide the necessary supportive services.
48. **Police Officer** – For the purposes of this policy, a police officer is defined as a person determined by the BHA to be employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify.
50. **Preference** – Points given to BHA Applicants who are veterans, Boston Residents, or disabled with a Household requiring a one bedroom. Preference points are cumulative and are added to Priority points (if any) to determine an Applicant’s position on the BHA waiting list. Specific Preference definitions and point information can be found in **Chapter 4** of this policy.
51. **Priority** – A housing related situation that necessitates a Household’s relocation. The BHA gives points to Applicants with Priority that ranks those Applicants higher on the waiting list than Applicants without Priority. An Applicant can qualify for only one Priority at any given time. Certain priorities are given more points than others. Specific Priority definitions and point information can be found in Chapter 4 of this policy.
52. **QHWRA** - The Quality Housing and Work Responsibility Act of 1998 was signed by President Clinton on October 21, 1998. QHWRA is Title V of HUD’s FY1999 appropriations act (P.L. 105-276). QHWRA is legislation which seeks to: reduce the concentration of poverty in public housing; protect access to housing assistance for the poorest families; support families making the transition from welfare to work; and raise performance standards for public housing agencies.
53. **Qualified** – An Applicant that is Eligible and has been approved for admission to BHA housing after meeting all requirements of the BHA Screening Policy.
54. **Qualified Healthcare Provider** - a medical or rehabilitation professional or expert, or non-medical service agency whose function is to provide services to the disabled.

55. **Reasonable Accommodation**- A change or modification to BHA rules, policies, practices, or services or to a Resident's apartment or common area when such a change is reasonable and necessary to afford a Disabled person equal opportunity to use and enjoy a BHA apartment or common areas, provided that the change does not pose an undue financial and administrative burden, or result in a fundamental alteration of BHA program.
56. **Reasonable Structural Modification**- A change to a BHA apartment or to a common area which is reasonable and necessary to afford a Disabled person equal opportunity to use and enjoy BHA premises and which does not pose an undue financial and administrative burden or result in a fundamental alteration of BHA program.
57. **Residual Tenancy Applicant** - A remaining member of a tenant Household, except a Personal Care Attendant, or an adult (if all other Household Members in the apartment are minors or incapacitated adults), willing to assume guardianship where appropriate of an apartment where the Head of Household vacates or becomes incapacitated.
56. **Residual Tenant** - A remaining member of a tenant Household, except a Personal Care Attendant, or an adult (if all other Household Members in the apartment are minors or incapacitated adults) who has been approved under this policy to remain a BHA resident.
57. **State-Aided Housing** – A low-rent housing development aided or financed by loans and/or annual contributions from DHCD.
58. **Tenant Status Review (TSR)** - The process and the document used to complete the required annual reexamination of all BHA residents.
59. **Unauthorized Occupants** - Individuals or families who are staying in an apartment leased by a BHA resident who: (a) have been disapproved by the BHA as additions to the Household; (b) have applied but have not yet been approved by the BHA as additions to the Household; (c) are staying beyond the limits established in the lease for temporary visitors.
60. **Underhoused** - a condition of occupancy where too many people reside in an apartment according to BHA standards for occupancy.
61. **Uniform Federal Accessibility Standards** - Standards for the design, construction, and alteration of publicly owned residential structures to insure that mobility and/or sensory impaired persons will have ready access to and use of such structures.
62. **Use and Occupancy Agreement** - an agreement between BHA and the occupant of a BHA apartment whereby the occupant is entitled to use and

occupy the apartment under specified conditions but is not entitled to reside as a tenant under a BHA lease.

63. **Utilities** - Utilities means water, electricity, gas, other heating, refrigeration and cooking fuels, and sewerage services. Telephone service, laundry, and cable service are not included as utilities.
64. **Vacancy Action Form** – Document by which BHA staff report the status of a vacated apartment (see Section 6.2.3 for status categories).
65. **Vacate Date** – The date on which a tenant vacates, abandonment proceedings are concluded; or the tenant is evicted.
66. **Veteran** - Anyone who is a veteran as defined in M.G.L. c4, § 7, clause 43. The word “Veteran” as used in these policies shall include the spouse, surviving spouse, Dependent parent or child of a Veteran and the divorced spouse of a Veteran who is the legal guardian of a child of a Veteran.
67. **Veterans’ Preference** – A Preference that is given to veterans, as defined above, when applying for BHA housing.

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

HUD Strategy Goal: Increase the availability of decent, safe, and affordable housing.		
PHA Goal: Expand the supply of assisted housing.		
Objective: Apply for additional rental vouchers.		
	<ul style="list-style-type: none"> <li>BHA will commit to pursuing additional funding for these vouchers whenever incremental funding is available.</li> </ul>	On April 20, 2000 the BHA submitted a competitive grant application for 439 incremental vouchers through the Fair Share Allocation. Pursuant to the BHA's application, HUD granted the BHA 439 Section 8 vouchers in the fall of 2000.
	<ul style="list-style-type: none"> <li>Implement Welfare-to-Work Program, which offers 300 vouchers and counseling.</li> </ul>	Staff was hired in the Spring of 2000. As of 12/31/00, 600 vouchers have been issued. BHA is aggressively pursuing the goal of 300 lease-ups by 6/30/00.
	<ul style="list-style-type: none"> <li>Implement 200 vouchers for non-elderly disabled persons as part of Designated Housing Plan for public housing Elderly/Disabled program.</li> </ul>	Implementation has begun as part of the Designated Housing Plan.
	<ul style="list-style-type: none"> <li>Implement funding which will provide 400 vouchers to persons of color to utilize in areas of low poverty concentration. (NAACP lawsuit)</li> </ul>	The program is in the beginning stages of implementation in collaboration with the Boston Fair Housing Commission and Massachusetts Housing Partnership.
Objective: Reduce public housing vacancies.		
	<ul style="list-style-type: none"> <li>Establish and utilize a special "re-occupancy crew" to reduce the length of time for vacancy turnarounds.</li> </ul>	Staff was hired in July 1999 and the newly established "re-occupancy crew" has been hard at work since.
	<ul style="list-style-type: none"> <li>In family developments, work to attain a 30-day or less unit turnaround from date of vacate to date of re-leasing.</li> </ul>	At the moment the focus is on vacancy reduction; bringing back on line units that have remained vacant for long periods of time rather than on turnaround time. In the first quarter of FY 2000, BHA reduced vacancies in the family program by 133 units, and we expect to continue this progress throughout the rest of the year. We are also fine tuning the way we monitor unit turnover and will start tracking this information more closely in the next couple of months.
	<ul style="list-style-type: none"> <li>In elderly developments, decrease unit turnaround time by 50% in the first year.</li> </ul>	Similarly, within the elderly program the focus has been on reducing the number of vacancies. In the first quarter of this fiscal year the overall number of vacancies was reduced by 43 which equates to a 35% reduction. In addition, the Elderly/Disabled Program has achieved a 2% vacancy rate, a laudable achievement by real estate industry standards. As mentioned above, we are also fine tuning the way we monitor unit turnover and will start tracking this information more closely in the next couple of months.

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

Objective: Leverage private or other public funds to create additional housing opportunities.		
	<ul style="list-style-type: none"> <li>The BHA will convert 200 units of tenant based assistance to project based assistance.</li> </ul>	BHA issued two Requests for Proposals for Section 8 Project Based Assistance (PBA) in partnership with the City of Boston who administers the HOME and CDBG money. 108 vouchers were awarded conditional approval in the first round. 76 have been requested and are pending conditional approval in the second round. Hence 184 of the 200 vouchers are committed to the creation of affordable housing. The BHA plans to continue this partnership with the city and will be requesting that HUD permit the conversion of 200 additional vouchers for this purpose.
PHA Goal: Improve the quality of assisted housing.		
Objective: Improve public housing management (PHAS score).		
	<ul style="list-style-type: none"> <li>Establish on a bi-monthly basis, a monitoring system for rent collection.</li> </ul>	A monthly monitoring system has been established.
	<ul style="list-style-type: none"> <li>Aim to collect at least 98% of the current rent roll each month.</li> </ul>	The BHA has not yet reached its goals regarding rent collection. However, we are actively involved at this time in examining our rent collection processes to improve upon and streamline them with the ultimate goal of improving upon the actual collection of rent. By providing the development staff with increased access to the BHA's Creative Computer Solutions (CCS) computer system, staff will be able to obtain timely information on rent payments. Among the ideas under consideration is having development staff generate letters directly from CCS notifying residents of late rent payments.
	<ul style="list-style-type: none"> <li>Have no more than 2% of the annual rent roll in arrears at any one time.</li> </ul>	
Objective: Improve voucher management (SEMAP scores).		
	<ul style="list-style-type: none"> <li>The Assistant Administrator will commit a minimum of 3 additional hours per week to coordinate a program to enhance the SEMAP standards.</li> </ul>	A two-hour weekly meeting of senior staff within the Leased Housing Program is held every Friday to address enhancing SEMAP standards. Among the goals identified at these meetings have been: 1) To set quality control standards 2) To enhance the use of technology by computerizing the inspection system 3) Training and licensing staff to use the CCS system so they have access to the most up to date information.
	<ul style="list-style-type: none"> <li>Convert Section 8 Program participants to Housing Choice Voucher Program.</li> </ul>	By April 2001, the BHA will have sent notices to all landlords and tenants participating in the Section 8 program advising of the mandatory conversion to the Housing Choice Voucher Program. As of December 2000 approximately 3000 certificate clients, or 1/2 of the certificate portfolio, have been converted.
	<ul style="list-style-type: none"> <li>Implement a revised Section 8 Administrative Plan.</li> </ul>	The revised Section 8 Administrative Plan is in the final stages of internal review and is expected to be released in the winter, 2001.

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

Objective: Increase customer satisfaction.		
	<ul style="list-style-type: none"> <li>Develop an internal and external customer service program emphasizing the site staff and residents as our primary constituencies to be served.</li> </ul>	In collaboration with the Donahue Institute, over the past year the BHA has offered trainings on Interpersonal Skills and How to Handle Difficult People. The BHA is currently developing a training course entitled Customer Service Training that will incorporate these two concepts in customized sessions for staff from Occupancy, Leased Housing and possibly other departments within the organization.
	<ul style="list-style-type: none"> <li>Develop programs that emphasize a culture of shared-mission and mutual respect.</li> </ul>	Supervisory staff are now expected to review with each staff, at the time of the performance appraisal, the BHA's mission statement and to reinforce each employee's role in meeting these objectives. In addition, framed posters with the BHA mission statement have been distributed to each management office for display.
	<ul style="list-style-type: none"> <li>Respond to customer survey results generated by HUD and/or BHA.</li> </ul>	The BHA has included improvement plans in the FY2001 Annual Plan to address low scores on the Resident Assessment Sub System (RASS) of the Public Housing Assessment System (PHAS) related to communication, security and general building and grounds. The Regional Opportunity Counseling program is preparing a survey to be completed in the Fall 2000 which will survey participants on various aspects of the ROC program as well as general Section 8 services.
Objective: Concentrate on efforts to improve specific management functions.		
A. Personnel and Operations Systems		
	<ul style="list-style-type: none"> <li>Complete Personnel and Operations Manual and educate staff to be in compliance with them.</li> </ul>	A Supervisor's Manual has been created which includes information on the BHA's mission, organizational structure, personnel policies, hiring and selection process, employee assistance program, union representation, performance reviews, and discipline. All supervisory staff has received extensive training on the contents of the manual. Ongoing sessions will be held for new supervisory staff as they are hired. An Employee Handbook is currently in development. The handbook will include information regarding relevant employee benefits, personnel policies, health and safety requirements, compensation and leave information and more. With some minor edits this document should be distributed to all employees by March 2001.
	<ul style="list-style-type: none"> <li>Establish and provide training for use of job performance standards.</li> </ul>	All supervisory staff has been trained on the newly developed performance appraisal process. To date, the first annual appraisals have been completed for all BHA staff with the exception of the building trades and the firemen. Contract negotiations with these two groups will begin in the fall-winter 2000 and are expected to result in an agreement on the performance appraisal process for employees in these unions.

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

	<ul style="list-style-type: none"> <li>• Redefine job responsibilities and descriptions of the operations staff in order to more efficiently deliver services within the developments.</li> </ul>	<p>Prior to implementation of the performance appraisal process, the BHA reevaluated every job description. Input from staff currently employed in these positions was an important part of this process. Also, as part of the BHA 2001, many job responsibilities will be re-aligned so that services can be better delivered from the sites.</p>
<p>B. Management and Maintenance Systems</p>		
	<ul style="list-style-type: none"> <li>• Create routine maintenance schedules for custodial and preventive maintenance staff.</li> </ul>	<p>These schedules have been completed. Preventative maintenance manuals have been developed for each site. Initial custodial schedules have been established and work is underway to continually improve upon them.</p>
	<ul style="list-style-type: none"> <li>• Establish a monthly reporting system that allows managers to measure all components of property management.</li> </ul>	<p>A reporting system has been established which is submitted electronically every month. The report covers all of the fundamental property management activities (rent collection, occupancy, etc.) and reports on preventative maintenance as well as on the status of various projects, emergencies, security and community activities for each month. The report is cumulative so that at the end of the year, a snapshot of major activities and progress will be available for each development.</p>
<p>C. MIS and Technology Systems</p>		
	<ul style="list-style-type: none"> <li>• Provide all BHA staff with computer access and training.</li> </ul>	<p>Over 400 personal computers are connected to the wide area network ensuring access for all employees with the need for this technology. All maintenance supervisors now have access to the BHA network, completing this goal. In addition, numerous employees now have access to computer resources not previously available, such as CCS. Ongoing computer training is available for all desktop applications. Targeted CCS training is being provided to meet the needs of the Property Management, Leased Housing, and Finance and Accounts staff.</p>
	<ul style="list-style-type: none"> <li>• Identify and install appropriate financial and property management software and Internet access to enhance employee productivity.</li> </ul>	<p>The MIS Department has learned a great deal more about the current system's capability and continues to find ways to better utilize the existing CCS software package. The BHA has been able to significantly enhance the functionality of CCS, making it increasingly useful for both financial and property management functions. However, the BHA has decided to replace the CCS system with a more modern and functional management software package, and is beginning the project to create specifications that can be used to procure this new system. Internet access is now available.</p>
	<ul style="list-style-type: none"> <li>• Utilize cable TV and other media to develop and implement communications program for residents to enhance tenancy and exposure to community resources.</li> </ul>	<p>The BHA has participated in programs on Spanish speaking television and radio stations to provide information on the Civil Rights Protection Plan and Civil Rights Guide as well as general occupancy procedures. The City of -Continued-</p>

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

		<p><i>-Continued-</i>            Boston has filmed several BHA events that have been aired on their cable television station. In addition, the BHA has begun very preliminary investigation into conducting our own half-hour weekly cable television program. However, additional funding for staff and resources to undertake this effort is required before the BHA can seriously pursue this objective.</p>
	<ul style="list-style-type: none"> <li>Identify processes that can become paperless.</li> </ul>	<p>This has begun but there is still much work to be done re-engineering our processes to utilize technology better. An example of a process that has been streamlined through the use of technology is the process of checking CORI records. By conducting criminal record checks with the CORI board over the internet thereby entirely eliminating the paper process. We have also begun to replace outdated technology with more updated technology. For instance, instead of receiving our monthly utility bills on tape via the mail the data will be transmitted over the internet. One project in progress is creating on-line forms using a standardized template so documents have a consistent look (rent reminders, etc.). In addition, BHA is attempting to create reports that will automate certain tasks, i.e. a report that automatically generates rent reminders on a given day based upon rent collection data that is input upon payment. Within the year, many more processes such as rent collection, tenant status reviews and work orders will be done entirely by field staff utilizing the CCS system.</p>
	<ul style="list-style-type: none"> <li>Identify other technology and applications that are desirable including programming, partnerships and wiring.</li> </ul>	<p>The City of Boston has agreed to provide the BHA internet access at no cost. In addition, the BHA is authorized to post information on the City's web site. In the near future, the BHA will implement its own web sites, both for internal staff use and for external constituencies. We are exploring the possibility of replacing the BHA's relatively slow Frame Relay network with a much faster DSL network. The BHA has been discussing this with several local DSL providers. In the longer term, the BHA will be able to take advantage of a fiber-optic "I-Net", an extremely high-speed technology that has the potential to link all municipal facilities within the City of Boston to a single integrated data network. This I-Net is being provided to the City at no cost by a local datacom provider.</p>
<p>D. Financial Systems</p>		
	<ul style="list-style-type: none"> <li>Develop and make available to development managers and senior staff comprehensive site-based budget report formats that include operating income and all the development site costs including fringe benefits, collection loss, utilities and indirect costs generated from regional offices/central office.</li> </ul>	<p>The site based budget formats were implemented in FY2001 with the exception of indirect costs, which will be included in FY2002. Starting I January 2001, managers will have the ability to pull expense reports directly from the CCS system.</p>

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

Objective: Renovate or modernize public housing units.		
	<ul style="list-style-type: none"> <li>Seek HOPE VI assistance for at least two potential sites.</li> </ul>	In the fall of 1999, the BHA conducted a series of workshops to educate resident leaders about the HOPE VI process, engage them in discussions about the viability of this program at their respective sites and ultimately select a development for the FY2000 application process. This process resulted in the selection of Maverick Gardens. The BHA, in collaboration with the Maverick Tenant Task Force and consultants from Abt Associates, prepared the required application for submission in May 2000. In August 2000, the BHA was notified that the application was not funded. The BHA plans to resubmit the Maverick application in response to the FY 01 NOFA.
	<ul style="list-style-type: none"> <li>Meet 100% obligation requirements of the BHA's Comprehensive Grant Program including 100% of the proposed life-safety improvements to the developments.</li> </ul>	The BHA met its obligation and expenditure requirements for FFY97 funds and has met the FFY98 requirement to obligate funds by 9/30/00.
Objective: Demolish or dispose of obsolete public housing.		
	<ul style="list-style-type: none"> <li>Only achieved in connection with the receipt of new HOPE VI grants.</li> </ul>	Demolition is proposed at Maverick Gardens if a HOPE VI grant is awarded. Since the grant was not awarded this year, this plan is tabled pending a future Hope VI award.
Objective: Provide replacement public housing.		
	<ul style="list-style-type: none"> <li>Only achieved in connection with the receipt of new HOPE VI grants.</li> </ul>	Replacement housing is planned in connection with Maverick HOPE VI grant. Plan to be finalized after award and additional discussion with Maverick Tenants Organization.
Objective: Develop an Energy Master Plan for all properties.		
	<ul style="list-style-type: none"> <li>Create an Energy Monitoring System that will quantify energy usage and assist with savings strategies.</li> </ul>	The BHA retained the Conservation Services Group (CSG), Inc. in April of 2000 to conduct an intensive auditing and planning process regarding energy and water savings across the entire BHA portfolio. The project cost will be \$230,000, paid for entirely by BHA's utility partners, Rebuild Boston, and the Massachusetts Department of Housing and Community Development.
	<ul style="list-style-type: none"> <li>Utilize Plan to install cost-savings measures throughout the portfolio.</li> </ul>	The first phase of the project is underway, including site audits as well as assessment and analysis of building performance, utility cost and consumption data, and BHA energy management practices. The auditing phase was completed in October, with final master plan recommendations due in January 2001. The master plan report will contain detailed recommendations for 3-year, 10-year and 20-year payback capital and maintenance measures, along with specific financing strategies that will maximize outside investments by the utility companies and energy performance contractors. The report will also recommend strategies for better monitoring and tracking of energy-related information and trends at each site.

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

PHA Goal: Increase assisted housing choices.		
Objective: Provide mobility counseling.		
	<ul style="list-style-type: none"> <li>Continue Regional Opportunity Counseling Program (ROC) for five years.</li> </ul>	On 9/1/00, the ROC program began its fourth year of operation. The BHA administers this housing counseling program in partnership with the Boston Fair Housing Commission and the Metropolitan Boston Housing Partnership. The BHA actively involves six partner-housing authorities and has counseled over 3000 families. The success rate for counseled families is 85% versus 50% for families with no counseling.
	<ul style="list-style-type: none"> <li>Provide housing counseling to assist 300 Welfare-to-Work program participants with locating to areas with employment opportunities.</li> </ul>	The program is currently underway in partnership with Private Industry Council's Career Centers among other support service agencies. Career Center staff attends every Leased Housing Welfare-to-Work briefing session to make a presentation and provide a needs assessment of each participant. At the time of lease-up every participating family must provide verification of involvement in a job skills training program.
Objective: Conduct outreach efforts to potential voucher landlords.		
	<ul style="list-style-type: none"> <li>Continue Landlord seminars for both the ROC Program as well as regular Section 8 Program for five years.</li> </ul>	The BHA is broadening its outreach efforts to encompass the cities and towns that surround Boston. Workshops for landlords have been held in Quincy and Somerville in conjunction with the ROC program and the local PHA. The BHA regularly sponsors educational workshops for small property owners in Boston. Additionally, the ROC program landlord outreach staff produced a landlord handbook and resource guide, offers free pre-inspections, provides a 24-hour landlord hotline and conducts regular focus groups with landlords. In addition, BHA staff members were keynote presenters at a Boston Rental Association meeting attended by approximately 100 landlords.
Objective: Increase voucher payment standards.		
	<ul style="list-style-type: none"> <li>Increase to 110% of FMR as of October 1, 1999</li> </ul>	The BHA increased payment standards for the Voucher program when HUD implemented the new higher Fair Market Rents on October 1, 1999 and again on October 1, 2000.
	<ul style="list-style-type: none"> <li>Apply to HUD field office for exception payment standards (up to 120% of FMR) as reasonable accommodation for a person with a disability.</li> </ul>	The request for reasonable accommodation exception payment standards for a person with a disability is ongoing.
	<ul style="list-style-type: none"> <li>Apply for additional neighborhood exception payments.</li> </ul>	The BHA applied for additional exception payments in West Roxbury, Back Bay, South End, and Allston-Brighton. HUD granted these in December 2000. BHA is working actively to identify opportunities for additional exceptions in other neighborhoods within the City of Boston. The BHA also applied for and was granted success rate payment standards up to 110% of the 50 <sup>th</sup> percentile
<i>-Continued-</i>		

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

		-Continued- for its entire tenant based Section 8 portfolio. The BHA implemented the success rate payment standards on December 11, 2000.
Objective: Implement voucher homeownership program.		
	<ul style="list-style-type: none"> <li>Implement a voucher homeownership program.</li> </ul>	The BHA has begun to lay the groundwork for this program with the Department of Neighborhood Development who already administers a first time homebuyer program.
Objective: Work with the City of Boston to implement Security Deposit Loan Program for Section 8 participants.		This initiative has been implemented. \$100,000 has been committed by the BHA for this program, which is administered in partnership with the City of Boston's Emergency Shelter Commission.
Objective: Open Section 8 waitlist to non-emergency applicants for the first time since 1990.		The BHA expanded its definition of Priority One applicants to include homeless families who are residing in Emergency shelters or motel/hotels, resulting in many more applicants being eligible for emergency status. Therefore, the BHA is not planning to open the wait list to non-emergency applicants at this time.
HUD Strategy Goal: Improve community quality of life and economic vitality.		
PHA Goal: Provide an improved living environment.		
Objective: Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.		
	<ul style="list-style-type: none"> <li>Prepare revised Admissions and Continued Occupancy Policy (ACOP) for resident and HUD review.</li> </ul>	The BHA issued a draft ACOP this Spring which is just now concluding a substantial public process, including two extended comment periods and several revisions. The final ACOP will be submitted as an amendment to the FY 2000 Agency Plan in January 2001.
Objective: Implement measures to promote income mixing by assuring access for lower income families into higher income developments.		
	<ul style="list-style-type: none"> <li>Prepare revised Admissions and Continued Occupancy Policy (ACOP) for resident and HUD review.</li> </ul>	See above
Objective: Implement public housing security improvements.		
	<ul style="list-style-type: none"> <li>Continue and enhance, to the extent possible, the current Public Safety Program</li> </ul>	During the past year, the BHA has continued to provide 7-day per week/24 hour per day coverage through a combination of patrols, including bicycle and motorcycle patrols when weather permits, and community policing by officers on long term assignment to specific developments. The 1996 agreement between the Boston Housing Authority and the Boston Police Department continues to remain in effect. There is a close working relationship between the Boston Police, including the Municipal Police, and the BHA Police in providing services to BHA properties. The BHA Civil Rights Department -Continued-

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

		<p><i>-Continued-</i></p> <p>works closely with the BHA Police and with the Community Disorders Unit of the Boston Police to investigate incidents with bias indicators.</p> <p>The Boston Police Department with the Boston Housing Authority convenes two monthly meetings; one in Charlestown and one in South Boston. Attendees include BHA (including development staff, Community Services and Civil Rights staff, and BHA Police), BPD officials, representatives of the attorney general's office, HUD, Local Tenant Task Forces, community groups and other interested individuals. Reports are made concerning current activities in the community and problems related to public safety are discussed.</p> <p>To address one of the HUD recommendations the consulting firm SPARTA Associates conducted an analysis of lighting, closed-circuit television (CCTV), and other anti-graffiti measures at the three largest of the BHA developments. SPARTA concluded that there was a minimum of graffiti with an even smaller percentage of gang-related graffiti. The BHA procedures for dealing promptly with any bias related graffiti appear to be working effectively. The procedures are outlined in the BHA Civil Rights Protection Plan. SPARTA made a number of recommendations concerning lighting, maintenance, and anti-graffiti products that will be considered for use as funding is available. SPARTA did not feel that CCTV was reasonable given the cost and the small amount of graffiti on BHA property.</p> <p>To address another HUD recommendation, another consulting firm Public Safety Management Associates conducted an assessment of the BHA Police and BHA youth programs during Summer 2000. The consultants recommended a number of additional police and youth programs that are being considered.</p>
Objective: Designate developments or buildings for particular resident groups.		
	<ul style="list-style-type: none"> <li>• Implement Designated Housing Plan.</li> </ul>	<p>HUD approved the BHA Designated Housing Plan with some modifications. Implementation is anticipated in the Fall 2000 provided BHA receives HUD approval for the elimination of the citywide wait list for the Elderly/Disabled Program as proposed in the FY2000 Annual Plan.</p>

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals.		
PHA Goal: Promote self-sufficiency and asset development of assisted households.		
Objective: Increase the number and percentage of employed persons in assisted families.		
	<ul style="list-style-type: none"> <li>Continue to manage resident services programs at the family developments.</li> </ul>	In February 2000, the BHA initiated implementation of the Economic Development and Supportive Services Grant program. This program is designed to work with public housing residents who are trying to make the transition from welfare to work or from unemployment to work. The BHA has partnered with One-Stop Career Centers, the Private Industry Council, the Metropolitan Area Planning Council and local tenant organizations to offer this program.
	<ul style="list-style-type: none"> <li>Encourage Section 8 participants to enroll in the FSS program.</li> </ul>	Ongoing referrals by the Section 8 Leasing Officers who meet annually with Section 8 participants has resulted in twice as many participants in the FSS program as required.
	<ul style="list-style-type: none"> <li>Facilitate the transition of Welfare-to-Work participants from welfare to meaningful permanent employment.</li> </ul>	BHA was awarded 300 vouchers through its successful grant application,. The Section 8 Welfare to Work program combines tenant based housing assistance with individual career counseling, one-on-one assessments and childcare referrals. Each family is required at lease-up to demonstrate involvement in a self-sufficiency related program. Additional BHA partners are: DTA, the MBTA, Boston Edison, City of Boston's Office of Civil Rights, MSPCC, and MAPC.
	<ul style="list-style-type: none"> <li>Implement Section 8 participant empowerment workshops.</li> </ul>	With the coordination of the Leased Housing ROC program, the non-profit Credit Consumer Counseling offers regular workshops on site to assist applicants and participants with credit repair. The BHA has also expanded its housing search room to include information about children's day camps, ESL classes, career closets for professional attire, and other local community programs. The FSS program regularly sponsors empowerment workshops.
Objective: Provide or attract supportive services to improve assisted recipients' employability.		
	<ul style="list-style-type: none"> <li>Continue to seek funding to increase supportive services.</li> </ul>	The Section 8 Welfare to Work program, FSS program, Family Unification program and Mainstream housing program for individual with disabilities continue to provide and attract support services to improve the employability of Section 8 participants through participation in networking activities sponsored by outside agencies. The BHA regularly participates in Section 8 Administrators Associations, MassNAHRO, CHAPA meetings, committees, workshops and trainings. <i>-Continued-</i>

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

		<p><i>-Continued-</i></p> <p>The BHA continues to seek to collaborate with other social service agencies to establish linkages that will allow public housing residents to (1) transition from welfare to work, (2) transition from unemployment to work, and (3) improve work skills to climb the economic ladder.</p> <p>Additionally, the BHA applied for funding under the 2000 ROSS SUPERNOFA to establish an entrepreneurial curriculum and microenterprise loan. The BHA received word of funding in October of 2000. The BHA is currently awaiting formal notification from HUD.</p>
<p>Objective: Provide or attract supportive services to increase independence for the elderly or families with disabilities.</p>		
	<ul style="list-style-type: none"> <li>Continue to implement and manage the Resident Service Program at all Elderly/Disabled Program sites.</li> </ul>	<p>The BHA currently provides resident services at every Elderly/Disabled site. Of the properties managed directly by the BHA, the Resident Service Program is administered directly by BHA staff at 24 sites and via contract with local non-profits at the 3 South Boston sites and Torre Unidad. At the remaining 9 sites with private management, the management company is responsible for providing resident services.</p>
	<ul style="list-style-type: none"> <li>Continue to seek funding to increase supportive services.</li> </ul>	<p>The BHA submitted its annual ROSS grant application to fund the Resident Services Program. In addition, we continue to look for ways to expand the program to fund additional service coordinators to directly administer the programs at the 3 South Boston sites and Torre Unidad.</p>
<p><b>HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans.</b></p>		
<p><b>PHA Goal: Ensure equal opportunity and affirmatively further fair housing.</b></p>		
<p>Objective: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, disability.</p>		
	<ul style="list-style-type: none"> <li>Continue with multi-lingual occupancy information sessions.</li> </ul>	<p>The BHA currently offers regular applicant information briefing sessions in English, Spanish, Russian, French-Creole and Vietnamese. American Sign Language is available upon request. In addition, a briefing session in Chinese is in development.</p>
	<ul style="list-style-type: none"> <li>Monitor site-based wait lists at Mission Main, Orchard Garden and Orchard Common at least every three years starting in 2002 using independent testers or other means satisfactory to HUD to assure they are not being implemented in a discriminatory manner, and that no patterns or practices of discrimination exist; and such results will be reported to HUD. Take any steps necessary to remedy problems surfaced during the review and the steps necessary to affirmatively further fair housing.</li> </ul>	<p>Not applicable for FY2001</p>

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

Objective: 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.

- Continue to implement Civil Rights Protection Plan, which was approved by HUD and the U.S. Department of Justice on 6/17/96 with revisions approved by the Department of Justice on 7/26/99.

The BHA developed a Civil Rights Guide that summarizes the BHA Civil Rights Protection Plan and lists important telephone numbers. The Guide is available at all BHA management offices in English, Spanish, Chinese, Vietnamese and Haitian Creole. The Russian translation is out to bid. It was distributed to all residents as new leases were signed. The BHA has sent out the Civil Rights Guide on tape for the visually impaired in English and Spanish to be “proofed” and is waiting for it to come back. Copies of the Civil Rights Guides are also distributed in the Housing Service Center and at many administrative offices.

Residents can file Civil Rights complaints at the management office or by calling the 24-hour civil rights hotline found in the Civil Rights Guide. A poster advertising the number in 8 languages (English, Spanish, Portuguese, Chinese, Vietnamese, Khmer, and Haitian Creole) is displayed at all management offices, tenant task force offices, at the Housing Service Center and at some administrative offices. A refrigerator magnet with the Civil Rights Hotline number was distributed to employees and residents as part of Fair Housing Month, April 2000.

BHA residents are protected from violations of their civil rights by other residents, guests, or any other persons under a resident’s control by the BHA Zero Tolerance Policy. Beginning 4/1/00, each head of household is required to sign a certification agreeing that they are subject to eviction for violations of the policy.

BHA employees are asked to sign a certification that they have received a copy of the Jane Doe Settlement and Agreement and Civil Rights Protection Plan and that they agree to act in accordance with BHA policies. Beginning in April 2000, the BHA began to hold monthly new employee orientation sessions. Part of the orientation is a brief discussion of the Jane Doe Settlement and Agreement and employee responsibilities under the Civil Rights Protection Plan. Employees are evaluated on civil rights performance as part of the annual performance evaluation process.

In April and May 2000, the BHA held community meetings on Fair Housing and Public Safety at Charlestown, Old Colony, Mary Ellen McCormack, and  
-Continued-

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

		<p><i>-Continued-</i></p> <p>West Broadway. The hour-long program included presentations by the BHA Administrator, the Director of Civil Rights, the Deputy Chief of the BHA Police, and personnel from the Boston City Police Department. The Local Tenant Organization president at each development also spoke on the need to increase diversity and participation on the task force.</p> <p>Residents were able to ask questions and express their concerns. The BHA had planned similar community meetings at eight (8) other developments throughout Boston in the Fall of 2000, but they were postponed until Winter 2000 / Spring 2001 due to a number of factors including the number of public hearings scheduled. One meeting will be held in each region.</p> <p>A second meeting at the four original sites has been superceded by the quarterly Jane Doe meetings. Each March, June, September, and December meeting on the Jane Doe settlement are held. All residents are notified via flyer in the communities and letters are sent to the local task forces. Interpreters are present at each meeting in Spanish, Haitian Creole, Chinese, Vietnamese, and, when available, Somali.</p>
	<ul style="list-style-type: none"> <li>Continue to provide the following resident and employment training initiatives: Building a Diverse and Empowered Community; Team Building Through Diversity; and Mediation, Leadership, and Team Building through Diversity Program.</li> </ul>	<p>Initiated in 1997, the Mediation, Leadership, and Team Building Through Diversity Program has trained five (5) teams of employees and two (2) teams of residents. This 5-day training helps participants acquire the skills to better communicate between and amongst culturally diverse groups and effectively addressing cultural conflicts. Participants leave the workshop with a greater understanding of themselves and others thereby preparing them to become more effective leaders in evaluating conflicts and facilitating communication. Another set of workshops is planned for Winter 2000 / Spring 2001.</p> <p>Another workshop for resident leaders is entitled the Building a Diverse and Empowered Community Program, also called Neighbor to Neighbor at some developments. This 4 and 8 session training is held at night. Local Tenant Organizations are involved in the planning and recruitment of participants. The training was initiated at Charlestown in 1999. A core group of Charlestown residents continues to meet on a regular basis both to talk and to plan activities such as participation in the greater Charlestown community's Bunker Hill Day Parade in June 2000. This marked the first time BHA residents were invited to participate. The workshop was also held at West</p> <p><i>-Continued-</i></p>

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

		<p><i>-Continued-</i></p> <p>Broadway in South Boston during Spring and Summer 2000 with workshops planned for Old Colony and Mary Ellen McCormack later in 2000 into 2001. Old Colony held a planning session in early December 2000. Plans to expand the program beyond this are contingent on funding being available. One outcome of the workshops is the participation of residents in subsequent training at other developments.</p> <p>In October 1999, the BHA initiated a two-day Civil Rights and Diversity training program which is required for all BHA employees. The training includes the legal and social context of discrimination, harassment, bias crime, and fair housing; the procedures of the Civil Rights Protection Plan; the issues and requirements of the Jane Doe Settlement and Agreement; and information to help employees develop the leadership skills need to take greater initiative to address, resolve and prevent bias or other incidents. The training also helps develop more cohesive working relationships through discussion of diversity. As of mid-December 2000, 500 employees had completed the training. All employees should be trained by Spring 2001. The BHA will then begin a follow-up/refresher workshop while continuing to offer the two-day training for new employees.</p>
<p>Objective: Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.</p>		
	<ul style="list-style-type: none"> <li>• Implement reasonable accommodation procedure and process for all BHA applicants and residents in both public housing and Section 8 programs; also implement a corresponding training program for all BHA employees.</li> </ul>	<p>In February 2000, the BHA implemented a reasonable accommodation policy for residents and applicants of the public housing program. A Reasonable Accommodation Coordinator was designated and a Reasonable Accommodation Guide was developed for distribution at management offices, the Housing Service Center, and many administrative offices. The RA Guide will be translated into Spanish and made available on tape by Fall 2000. Staff of the Occupancy, Civil Rights, and Legal Departments as well as site staff completed required training in January and February 2000.</p> <p>The BHA has begun the initial implementation process for computerizing unit / Applicant characteristic matching. All of the programming related to selecting units that meet an Applicant's need has been completed and has been processed on actual Applicant data records. Using this programming, Occupancy staff can identify how many units meet an Applicant's needs and which units these are. User Documentation on the process was completed in early December 2000 and several Occupancy Assistants were trained on</p> <p><i>-Continued-</i></p>

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

		<p><i>-Continued-</i> December 8<sup>th</sup> and 11<sup>th</sup>. Training for the Occupancy Specialists is anticipated for some time in January to coincide with the implementation of the remaining program components.</p> <p>BHA staff are still testing and refining the programming to automatically offer these units when they become available. The implementation of this programming is scheduled for early January and will coincide with the implementation of procedures to utilize the data effectively.</p> <p>A reasonable accommodation policy for the Leased Housing program is in development. Leased Housing staff are to be trained and the policy implemented by March 2001.</p> <p>A consultant was hired to help the BHA to assess both programmatic and physical compliance with Section 504 and other relevant laws. Work began in December 2000.</p>
<p>PHA Goal: Decentralize the BHA based upon Real Estate Industry Practices and Standards:</p>		
<p>Objective: Develop an organizational structure for site-based management.</p>		
	<ul style="list-style-type: none"> <li>Establish the following site-based systems- Budgeting; Preventive Maintenance; Emergency Responses; Rent Collection; Purchasing and Work Orders.</li> </ul>	<p>A key feature of site-based operations has been the availability of the CCS system at the various development offices. With access to this integrated database system, BHA site staff are able to access and enter the information they need to operate these site-based systems.</p> <p>Site based budgeting has been implemented as noted on page 5 in response to financial systems objectives. A Preventative Maintenance Program has been established at every development, including a site-specific plan upon which managers regularly report. Emergency Responses continues to be the joint responsibility of the Building Maintenance Services Department and the individual site staff. Planning is in progress for a site-based rent collection process to be implemented April 2001. The site-based purchasing system was implemented in June 1999. A site-based work order system has been in place in the Elderly/Disabled Program for several years. However, this system did not allow for easy integration of the information from various sites. In April 2000 the managers were provided with access to CCS to input and track work orders directly. Implementation in the Family Program is planned to occur between October 2000 and March 2001.</p>

# PROGRESS REPORT: BHA 5-Year Plan (FY2000-2004)

PHA Goal: Establish a comprehensive community participation process to ensure that all significant BHA policies receive appropriate review and recommendation:	
<ul style="list-style-type: none"> <li>Continue to recognize current and approved LTO role to review and advise on new and amended BHA policy.</li> </ul>	The BHA proactively sought the input and advice of the LTO's on several new and amended policies including: the Admissions and Continued Occupancy Policy; the Community Service Policy; the Pet Policy for both Elderly/Disabled Housing and Family Housing; the Residential Relocation and Rehousing Policy; the Reasonable Accommodation Policy and Procedures for Public Housing; the Comprehensive Grant Program Plan; the Public Housing Drug Elimination Program Application and the Annual Plan.
<ul style="list-style-type: none"> <li>Establish a citywide tenant participation policy.</li> </ul>	The BHA supports this objective and will provide resources to support this effort; we maintain that the primary organizers and developers of this policy should be residents.
<ul style="list-style-type: none"> <li>Establish a Section 8 tenant participation policy.</li> </ul>	Through policy review by the Resident Advisory Board, the Leased Housing program has taken steps to encourage Section 8 tenant participation. Considerable time and effort is still required to establish a formal Section 8 tenant participation policy.
<ul style="list-style-type: none"> <li>Maintain Resident Advisory Board for purposes of reviewing and advising the BHA on all new and revised policies related to the Annual and Five-Year Plan.</li> </ul>	The BHA, in conjunction with Greater Boston Legal Services, the Committee for Boston Public Housing and the Massachusetts Senior Action Council, established a 42-member Resident Advisory Board in the Summer of 1999. Since then, the BHA has met regularly with the RAB to develop the BHA's Five-Year and Annual Plans. There are approximately 15 active participants. In the Fall, 2000, the BHA and the RAB will continue to do outreach for new RAB members.
<ul style="list-style-type: none"> <li>Reestablish the BHA Monitoring Committee to respond to state statutory requirements.</li> </ul>	The BHA has accomplished this objective. In October 2000, a new Monitoring Committee was appointed by the Mayor and confirmed by the City Council. The Committee will resume meeting in December 2000.

*Revised June 12, 2001*