

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2002

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

PHA Plan Agency Identification

PHA Name: Chicopee Housing Authority

PHA Number: MA 008

PHA Fiscal Year Beginning: July 1, 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
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

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

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Chicopee Housing Authority has prepared an Agency Plan in conjunction with residents and local leaders that reflects the needs of our community and resident population. The Plan is designed to comply with the requirements of the Quality Housing and Work Responsibility Act of 1998 and requirements of the U.S. Department of Housing and Urban Development.

This plan is subject to annual review and revision in order to remain current with all statutory requirements and local needs.

A mission statement has been adopted to guide the management activities of the Chicopee Housing Authority. The Annual Plan, its objectives and goals are reflective of our mission statement. The Plan represents a comprehensive statement of strategies in community building that correspond to our communities Consolidated Plan.

The Annual Plan of the Chicopee Housing Authority includes the following:

Goals and Objectives that are consistent with local needs of our residents and the community as a whole, designed to maintain the

current housing stock as an asset to our community. Waiting list preferences and priorities that reflect the need of the community and population served. Deconcentration initiatives that provide for the support and encourage growth in the resident population. An operating budget and capital fund program that maximize our financial resources to better enable us to preserve affordable housing in Chicopee. Management of housing vouchers in order to provide the maximum number of assisted units to families in our jurisdiction. A tenancy preservation component to assure that our residents impacted by the poor lifestyle choices or unseen disabilities have an opportunity to work within the system to improve their lives and their futures.

Our plan includes the continued operation of the Public Housing Drug Elimination Program as an essential part of our provision of a safe and healthy environment of the families we serve. This program has resulted in the elimination of street corner drug dealing and the presence of the type of adverse traffic such dealing attracts. We are now focused on the promotion and maintenance of a drug free neighborhood. Educational and activity programming for the youth are an integral part of this approach.

Physical improvement of our developments and improvement in CHA management systems continues through the U.S. Department of Housing and Urban Development's Comprehensive Grant Program. The six (6) years of participation in this program have resulted in significant improvements to our physical plant as well as improvements to our service delivery systems.

The Plan contains information on housing availability, affordability and make-up of the rental population based on 1990 census data. This data appears outdated based on our experience with the housing market. The number of minorities that we now deal with and the status of the rental market have all changed considerably since the census figures were first published. Our plan takes into account our current knowledge of the rental market.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
 - FY 2001 Capital Fund Program Annual Statement
 - Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- A.** Community Service Policy
B. Pet Policy
C. Resident Membership of the Chicopee Housing Authority Governing Board
D. Membership of the Resident Advisory Board
E. Minutes of Advisory Board Meetings
F. Public Housing Drug Elimination (PHDEP) Grant

- G. Performance & Evaluation Report 1998-1999-2000
- H. Mission/Goals Progress

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan (**Attachment G**)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other

Minutes of Advisory Board Meetings (**Attachment E**)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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	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]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing	Annual Plan: Eligibility,

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" 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 checked="" 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 Administrative 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 checked="" 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 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Dwelling Lease Affirmative Action Plan Reasonable Accommodation Policy Procurement Policy Pet Policy	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2054	5	1	1	1	3	1
Income >30% but <=50% of AMI	1423	5	1	1	1	3	1

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income >50% but <80% of AMI	2056	5	1	1	1	3	1
Elderly	1008	1	1	1	1	N/A	1
Families with Disabilities							
Race/Ethnicity	1137	5	1	1	1	3	1
Race/Ethnicity	701	5	1	1	1	3	1
Race/Ethnicity	436	5	1	1	1	3	1
Race/Ethnicity							

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover

Housing Needs of Families on the Waiting List			
Waiting list total	507		93
Extremely low income <=30% AMI	0	0	
Very low income (>30% but <=50% AMI)	425	84%	
Low income (>50% but <80% AMI)	82	16%	
Families with children	462	91%	
Elderly families	23	5%	
Families with Disabilities	22	4%	
Race/ethnicity	357	70%	
Race/ethnicity	99	20%	
Race/ethnicity	48	9%	
Race/ethnicity	3	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	26	7	44
2 BR	235	66	25
3 BR	51	14	17
4 BR	44	13	1
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$518,626	
b) Public Housing Capital Fund	\$150,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,908,861	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$87,792	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CGP 98	\$418,205	Modernization
CGP 99	\$530,680	Modernization
3. Public Housing Dwelling Rental Income	\$905,000	PH Operations
Investment Income	\$80,000	PH Operations
4. Other income (list below)		
Washer/Dryer Income	\$4,300	PH Operations
4. Non-federal sources (list below)		
Section 8 Admin Fee	\$31,000	Sec 8 Operations
Section 8 Investment	\$10,100	Sec 8 Operations
Total resources	\$4,644,564	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

(2) Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists

- Site-based waiting lists
- Other (describe)

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

- PHA main administrative office
- PHA development site management office
- Mailing

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
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Paying over 50% of income for rent

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Paying over 50% of income for rent

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease

- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Posted Policies

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

Cabot Manor Apartments MA 8-1

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 developments below: Memorial Apartments MA 8-2

Cabot Manor Apartments MA 8-1

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 (list below)
 - Tenant History
 - Financial Management History
 - Personal References

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

(2) Waiting List Organization

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

(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:

(4) Admissions Preferences

- a. Income targeting

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

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 3 Substandard housing
- 3 Homelessness
- 4 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 preferences: Paying over 50 of income for rent

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- ROC program introduction completed at time of participants briefing sessions.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0
- \$1-\$25

\$26-\$50

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) 10%
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket

- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	383	71
Section 8 Vouchers	372	25
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	126	N/A
Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management:
OKM Associates Inc. Management/Maintenance Plan
September, 1999
- (2) Section 8 Management: Administration Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

In Admission and Occupancy Plan

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 Office

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 E (FY2001 Capital Fund Program Annual Report)

-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 (state name

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

6. Coverage of action: (select one)

- Part of the development
 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 PHAs eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-

sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
PHDEP Program: provides for educational opportunities (GED/ESL& GED Readinesss)	20	Sign Up	Development Office	Public Housing
Teen counseling/mentoring programs	25	Sign Up	Development Office	Public Housing
Family Savings Plan: With Greater Holyoke Community Development Corp. we offer a Family Savings Plan. Local financial institutions participate and provide partial funding, Chicopee Savings Bank, Polish National Credit Union and Westbank.	10	Sign Up	Provide, GHCDC	Public Housing
Meals on Wheels-Provided by WestMass Eldercare to elders, handicapped and disabled residents who qualify.	Varies	Program Criteria	WestMass Eldercare	Both
Chicopee VNA-Provides health screenings which include a fall and risk of injury screening program and monthly blood pressure clinics.	Varies		Development	Both
City of Chicopee Office of Community Development-Offers a home ownership training program that gives a preference for participation to CHA residents.	22	Sign Up	Main Office	Both
Gandara Inc.-Coordinates a substance abuse recovery program for CHA residents	23	Residential Program	Main Office	Public Housing
Community Service Program, Inc.-provides mental health services and assistance at a CHA				

site.	8	Referral	Development	Public Hosuing
Local temporary employment agencies and homecare provider agencies have held job fairs and conducted outreach to CHA residents in conjunction with the CHA Capuano Career Center.	25+	Open	Main Office Development	Both
Youth After School Homework and Activity Programs	20+	Sign Up	Development Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

See above list under “Services and Programs”

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Cabot Manor Apartments MA 8-1

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

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

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

2. Which developments are most affected? (list below)
Cabot Manor Apartments MA 8-1

C. Coordination between PHA and the police

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

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

2. Which developments are most affected? (list below)
Cabot Manor Apartments MA 8-1
Memorial Apartments MA 8-2

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 2001 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment G (Public Housing Drug Elimination Program (PHDEP) Plan)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Submitted as a Required Attachment (B)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and

other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment
- Provided below:

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

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

SATISFICATION OF PLAN WAS INDICATED

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Chicopee
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

D. Other Information Required by HUD

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

PHA Plan Table Library

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

Annual Statement Chicopee Housing Authority
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (2001)
MA 06 P008 50101

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$ -0-
2	1406 Operations	-0-
3	1408 Management Improvements	59,500.00
4	1410 Administration	84,823.00
5	1411 Audit	500.00
6	1415 Liquidated Damages	-0-
7	1430 Fees and Costs	65,000.00
8	1440 Site Acquisition	-0-
9	1450 Site Improvement	111,800.00
10	1460 Dwelling Structures	506,616.00
11	1465.1 Dwelling Equipment-Nonexpendable	-0-
12	1470 Nondwelling Structures	-0-
13	1475 Nondwelling Equipment	-0-
14	1485 Demolition	-0-
15	1490 Replacement Reserve	-0-
16	1492 Moving to Work Demonstration	-0-
17	1495.1 Relocation Costs	-0-
18	1498 Mod Used for Development	-0-
19	1502 Contingency	20,000.00
20	Amount of Annual Grant (Sum of lines 2-19)	848,239.00
21	Amount of line 20 Related to LBP Activities	-0-
22	Amount of line 20 Related to Section 504 Compliance	-0-
23	Amount of line 20 Related to Security	-0-
24	Amount of line 20 Related to Energy Conservation Measures	-0-

Annual Statement FY 2001
Capital Fund Program (CFP) Part II: Supporting Table

Estimated Amount of Annual Grant \$ 829,320.00

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MA 8-1 Cabot Manor Apartments	Replace Original Perimeter Fence	1450	\$ 36,800.00
	Landscape Grounds and Hillside	1450	50,000.00
	Replace 85 Clothes Drying Poles	1450	25,000.00
	Replace Basement and Porch Railings	1460	56,431.00

Sub Total 1450 \$ 111,800.00

Sub Total 1460 \$ 56,431.00

Sub Total MA 06P008001 \$ 168,231.00

Annual Statement FY 2001
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MA 8-2 Memorial Apts.	Phase Two of Kitchen and Bath Remodeling	1460	\$ 432,000.00

Sub Total 1460 \$ 432,000.00

Sub Total MA06P008002 \$ 432,000.00

Annual Statement FY 2001
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MA8-3 Canterbury Arms	Relocate 4 Common Hall doors Per Fire Department	1460	\$ 18,185.00

Sub Total 1460 \$ 18,185.00
Sub Total MA 06P008003 \$ 18,185.00

Annual Statement FY 2001
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Agency- Wide Management Improvements	Resident Training Relative to CGP	1408	\$ 500.00
	Resident Training and Step-up Program includes Employment Skills Training		20,000.00
	Admin. / Maint Training Include Computer and Relative Training		5,000.00
	Office Expenditures Includes Light, Phone, etc.		4,000.00
	Drug Elimination Program Includes Cooperative Programs With other Agencies		25,000.00
	Maint. / Office Equipment		5,000.00
Technical Salaries	Administration	1410	84,823.00

Sub Total 1408 \$ 59,500.00

Sub Total 1410 \$ 84,823.00

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
CFP Audit	Audit Costs	1411	\$ 500.00
Fees and Costs	A & E Costs for all Projects	1430	40,000.00
	Clerk of the Works	1430	20,000.00
	Atty & Accounting Fees	1430	5,000.00
Contingency Account	For Contingencies	1502	20,000.00

Sub Total 1411 \$ 500.00
 Sub Total 1430 \$ 65,000.00
 Sub Total 1502 \$ 20,000.00

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MA 8-001 Cabot Manor	12/ 31/ 02	6/ 30/ 04
MA 8-002 Memorial Apts.	12/ 31/ 02	6/ 30/ 04
MA 8-03 Canterbury Arms Apartments	12 / 31/ 02	6/ 30 / 04
MA 008 CHA Wide Management Improvements	9/ 30/ 02	12/ 31 /02
MA 008 A & E Costs	12/ 31/ 02	6/ 30/ 04

Estimated Obligated and Expended Dates.

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

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

Attachments

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

Attachment A

Community Service Program Policy

Attachment B

Pet Policy

Attachment C

Resident Membership of Chicopee Housing Authority Governing Board

Attachment D

Member of the Resident Advisory Board

Attachment E

Minutes of Advisory Board Meetings

Attachment F

Public Housing Drug Elimination (PHDEP) Grant

Attachment G

Performance & Evaluation Report 1998-1999-2000

Attachment H

Mission/Goal Progress

ATTACHMENT 1A

CHICOPEE HOUSING AUTHORITY

POLICY ESTABLISHING A

COMMUNITY SERVICE PROGRAM

Effective July 1, 2001 residents of the Chicopee Housing Authority who are otherwise non-exempt from obligations imposed through the Regulations prescribed by HUD for Community Service Activities or Self Sufficiency Programs (Part 960, Subpart F) shall be required as a condition of their lease to participate in a program, administered through the CHA, designed to improve educational level and employment potential for a minimum of eight hours per month.

The Chicopee Housing Authority, through its Capital Fund Program and the Public Housing Drug Elimination Grant Program provides a GED Program, English as a Second Language and sub GED level remedial programs for residents of federally-aided public housing developments. These programs shall be available, and funded additionally through the annual operating budget, to accommodate residents covered by the Community Service Program requirement.

At the time of annual recertification of eligibility, or interim recertification, the Project Clerk shall be charged with the responsibility of identifying adult household members who are not exempt from the Community Service Requirement as established by HUD. Those adult residents identified as eligible for the program shall be referred to the PHDEP Coordinator at the end of each given month for processing and scheduling of enrollment in the program.

No later than the fifteenth day of each month following the inception of the program the PHDEP Coordinator shall provide the CHA with a list of residents enrolled and certified attendance records for all participants. Participants failing to attend shall be informed of their obligation in writing.

Sixty days prior to the end of the initial enrollment period (recertification date) the Project Clerk shall review the attendance record, send written notice of non-compliance with program requirements and refer the family to the Assistant Executive Director who shall notify the family of the non-renewal of their dwelling lease in accordance with program requirements.

ATTACHMENT B

CHICOPEE HOUSING AUTHORITY Chicopee, Massachusetts

PET POLICY

APPLICABLE ONLY TO FEDERALLY-AIDED DEVELOPMENTS **MA 8-1, MA 8-2 AND MA 8-3**

The Chicopee Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Chicopee Housing Authority harmless from any claims caused by an action or inaction of the pet.

Residents are responsible for any damage caused by their pet, including the cost of any pet-related insect infestation in their unit. The Chicopee Housing Authority reserves the right to exterminate and charge the resident.

Residents must have the prior written approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the "Authorization for Pet Ownership Form" that must be fully completed before the Housing Authority will approve the request.

RULES GOVERNING PETS: All residents with pet permits shall comply with the following:

1. Permitted are domesticated dogs or cats only.
2. Only one (1) pet per household will be permitted.
3. Dogs must be licensed yearly with the City of Chicopee (office of the City Clerk).
3. Pet must be appropriately inoculated against rabies, distemper or boosters, as applicable and certification signed by a licensed veterinarian shall be annually filed with the Chicopee Housing Authority to attest to the inoculations.

4. All dogs and cats shall remain inside the resident's unit. No animal shall be permitted to be loose in hallways, lobby areas, Laundromats, community rooms, yards or other common areas of the facility.
5. When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult and be in complete accordance with the "Dog Leash Law" of the City of Chicopee.
6. Pit bulls, Doberman Pinchers, or any other animal of a vicious or intimidating nature as determined by the CHA will not be allowed.
7. Residents shall not permit their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms "disturb, interfere, and diminish" shall include, but not be limited to barking, howling, biting, scratching, and other like activities.
8. Residents must provide waterproof litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
9. Residents are solely responsible for disposing of dog and cat waste by placing it in a plastic bag and then wrapped in paper and placed in a container outside the building for regular scheduled trashpick-up.
10. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
11. If pets are left unattended for a period of twenty-four (24) hours or more, the CHA may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Chapter 140, and applicable orders of the Massachusetts General Laws and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances.
12. Residents shall not alter their unit, patio, or unit area in order to create an enclosure for any pet.
13. Residents are responsible for all damages caused by their pets, including the cost of cleaning carpets, and/or fumigation of units.
14. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without written permission of the CHA.
15. Resident owner agrees to hold CHA harmless from any liability incurred as a result of their pet ownership.
16. Should any pet housed in a CHA facility under Section 227 give birth to a litter, the resident shall remove from the premises all said pets, as the tenant would be in violation of this policy.
17. Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. This identification of an alternate custodian must occur prior to the Housing Authority issuing a pet registration permit.
18. Pet bedding shall not be washed in any common laundry facilities.
19. Residents must take appropriate actions to protect their pets from fleas and ticks.
20. Resident shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.
21. If pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Authority's property within

24 hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.
22. No animal may exceed thirty (30) pounds in weight projected to full size.

The privilege of maintaining a pet in the facility operated by CHA shall be subject to the rules set forth in RULES GOVERNING PETS mentioned herein. This privilege may be revoked at any time subject to the Housing Authority Hearing Procedures if the animal shall become destructive, create a nuisance, represent a threat to the safety and security of other residents, or create a problem in the area of cleanliness and sanitation.

A pet owner who violates any other condition(s) of this policy may be required to remove his/her pet from the development within 10 days of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

Should a BREACH OF THE RULES SET FORTH OCCUR, the CHA may also exercise any remedy granted it in accordance with Chapter 140 and applicable order to the Massachusetts General Laws.

The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of his policy.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY PROVISIONS REGARDING THE KEEPING OF PETS AND AGREE TO ABIDE BY THOSE PROVISIONS.

ACCEPTED BY: _____ DATE: _____
Resident's Signature

ADDRESS: _____

ATTESTED BY: _____ DATE: _____
Staff's Signature

The Chicopee Housing Authority will allow only one (1) common household pet. This means only domesticated animals such as a dog or cat. All dogs and cats must be spayed or neutered before they become six (6) months old. A licensed veterinarian must verify this fact. Any animal deemed to be potentially harmful to the health or safety of others including attack or fight trained dogs, will not be allowed.

ATTACHMENT i Ci

RESIDENT MEMBERSHIP OF THE CHA GOVERNING BOARD

Ms. Ruth Vanderlick
88 H Riverview Terrace
Chicopee, MA

Method of Appointment: Mayoral Appointment

Term of Appointment: Five (5) years

Appointed: March 24, 2000

ATTACHMENT 1 D1

MEMBERSHIP OF RESIDENT ADVISORY BOARD

Nancy Theriault
86 Debra Drive Apt. 1C
Chicopee, MA
Memorial Apartments Tenant Assoc.

Ms. Eva Blanchard
165 East Main Street #318
Chicopee, MA
Canterbury Apartments Tenant Assoc.

Ms. Geraldine Boudreau
165 East Main Street #410
Chicopee, MA 01013
Canterbury Arms Apartments Tenant Assoc.

Ms. Jeanne Kidwell, Director
Office of Community Development
City of Chicopee
17 Springfield Street
Chicopee, MA 01013

Ms. Katherine Brown, Director
City of Chicopee
Planning Department
17 Springfield Street
Chicopee, MA 01013

Ms. Sandra Apollo, Director
City of Chicopee
Planning Department
17 Springfield Street
Chicopee, MA 01013

Ms. Patricia A. Murry
Assistant Executive Director
Chicopee Housing Authority
128 Meetinghouse Road
Chicopee, MA 01013

Ms. Carmen Estrada
Administrative Assistant
Chicopee Housing Authority
128 Meetinghouse Road
Chicopee, MA 01013

Ms. Jeannette Montemagni
Section 8 Supervisor
Chicopee Housing Authority
1326 Memorial Drive
Chicopee, MA 01013

Ms. Maryann O'Connor
Tenant Selector
Chicopee Housing Authority
128 Meetinghouse Road
Chicopee, MA 01013

Mr. Donald Dunn
Modernization Coordinator
Chicopee Housing Authority
128 Meetinghouse Road
Chicopee, MA 01013

Mr. Kevin Hamel
Executive Director
Valley Opportunity Council
300 High Street
Holyoke, MA 01040

Ms. Diana Rodriguez
89 Stonina Drive
Chicopee, MA 01013
Cabot Manor Apartment

Ms. Theresa Boduch, Sr
165 East Main Street #401
Chicopee, MA 01020
Canterbury Arms Apartments
Tenant's Assoc.

ATTACHMENT I E

ADVISORY PANEL MEETING JANUARY 11, 2001

MINUTES

In Attendance:

Carmen Estrada
Mary Ann O'Connor
Jeannette Montemagni
Ann M. DeVoid
Theresa Bouduch
Eva Blanchard
Jeanne Kidwell
Pat Murry

Ms. Blanchard, President of the Canterbury Arms Tenant Association introduced Theresa Bouduch as a new member of the group. Ms. Bouduch is replacing Gail Sheridan who is unable to continue attendance.

The goals and objectives of CHA's plan in place were discussed. Ms. Kidwell, Director of Office of Community Development spoke on the Home Ownership Program they are presently working with the Authority on. The city purchased a house for \$1.00 and the Housing Authority is doing the renovations and when completed there will be a drawing and the home will be offered to a 1st time homeowner. The home should be completed the end of January and the drawing should take place upon completion.

Mr. Lynch, Director of CHA elaborated on the Federal Family savings program we have with residents at Cabot Manor Development. We have five (5) tenants in the program at this time and can have as many as ten (10). This program is with the Greater Holyoke Community Development Corporation. The participants attend classes on money management, develop a budget and come up with an amount they can put into savings monthly and the CHA matches the amount.

The Authority is working closely with the Welfare Department in the Welfare to Work program helping tenants to remain as tenants when they become employed by freezing their rent for 12 months and phasing in the rental increase for the second 12-month period. It was explained that because of the freezing of the tenant's rent the CHA has been able to keep higher income tenants in their units helping to deconcentrate the developments.

Mr. Lynch stated that CHA has been in touch with the Puerto Rican Cultural Center over the past twelve (12) months or more in regards to working with our Spanish speaking tenants. As of this date the organization has not come forward with a program.

Mr. Lynch spoke of the Comp Grant (Modernization) program for the Federal property and explained its purpose. He mentioned that last night CHA's board members approved the Authority to solicit bids for electric entrance doors the Canterbury Arms development and currently the heating systems were being worked on. The cost of this work will come from CHA's Comp Grant.

Mr. Lynch informed the group about CHA's Drug Elimination Grant and gave a brief description of what the funds are being used for:

Youth programs (education-activity) at Cabot Manor
Adult education programs
Teen mentoring programs for males and females.

He also discussed the plans for the Community Center at Cabot Development where the plans are to have classrooms for education including Computer Training, Day Care and a Computer Training program for elders to be provided by the Council on Aging.

Mr. Lynch spoke of CHA's recent score of 85.4 from a High Performer to a Standard Performer. He explained the scoring results in detail and gave a break down of the categories scored. He informed the group that there were several questions on the scoring and the Authority was looking into how the scores were calculated.

Copies of the Advisory Plan were given to four (4) members and three (3) will be returned at the next meeting. These plans were given to members for review and to ask any questions they may have at the next meeting.

The meeting adjourned at 2:35 and the next meeting was scheduled for January 24, 2001 at 2:00 at the same location.

ADVISORY PANEL MEETING
JANUARY 25, 2001

MINUTES

In Attendance:

Mary Ann O'Connor
Theresa Bouduch
Eva Blanchard
Jeanne Kidwell
Pat Murry
Don Dunn
Diana Rodriguez
Gerald Boudreau

Today's meeting began at 2:00 pm in the community room of the Canterbury Arms Apartments. We opened the meeting discussing the waiting list for both Public Housing and Section 8. Maryann O'Connor, CHA's tenant selector gave a brief synopsis of her waiting list and the housing needs of families on the waiting list. She mentioned that over the past several months they sent out 800900 screening letters and approximately 2/3 either did not respond or letters were returned from the Post Office. The applicants that did respond approximately 90% were not eligible for Public Housing. Currently the waiting list is as follows:

One (1) bedroom approximately 1-3 month wait.
Two (2) bedrooms approximately 3-4 month wait.
Three (3) bedrooms approximately 6-month wait.
Four (4) bedrooms: We have only 6 and they do not become available very often and we currently have 44 on the waiting list.

Pat Murry discussed the Section 8 waiting list and how the number of applicants has dropped from over 700 to 151 within the past 7 months and the Authority will be opening the waiting list soon. In comparison the housing needs of the families on both the Section 8 and Public Housing waiting list are very similar.

Mr. Dunn spoke on plans for expenditures from the CapitalImprovement funds for FY 2001. He discussed the Cabot Resource center and stated that plans are to break ground on or about March 15, 2001. He gave a brief description of the services that are planned for the center, which will be available for CHA's tenants. Ms. Kidwell asked Mr. Dunn if CHA had contacted any training centers and he responded that Mr. Lynch the director of CHA has spoken to Career Point and is researching other avenues. Mr. Dunn mentioned the improvements that have been planned for the Canterbury Arms Apartments i.e. automatic entrance doors and replacement of the sliding doors in the community room with more operable doors. Also, the Authority has plans to upgrade the kitchens and baths in the Memorial Apartments During the FY 2001.

The meeting adjourned at 2:57 and the next meeting was scheduled for February 21, 2001 at 2:00 at the same location.

Advisory Board Meeting
1/25/01 for FY 2002 Plan

ADVISORY PANEL MEETING

February 21, 2001

MINUTES

In Attendance:

Jeannette Montemagni
Mary Ann O'Connor
Theresa Bouduch
Eva Blanchard
Dave Dymek
Carmen Estrada
Pat Murry
Don Dunn
Sandra Lapollo

Today's meeting began at 2:25 pm in the community room of the Canterbury Arms apartments. Pat Murry opened the meeting discussing the new Pet Policy required by HUD, which has been drawn up and available for comments. The Pet Policy will be implemented upon approval of the Annual Plan for fiscal year 2002 which will be submitted to HUD on or before April 17, 2001. Copies of the Pet Policy were handed out for comments. Ms. Blanchard asked if birds were allowed and if only one (1) pet was allowed, the reply to both of Ms. Blanchard's questions was yes. The group was informed that the plan will be available for comment on Monday February 26, 2001 and a Public Meeting was scheduled for April 9, 2001 at 6:00 in the Valley View Community Hall, 7 Arcade Street, Chicopee, MA for comments on the plan. The Public Notice regarding the meeting will be published in the Union News on February 24, 2001.

Mr. Dunn addressed the monies allocated for Capital Improvements and stated that a meeting will be held in March at each Federal Development for suggestions on how the allocated monies should be spent. He mentioned that plans for the Canterbury Arms apartments are to put new entry locksets on all apartment and balcony doors, weather stripping on all balcony doors and installation of GFI outlets in all bathrooms. Ms. Blanchard asked if they would be getting new cabinets and was told that at this time it was only a consideration.

The next meeting has been scheduled for March 14, 2001 at 2:00 at the same location.

Meeting adjourned at 2:57 pm.

ADVISORY PANEL MEETING

March 14, 2001

MINUTES

In Attendance:

Jeannette Montemagni
Mary Ann O'Connor
Theresa Bouduch
Eva Blanchard
Dave Dymek
Carmen Estrada
Pat Murry
Don Dunn
Kevin Hamel
Jim Lynch

Today's meeting began at approximately 2:00 pm in the community room of the Canterbury Arms Apartments. Pat Murry opened the meeting with distributing copies of the Annual Agency Plan for FY 2002. The attendees were informed that a public meeting was scheduled for April 9, 2001 for comments on the plan and the completed plan will be brought to the Board on April 12, 2001 for approval and sent electronically to HUD on April 17, 2001 for their approval. Ms. Murry encouraged everyone to review the plan and ask any questions they may have or any comments on the contents. Also, Ms. Murry explained the attachments to the plan and the attachments that were required by HUD that were not part of last year's plan.

Mr. Dunn explained the Performance and Evaluation Reports that are part of the plan as an attachment and informed every one of meetings scheduled to discuss the Capital Improvement plan for all Federal Developments, take comments and answer any questions.

My. Lynch mentioned that Mr. Hamel runs our Drug Elimination Grant Program and informed the group of the different programs that are funded with this grant. Mr. Lynch stated the program has been very successful and there is a possibility that it will not be funded in the future.

The group was informed that they would receive notification of the next meeting and that no meeting would be scheduled before April 9, 2001, which is the scheduled public meeting for the plan and we look forward to seeing everyone there and hearing any comments they may have.

Meeting adjourned at 2:20 pm.

Attachment i Fi

Public Housing Drug Elimination Program

IMPLEMENTATION PLAN

The Chicopee Housing Authority has negotiated a series of agreements between law enforcement, public schools, community agencies and residents which will result in the implementation of project activities on the timelines enclosed. Program coordination, evaluation and service program development will be the responsibility of staff to be retained through PHDEP funding.

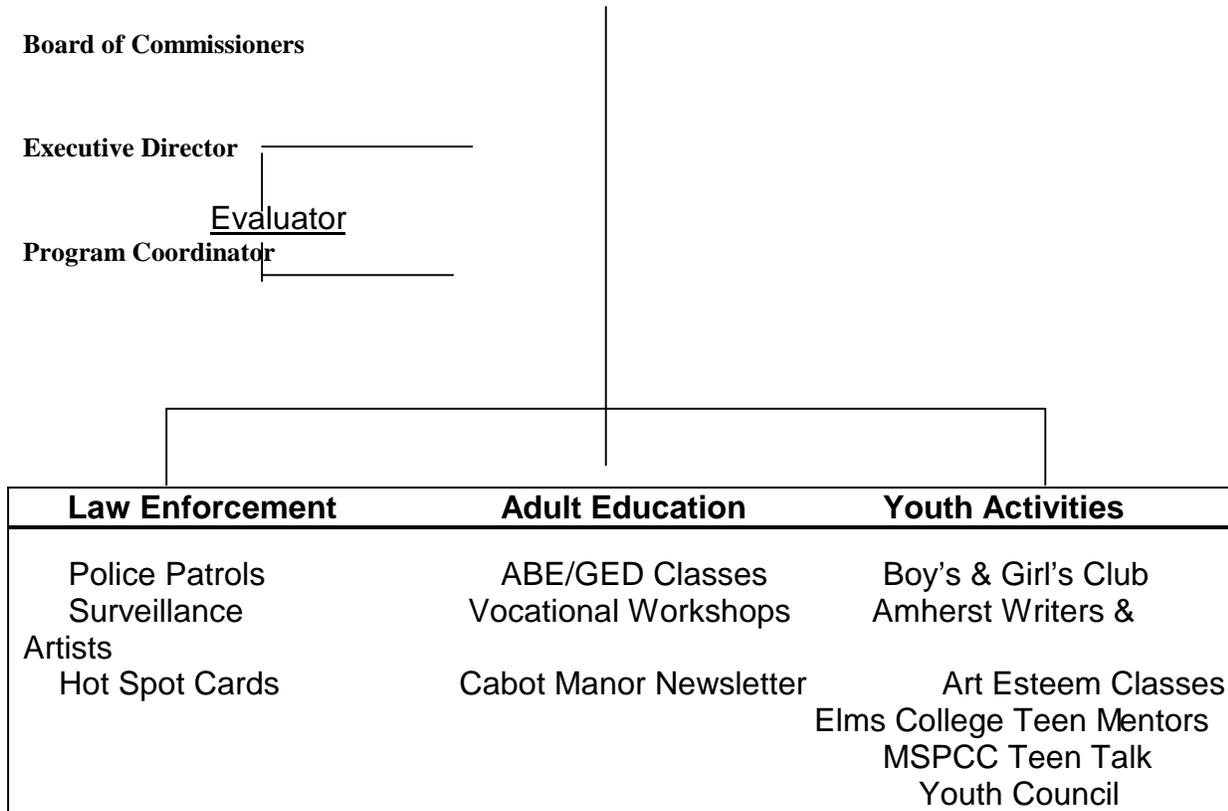
The organizational plan is streamlined and lines of communication between PHDEP staff and CHA staff will be established through regular meetings over the life of the grant. Project milestones will be charted and recorded as part of the evaluation plan. The Executive Director of the CHA, James P. Lynch, will be responsible for overseeing all project activities.

Board of Commissioners

Executive Director

Evaluator

Program Coordinator



Standard Form 424-A Budget Narrative

Category-Program Coordination The Chicopee Housing Authority will contract with the Valley Opportunity Council, (the area Community Action Agency) for Program Coordination. The Coordinator's duties will be to insure that all program components are working effectively, to outreach to residents for all component activity, to provide technical assistance to residents in the production of the newsletter, to work with the evaluator and to prepare all required reports. The position will be full-time (30 hours).

Funds Requested: \$41,929

PHDEP Funds: \$41,929 Other In-Kind None

a. **Personnel**

Program Coordinator	\$27,798	\$27,798
Teen Liaison (Stipend \$30/week x 38 weeks)		\$ 1,140

b. **Benefits Fringe**

Coordinator @ 27.14% (Wk Comp-1.89%, FICA-7.65%, Unimplmnt-4/9%
Retrmnt-3.0%, Health-9.7%)

c. **Travel**

Local: 30 miles per week x 52 weeks @ .27 per mile =	\$ 427
Out of Town: 3 R.T. Boston @ \$60 per trip =	\$ 180

e. **Supplies** \$1,750

(Includes: Training Materials @ \$250, Consumable Clerical @ \$500, Tee Shirts and photo IDS for participant identification @ \$500, and an Additional \$500 for recognition)

h. **Other** \$3,096

(Includes: Telephone @ \$276 (12 mos @ \$23/mo), Postage of \$320, Accounting and Auditing costs of \$1,000 and occupancy costs of \$1500 which will not be needed when the Community Building comes on line).

Category-Law Enforcement There will be increased police presence provided by regular police officers hired on an overtime basis to work with the CHA and Cabot Manor residents. Hours of the officers will be adjusted to optimize the presence during warm weather, on weekends and at night. One or two officers will be present two to six evenings per week. Residents will be consulted on the schedule but the actual assignment will rotate on a random basis to discourage “scheduling” of unacceptable behavior by non-cooperating residents. The department will continue to make one of its cruisers available to serve as a deterrent.

The CHA will continue to contract with the Chicopee Police Department for services to be performed by the “Drug and Gang” unit. Some of that time will be incorporated in the contract hours. This will complement their regular activities within Cabot Manor already in progress.

Funds Requested: 21,063

PHDEP Funds:	21,063	Other In-Kind	\$11,280
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f. **Contractual** \$21,063

700 hours of direct labor and benefits @ \$30.09 per hour (outside detail contract rate). This will be distributed over the year with coverage varying from 8 to 24 hours depending on seasonal crime rates—split between patrols and surveillance.

The in-kind estimate is based on the Police Chief’s assessment of the value of the patrol car a \$14 per hour.

Category-Adult Education The Chicopee Housing Authority will contract with the Chicopee School Department, Educational Opportunity Center of the Valley Opportunity Council, and Career Point to offer educational and skills training to improve the skill level of residents and enhance their employability.

We continue to see requests for the continuation of our GED program from the residents. However, our experience indicates that the real need is for Adult Basic Education classes. The Educational Opportunity Center (EOC), a federally funded TRIO program will collaborate with the PHDEP program. EOC will provide a wide range of educational services to our residents, including academic and career counseling, financial aid information and application assistance, and classes for Adult Basic Literacy, Pre-GED Prep, GED Prep, ESOL (4 levels), ESOL Computer Literacy, Citizenship Class and ESOL Citizenship Class. EOC has relocated to a site within walking distance (two blocks) of the Cabot Manor Project, making services very accessible to residents.

Budget Narrative-Page 3

Funds Requested: \$ 5,539

PHDEP Funds:	\$ 5,539	Other In-Kind	\$10,858
		(Teacher salaries)	

h. **Other** \$ 5,539

(Includes: Program Support—use of space and utilities @ Education Opportunity Center \$3,919; and transportation, materials, childcare, and testing fees for GED testing \$1,620).

Category-Youth Development After-school and Summer programming will allow Cabot Manor Youth the opportunity to participate in educational and recreational activities that will provide prevention alternatives to current lifestyles experienced in the development. The Boys and Girls Club program and the Summer experience will provide wholesome recreational options as an alternative to gang and drug activity. The Art Esteem program, the Writing Workshop, MSPCC “Teen Talk”, and Elms College Teen Mentoring will enhance self-esteem and allow for the expression of feelings in a positive non-physical manner.

Funds Requested: \$22,569

Prevention 1 Chicopee Boys and Girls Club \$2,350

c. Travel \$1,900

Transportation of clients by van (38 weeks x \$50 per week)

h. Other \$ 450

Membership Fees (45 youth @ \$ 20 each) In-Kind \$
450

Prevention 2 Amherst Writers and Artists, Inc. \$2,800 In-Kind \$2,800

a. Personnel \$2,360

Certified Workshop Leader \$1,000
Workshop Apprentice 400
2 Youth Peer Mentors 160
Supervision 800 (includes publication assistance)

Budge Narrative-Page 4

c. Travel \$ 165
R.T. Amherst to Chicopee (50 miles x 11 trips @ .30/mile)

e. Supplies \$ 275

Consumable Supplies, snacks, certificates, notebooks, etc.

The in-kind is based on Amherst Writers and Artists funding second group for additional 10 weeks for 15 children.

**Prevention 3 Massachusetts Society for the Prevention
Of Cruelty to Children \$5,000**

a. Personnel \$4,000
2 clinicians (\$50/hr x 2 hrs x 20 wks)

h. Other \$1,000

Includes snacks, recognition, printed materials for two groups 15 participants x 20 weeks.

Prevention 4 Art Esteem Program \$5,200

f. Contractual

\$260 per week for two sessions of 10 weeks each. Contractor provides all supplies, refreshments, transportation and instructors for weekly program along with recognition event at end of each session.

Prevention 5 Elms College Teen Mentoring \$1,337 In-Kind \$2,000

c. Travel

Van for 15 round trips for group activities \$ 600

h. Other \$ 737

Other includes consumable supplies, snacks, admission fees.

The \$2,000 In-Kind is based on Elms College Field Placement Coordinator supervision 5 hrs/mo. x 8 mos @ \$50/hr.

Budget Narrative-Page 5

Prevention 6 Valley Opportunity Council, Inc. \$5,882

a. Personnel \$3,995

Coordinator (7 wks x 25hrs x \$10/hr) \$1,750

Aides (3 Aides for 7wks x 15 hrs/wk x \$7/hr) \$2,205

b. Fringe \$ 791

Calculated @ 20%

c. Travel \$ 600

Bus @ \$100/week for 6 weeks

h. Other \$ 536

Admission, fees, and recognition for 30 children

Category-Evaluation- The Chicopee Housing Authority will contract with an independent contractor to conduct an objective outside evaluation of the program.

Funds Requested \$3,000

PHDEP Funds	\$3,000	Other-In-Kind
None		

f. Contractual \$ 3,000

Estimated at \$100 per hour x 30 hours

Evaluation Plan

The Chicopee Housing Authority is extremely interested in knowing two things:

1. Are project activities unfolding in a timely and reliable fashion, and what, if any, modification (mid-course corrections) need to be made?
2. What are the impacts and effects of project activities on the residents of Cabot Manor?

Answers to these questions will be provided by an independent evaluation conducted by qualified outside evaluator(s) who will be hired with \$3,000 in PHDEP funds to be paid out over a twelve month period. Hence, the Authority envisions that the evaluator (resume attached) will work parttime throughout the project period. An overview of the timeline and issues concerned with evaluating the PHDEP grant are presented next.

Nature and Purpose of the Evaluation

Evaluators typically sample the range of activities undertaken by project staff for several reasons: first, to verify that proposed activities are actually implemented; and second, to establish the worth of these activities. The evaluation plan outlined reflects this pattern.

The evaluation plan will consist of two components— one is call a product evaluation and the other is called a process evaluation. Different sources of data contribute to the product evaluation that will attempt to ascertain the effects of project activities of Cabot Manor families and children. Different sources of data contribute to the process evaluation, which will relate project staff initiatives and evaluation components will provide an in-depth perspective of project operations and impact.

The evaluation contractor will be responsible for meeting as often as necessary with project staff during the earliest stage of the Drug Elimination Plan and will establish a timeline within which expectations, data collection and report writing will be established. Specific outcomes of these meetings will include:

- The operationalization of goals and objectives so that staff (and project) aspirations can be related to data collection activities,
- Agreement on the measurement strategies and tactics to be employed,
- Establishment of a timeline to guide the evaluation of work.

For each of the four project goals, the evaluator will set forth product and process priorities and data collection methods. For example, it will be expected that data will be collected from:

- Analyses of documents related to project work (attendance sheets, class enrollments, minutes of meetings, incident reports, etc.),
- Face to face interviews with residents, youth and staff,
- Review of weekly staff reports.

Evaluation Plan-Page 2

- Mailed and/or telephone surveys of selected members of targeted groups; and

- Analyses of law enforcement data reporting protocols related to change and trends.

The Chicopee Housing Authority has retained an experienced evaluation contractor who can implement the following design plan:

Y b X 1,2,3...n Y a

Where, Y b = conditions at Cabot Manor prior to the PHDEP

X 1,2,3...n = specific interventions and project activities brought about by PHDEP

Y a = conditions after one year of PHDEP project intervention.

The evaluation plan proposed will accomplish two ends:

- (1) It will yield insight into who is doing what to whom over time; and
- (2) It will yield insight into the effects of PHDEP initiatives (law enforcement, prevention, and education) upon targeted members of the Cabot Manor community.

Note: Our independent evaluator has been evaluating the PHDEP grant since 1998 and submits a comprehensive report to coincide with the PHDEP semiannual reporting to HUD every six months. (See Year 2000 Evaluation Report attached).

RATING FACTOR 3

Soundness of Approach:(Quality of the Plan)

Just as the nature of drug trafficking and gang activity has changed and become more complex over the last five years, so too must the strategies for dealing effectively with these issues evolve. Several trends evident in the data collected from the 1997 Technical Assistance report formed the architectural base for the 1997 PHDEP (and to some extent, the current PHDEP) program. To date, our own experiences, re-enforced by hard and anecdotal data from the Massachusetts State Police, Chicopee Police Chief, the Public Schools and tenants themselves validated many of the original program components. They have also suggested the need to re examine some priorities, rearrange resources, reduce or eliminate some components and add others. Premises for the development of this year's plan include:

1. Continued successful collaboration between the Chicopee Housing Authority and the Chicopee Police Department has resulted in substantial reduction in drug-related crime Problems in and around the Cabot Manor Housing Development;
2. Surveys of the residents continue to support the need for above baseline, community oriented police patrols in Cabot Manor;

3. There has been no replication (and consequently no collaboration) of the numbers of Chicopee Youth using and abusing varying substances (as reported in Chicopee Youth in the 1990's: Report to the Community 1997) but the socio-metric data available from the schools suggest strongly that Cabot Manor youth exceed the norms for disciplinary problems, suspensions and dropouts suggesting the continued need for comprehensive prevention and educational programs targeting these youth. Though gang activity is not so open and "in your face," there is evidence of its continued "hold" on this population and the need for healthy alternatives;
4. The more sophisticated "inside" drug dealing and the use of units for "holding" continue to underscore the need for additional police presence in the development;

5. While 92% of Cabot Manor Households are single female headed, as a direct result of Welfare Reform, the source of income from employment has increased by 60%. Educational programs aimed at enhancing employability are needed now more than ever. (In many instances the mother is now out of the house at the close of school which presents an increased need for supervised, structured youth activity; and

6. A combination of high school drop-out rate and an ongoing need for Adult Basic Education, suggest stepping up and focusing on community partnerships and collaborations in providing educational and employability skills to residents.

The comprehensive drug elimination program proposed by the Chicopee Housing Authority is long range in its design, addresses both supply and demand issues, emphasizes resident empowerment and builds on previous PHDEP experiences to mount a comprehensive strategy to successfully eliminate and prevent drug related criminal activity within the Cabot Manor Housing Project and the surrounding neighborhood. It incorporates the suggestions contained within the Technical Assistance Report, responds to the independent evaluator and to the residents and participants. All activities relate to the problems and issues identified in Factor 2 (Need/Extent of Problem).

The plan is divided into Law Enforcement and Drug Elimination strategies; and Prevention/Intervention strategies: Adult Education and Training, and Youth Services. Each component is linked to the others in ways that should provide quantifiable and sustainable outcomes that relate to the goals detailed in Factor 1 (Capability). These include, reduction of crime, violence and criminal trafficking; correction of long standing education and training impediments to self-sufficiency; provision of alternatives to drug and gang activity for Cabot Manor youth; and the improvement of communication among and between parent and child, the CHA, and the Chicopee Police Department.

The Law Enforcement, Adult Education and Youth Services initiatives proposed for funding respond to resident involvement. They address physical safety, the improvement of communication and facilitate access to existing programs and services available within the city. They provide for continuity and growth and development of participants.

Conceptually, the program is designed as a variation of the U.S. Department of Justice's Weed and Seed Program and operationalizes research completed on substance abuse, family life, crime and delinquency as reported in "Urban Delinquency and Substance Abuse— Initial Findings, OJJDP, 1994" and "Combating Violence and Delinquency: The National Juvenile Justice Action Plan, U.S. Department of Justice, 1996." The Chicopee Housing Authority has developed the parameters of an evaluation plan, which will provide formative and summative data concerning the four project goals. The external evaluator will complete the research task and provide immediate feedback of any issue requiring corrective action.

Increase in community police patrols, specialized surveillance of "inside" drug dealing and trafficking and refinement of the Resident Hot Spot Card System (which was recommended by the HUD Technical Assistance Report); represent major law enforcement interventions. Prevention of problem behaviors (substance abuse, crime, delinquency, violence and gang involvement) will be addressed through social services and the resident youth programs throughout the project period, including school vacations and the Summer. Enhanced self-sufficiency will be the ultimate goal of the Adult Education and training opportunities.

Program Coordination

The CHA will contract with the Valley Opportunity Council, the local Community Action Agency, for over-all program coordination. The Program Coordinator's responsibilities will involve all phases of PHDEP implementation (with the exception of drug surveillance activities) so as to insure that all Federal and State resources are expended properly and that project benchmarks are met. (S)He will liaison between residents and the CHA. The position will be a flexible position involving

both full and part-time duties according to the program plan. Salary, fringe benefits, travel, communications and supplies total \$ 41,929.

As the projected program is essentially a continuation of activities already under way, details of each of the component strategies follow.

I LAW ENFORCEMENT AND DRUG ELIMINATION

The Chicopee Housing Authority will contract with the Chicopee Police Department to provide above baseline community-policing services to the residents of the Cabot Manor project. The CHA will make space available and uniformed officers will be equipped with new data gathering and reporting protocols designed to provide more detailed and fine-grained reports of drug and crime activities investigated. Such data will be collected by the community police officers and analyzed throughout the grant period. We expect that officers assigned to the community police details at Cabot Manor will be coordinating their activities with other PHDEP partners.

Increased Police Patrols

A schedule of days, hours and times has been negotiated with the Chicopee Police Department that will allow above baseline coverage during the times and seasons when criminal and drug related activity has been the highest. Further, the community police patrols will utilize a “park and lock” approach with a police cruiser in order to increase police visibility in the project. Officers will use space in a substation and will undertake regular foot patrols of the project and surrounding neighborhood.

A total of 700 hours of direct labor and benefits at the contracted rate of \$30.09 per hour has been budgeted for a total cost of \$21,063.

Special Surveillance Activities – Drug and Gang Task Force

Based on the success of community policing in Chicopee Housing Authority projects in the past, we expect that a varied and vigorous law enforcement presence will help maintain stability and safety at Cabot Manor. As we have discussed in Factor 2 (Need/Extent of Problem), the more serious and dangerous drug activity at Cabot Manor has moved “inside” and dealers and traffickers are employing more sophisticated strategies in order to avoid arrest and detection. Therefore, the Chicopee Housing Authority and the Drug and Gang Unit will continue surveillance

activities to document the drug dealing within units of the project. Funds for these activities will come out of the 700 hours, \$30.09 per hour reimbursement stated above.

Hot Spot Card Reporting System

The involvement of residents in law enforcement and safety enhancement at Cabot Manor is both a critical yet delicate feature of the proposed plan. In this context, the CHA, after consultation with tenants attempted to implement an anonymous Hot Spot Card Program with mixed levels of success. In the past, resident patrols had not proven effective and in some cases, resulted in escalations of fear and intimidation among and between residents and the CHA. Hot Spot Cards were introduced by the community police officers who distributed these self-addressed cards throughout the projects. While residents were encouraged to identify and report drug storage units, illegal residents, frequent criminal trespassers and other suspicious persons' vehicles, as well as any illegal/criminal activities observed in and around the Cabot Manor community, the response was less than desired. Some residents used them for personal grievances; others did not provide sufficient information for follow-up. Still others used them to report on activity outside of the project and in some cases, out of the City. The cards will be continued with some training/information provided as to their use.

The recommendation to use the Hot Spot Cards was made by the HUD Technical Assistance consultant and endorsed by the Police Department, CHA and residents themselves. Their use, although somewhat ineffectual to date, suggests that residents may be more comfortable with this type of reporting and certainly warrants additional consideration.

The Chicopee Housing Authority as a contribution to the PHDEP will continue to finance all costs associated with the development, implementation and management of the Resident Hot Spot Card Program.

II EDUCATION AND SOCIAL SERVICES TARGETED TO THE NEEDS OF CABOT MANOR HEADS-OF- HOUSEHOLDS

According to the HUD Technical Assistance Grant report compiled for the Chicopee Housing Authority in April 1997, the drug related crime occurring within Cabot Manor appears to be economically based. Therefore, recommendations for adult self sufficiency educational/social empowerment, which leads to jobs and careers for residents, must be part of the drug elimination strategy. Demographics for the Project include the following:

- Of the 150 units, 126 are family occupied and 24 elderly occupied. 40% of the residents are adults and 60% are children;
- 92% of households are headed by females;
- The majority of heads of households are between 25 and 44 years of age; and
- 80% of households have an income below \$15,000 per year.

Previous data suggested a strong need for adult GED classes, which were begun through the 1997 grant. However, as was conveyed in previous Semi Annual Reporting to HUD, the average reading level of the adults was determined to be 3.9. While 15 residents remained with the GED program, eight had to drop out. To meet the needs of those and other adults the program offered in 1999-2000 Adult Basic Education classes as a preparatory step to GED enrollment and VOC secured a discretionary grant from the State Department of Housing and Community Development to support the GED program at Cabot Manor. Tutoring was done one to one in some cases and numbers were limited. The need is apparent on many levels, but a more comprehensive educational program will meet the diverse needs of the population. Currently, the CHA, the Chicopee Public Schools, VOC Educational Opportunity Center and Career Point, the onestop federal clearinghouse, have joined together to offer conveniently located adult education services. Meetings between partners are taking place to streamline services and develop systems for documentation, evaluation and referral. Prior to the implementation of next year's programs, the roles of the partners and the needs of the residents (as expressed in their test results) will be analyzed.

The recent relocation of the Educational Opportunity Center to within walking distance of Cabot Manor will eliminate the transportation barrier we faced previously with residents requiring ESOL classes not offered previously (ABE/PreGED tutoring provided at Bowe Elementary and VOC offices close to project). While we assisted with transportation support wherever possible, going to classes five miles away made it difficult for many. By the end of this calendar year, approximately 20 participants are expected to have enrolled in a variety of educational services through the Educational Opportunity Center (EOC). EOC is a federally funded TRIO program, a state-wide project of the Colleges of Worcester Consortium. They provide assistance completing financial aid forms, academic and career counseling, college search and referral assistance to other agencies for additional supportive services. Classes that residents can enroll in include: Adult Basic Literacy; Pre GED Preparation; GED Preparation; E.S.O.L. (4 levels Beginning through

Advanced); E.S.O.L. Computer Literacy; Citizenship Class; and E.S.O.L. Citizenship Class. Students will have been able to move back and forth according to their academic achievement. As appropriate, students will move from the GED classroom to enter work readiness training at Career Point.

To publicize the availability of the classes, to promote the use of the "Hot Spot" cards and to promote access to other services, the program will continue to publish Cabot Manor News, a community newsletter. The newsletter provides "community building" news and information in English and Spanish. Features have included a column from the Executive Director, Adult Education opportunities, school immunization and registration, job training, health and addiction services, as well as information about Summer Youth Programs. The cost of the newsletter will continue to be financed with Chicopee Housing Authority resources at no cost to the PHDEP grant.

III YOUTH DEVELOPMENT AND PREVENTION ALTERNATIVES

CHA staff, residents, and youth themselves have universally expressed recognition of the need to provide a variety of youth programming for Cabot Manor Youth. Last year, many residents pointed out that children as young as 8-10 years old were becoming involved with gang and drug activity. The summary of resident surveys, which were administered to over half of the Cabot Manor households, reflects a continued need for alternative activity. This seems particularly true during the Summer.

The 1997 HUD Technical Assistance report emphasized the problems of Cabot Manor children and youth and included the three specific following recommendations:

- "Continue to implement productive and positive youth development programs which will provide Cabot Manor's youth population (60% of total residents) with structured alternatives to loitering gang membership and drug dealing;
- Consider developing programs which target adolescent males at extreme risk of becoming involved in (or who are already involved in) the local drug trade. Also consider developing programs targeting preteen adolescent females whom are at high risk of pregnancy;
- Consider convening a neighborhood Youth Council to develop and identify initiatives which will be planned, implemented and governed by youth"

These youth development recommendations have formed the core of the CHA's drug elimination plan and continue to do so.

Cabot Manor Youth Resident Council

The development of the Youth Resident Council was begun in 1997 and continues as a vehicle for younger residents to work directly with the CHA and the Program Coordinator. The Council is intended to serve an even larger purpose however. It provides a participatory vehicle for youth to invest in PHDEP activities and to “assume ownership” of the programs, They serve as a parallel to the Cabot Manor Resident Council in reflecting concerns and translating these concerns into productive activities.

The Executive Director of the Housing Authority is fully committed to the participation of youth and will, along with the Program Coordinator, continue as mentor/sponsor for the Youth Council. Use of the Bowe School and other community facilities will continue and will be supplemented when the new Cabot Manor Center is completed next year.

Funding for the Youth Activities from the PHDEP grant totals \$22,259. This amount will be used most judiciously to provide a maximum number of programs meeting the diverse needs of the large youth population of Cabot Manor housing project.

We will continue to purchase 45 memberships (and increase of 20 memberships from two years ago) and provide transportation to the Chicopee Boys and Girls Club. While transportation will be provided for the 38-week school year, the annual memberships will allow participant access to Club activities and programs outside of the CHA plan.

A second youth initiative will involve the Amherst Writers and Artists, Inc., who will offer a ten-week after-school creative writing workshop. This will mark the fifth year that AWAI will participate with Cabot Manor youth. The cost for the workshops, including the publication of a booklet will total \$2,800. AWAI has offered to double the amount of services by providing an in-kind donation of \$2,800 for an additional ten-week session, which includes the hiring of a Cabot Manor teen leader who has been a participant for five years and has grown in her writing ability, interest and leadership.

In order to attract those youth that were less verbal, less articulate and less attracted to a writing workshop; the CHA introduced an Art Esteem program, which has proven very successful. The program has helped youngsters express themselves without words. It is our intention to include this project again next year. Although currently we propose to provide two ten-week sessions of this popular program, the Valley Opportunity Council is seeking out additional funding that will double the length of this project.

The fourth component, administered by the Massachusetts Society for the Prevention of Cruelty to Children, will continue to provide "gender specific" weekly programming for approximately 15 youngsters age 13-16. These nights out will involve two clinical facilitators who will target conversations on such topics as peer pressure, drugs, violence, anger management, and self-concepts in an informal comfortable setting. Parents will be invited to participate in order to improve parent-child communication on specific nights. The program will be funded with \$5,000 in PHDEP funds and is seen as a critical component in improving the overall environment of the Cabot Manor community.

The Elms College Teen Mentoring Project, initiated in 1999 has had a very successful start. The project is under the supervision of the PHDEP Coordinator and the Elms College Field Placement Coordinator from the Social Work Department. Ten undergraduate social work students are paired with ten teen girls 11-15 from Cabot Manor at high risk for teen pregnancy, drug abuse, and gang involvement. The mentor/mentee relationship develops a bond to model positive behaviors, explore individual interests, open up communication and promote community involvement and leadership. In addition to fostering the mentor/mentee relationship, group activities are included for socialization, group sharing, and planning.

Finally, a Summer Program involving sports, games, visits to parks and cultural institutions will be conducted for 30 young people age 8-12. A supervisor and three youth aides will again integrate an anti-gang, anti-drug message into on and off project site activities. The continued need for this program, (in fact, for an expanded program) is reinforced by residents in the Parent Surveys. Previous activities have included a bowling league, weekly skating, trips to museums, state parks and swimming facilities.

In summary, the Chicopee Housing Authority has designed and developed a drug elimination plan, which reflects identified needs and drug/crime situations at the Cabot Manor project. We have consulted with, and included the recommendations of residents, community agencies, and other municipal departments. We have built on the recommendations of the 1997 HUD Technical Assistance grant and incorporated and responded to our own experiences and accomplishments from prior grant years.

RATING FACTOR 5

Comprehensiveness and Coordination

Throughout this document, the CHA has demonstrated its coordination and its linkages with other known organizations. There is a signed statement attesting to our participation in the City's consolidated Planning Process and this plan is a reflection of our holistic and comprehensive approach to dealing with the issues of drug abuse, drug trafficking, and drug related crime within the Cabot Manor Housing Project. Specifically:

There is a current contract between the CHA and the Chicopee Police Department. There are also signed letters of support which commit the involvement of the Chicopee Boys and Girls Club, Valley Opportunity Council, Massachusetts Society for the Prevention of Cruelty to Children, Art Esteem, Amherst Writers and Artists, and Elms College. There are commitments of In-Kind support from the Police Department, Valley Opportunity Council, Educational Opportunity Center, Amherst Writers and Artists, the Boys and Girls Club and Elms College contained within the Budget Narrative.

The Authority is involved in the Chicopee consolidated Planning Process (signed certification). Moreover, the Executive Director of the CHA is Chairperson of the Local Housing Partnership for the City of Chicopee and coordinates the development of the City's Fair Housing Plan.

As Chairperson of the Local Housing Partnership, the Executive Director is expected to coordinate comprehensive solutions and to utilize all available resources to impact on presenting needs. Specific to the development of this proposal has been the series of Community meetings, the Community Newsletter and the Resident surveys used to develop the plan.

The involvement of the CHA with the Chicopee Police Department to obtain \$20,000 from the Hampden County District Attorney's Office for above baseline funding for Community Police and involvement with the Police Department is also documented. The Narrative also speaks to the involvement of the Authority in such non-HUD groups as the Comprehensive Health Network which resulted in the designation of \$2,800 to assess the effects of the 1998 PHDEP grant.

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RATING FACTOR 1

The Capability of the Applicant and Relevant Organizational Experience

The Chicopee Housing Authority has successfully administered State and Federally aided housing programs since 1938. Our administrative responsibilities include supportive service programs for our residents, modernization and crime prevention programs.

The Authority is in full compliance with the terms and conditions of its Annual Contract NY 526. The most recent management reviews show the CHA to be in compliance with all regulatory requirements established by HUD. The PHMAP ratings earned by the Authority also demonstrate full programmatic compliance with operating obligations. We are regarded as a high performing HA with the latest PHMAP rating of 96.00%. In all of the items for category 8 "Security" in which we were graded, the CHA received marks of "A."

The operations of the Chicopee Housing Authority are audited on an annual basis under the terms of the "single audit act." There were no findings in our most recent audit and there have been no unresolved findings from our most recent HUD management review.

The Chicopee Housing Authority is not operating under a court order.

Valley Opportunity Council, the Community Action Agency with whom the Authority will be contracting, has just completed a very successful Monitoring Review with the State Division of Housing and Community Development, which administers the Community Services Block Grant (provides their "core" funding). They are monitored additionally by the approximately 30 sources of the 9+ million dollar annual funding and are also required to file a single audit.

Through past participation with the CHA, all other agencies with whom we will contract, including Chicopee Boy's & Girl's Club, Massachusetts Society for the Prevention of Cruelty to Children, Amherst Writers and Artists, and Distinctive Art Studio, have demonstrated experience and expertise sufficient to accomplish the goals of their program components. Additionally, these contractors have developed their program components to improve and individualize their effort specific to the population at Cabot Manor.

The Established Performance Goals of the Program include:

- To significantly reduce and eliminate drug-related crime, violence and drug trafficking in the Cabot Manor Housing project through increases in above baseline community policing patrols, targeted under cover drug surveillance efforts, and the implementation of resident Hot Spot Reporting System designed to empower resident involvement in law enforcement and surveillance strategies. Specific base line crime data has been gathered for 1999 and has been used for comparative analysis. This data will be reported in the PHDEP Semi-Annual Report for July 1, 1999- December 31, 1999 and subsequent reporting for January 1, 2001-June 30, 2001. The Hot Spot Reporting System continues through direct delivery to each household

through the Cabot Manor Newsletter and via an ongoing basis through the Cabot Manor Housing office.

- To address long-standing education and training needs of Cabot Manor heads of households, a minimum of 10 people will participate in preGED classes. At least 5 people will achieve a GED and 5 participants will increase basic skills one level or more through pre & post assessment testing utilizing the TABE (Test of Adult Basic Education) and/or BEST (Basic English Skills Test). At least 4 of these people will either secure employment or will pursue post-secondary education. Additionally, the CHA will implement effective July 1, 2001 the CHA policy establishing a community service program (see Attachment "A").
- To implement a comprehensive youth development program in which 90% of the youth are involved in recreational, social and educational programs offered as alternatives to drug and/or gang involvement. These youth will demonstrate a decreased rate of absenteeism, suspensions, and discipline issues in school. Work with the Chicopee School Department is ongoing to obtain specific data for comparison of these areas.
- To strengthen and improve communications among and between residents of Cabot Manor, Chicopee Housing Authority, and the Chicopee Police Department. This will be reflected via resident survey responses, tenant meetings, the Cabot Manor Newsletter, and data compiled by the CHA and the Chicopee Police Department.

The Chicopee Housing Authority has been a recipient of PHDEP grants in 1994 and 1997-2000. In 1996, it received a Technical Assistance grant to help deal with the increased crime data available to subsequently demonstrate the extent of the drug problem within the city and the Cabot Manor project specifically. In conjunction with the Chicopee Police Department, the CHA is currently administering \$20,000 in funding from the Hampden County District Attorney's Office for above baseline community policing. In cooperation with the City of Chicopee and the Chicopee Police Department, the Authority has established two Community Police Substations in CHA Developments in neighborhoods adjacent to Cabot Manor. The Authority has also participated in other programs designed to curb the use of illegal and controlled substances by the resident population.

The CHA was an original member of the Chicopee Community Drug Partnership and worked with the City of Chicopee and other local agencies to secure an OSAP grant for the City that specifically targeted the Cabot Manor project. The Authority also administered a State-funded supportive services program for residents that provided education, parenting, and associated programs with an antidrug message.

The Authority will continue writing workshops for project youth 6-12 years old for 10 weeks in conjunction with Amherst Writers and Artists. As a result of the success and level of participating youth, Amherst Writers and Artists has agreed to fund an additional 10 week session in 2001. A component started during the 1998 PHDEP grant period, "Art Esteem" has been very successful and will be maintained for 20 weeks throughout the school year on a weekly basis. Presently the Art Program is working with resident youth 6-12 years old. These artistic programs have provided Cabot Manor youth with opportunities to learn to work together, resolve conflicts,

and find a positive outlet for ideas and talents in addition to contributing a forum for positive interaction and expression.

Chicopee Housing Authority has completed the purchase and sale agreement for property contiguous with the Cabot Manor project and work has begun on the site. Meetings with the architect have taken place, and plans for the building include two classrooms, one of which will be a community learning center (with computers), daycare, office space, and police sub-station. Activities presently off site will be relocated upon completion of the community building anticipated in the fall of 2001.

RATING FACTOR 2

Need/Extent of the Problem

Background

The Chicopee Housing Authority manages 1,199 housing units, 383 of which are federal public housing. The CHA's federal public housing developments include: Memorial Apartments (M 8-2) with 157 family units; Canterbury Arms (M 8-3) with 76 units, and Cabot Manor (M 8-1) with 150 units, 126 that are family occupied, and 24 elderly occupied. Among the federal public housing properties managed by CHA, Cabot Manor is the most heavily plagued by illegal drug use and sales, and has been targeted for assistance through CHA's PHDEP applications for the past several years.

Since 1994 (with the exception of 1996), CHS responded through the PHDEG to escalating drug, gang, and criminal associated activity at Cabot Manor by contracting with the Chicopee Police Department for on-site above-baseline services. These services included increased community police patrols, assistance from Chicopee Police Department's special narcotics officers, and a neighborhood police substation operating from a Cabot Manor housing unit. These strategies in addition to CHA's modernization efforts and strict evictions policy, where uniformed patrol and narcotics officers substantiate cause for evictions for drug involved residents, all contributed by aggressive active intervention to create a significantly safer and more stable neighborhood.

With PHDEP funding from 1994 and 1995, CHA contracted with Valley Opportunity Council (local CAP agency) and River Valley Counseling Center to strengthen the PHDEG effectiveness through linkages with well-established community drug prevention and treatment programs in the area. Further, several collaborations and services were contracted through local schools within the Cabot Manor neighborhood, including Bowe Elementary School and Elms College.

City of Chicopee

The city of Chicopee is a mid-sized blue collar and diverse urban community. The population is predominately Caucasian (86.9%), and 13.1% minority, the city's minority population is approximately 8.8% Hispanic (all races), 2% African American, 1% Asian/Pacific Islander, and 1.2% two or more races. There has been an increase in 2000 from last reporting (1998) of minority population in the city by 7.2%.

According to the State Department of Public Health and Addictions Research and the Bureau of Substance Abuse Services in FY 2000 report Chicopee admissions to contract drug treatment programs at 1,135 with the predominance of males 800 and 335 females. The substance use in the past year based on research in 2000, demonstrated the following breakdown of substance use and number of admissions: Chicopee residents using alcohol 898; marijuana 326; cocaine 285; crack 234, heroin 431 and injected drugs 258. Admissions were over the state average by 4% for alcohol, 5% crack, and 5% injected drugs.

The Chicopee Police Department houses a Social Investigations/Narcotics Division, a special three-person Drug Unit, the Detective Bureau, and the Uniformed Patrol

Division, who as a combined force, address illegal drug abuse and dealing within the city. The Chicopee Police Department has one officer who participates on the area's DEA Drug Task Force, as well as the Gang Task Force.

With approximately 50,000+ calls for police assistance per year, the Chicopee Police Department averages about 1 call from each citizen within the city per year. The Drug Unit and the Patrol Division each average approximately 100+ drug arrests each year and project this to be steadily increasing. The Drug Unit reports the current drug of choice is crack cocaine, powdered cocaine, marijuana, heroin, with injectable heroin continuing to be used throughout the greater Chicopee community. Areas of New York State, specifically New York City and a number of cities in Connecticut continue to be the main source of illegal drug trafficking into Chicopee.

A comparative study "Chicopee Youth in the 1990's: A Report to the Community" through the city's Task Force to Combat Alcohol and Drug Abuse in 1997, found youth substance abuse had a marked increase regarding marijuana use for grade levels 8, 10, and 12. Specific note was made of a 12% increase in marijuana use among 8th graders from 1993 to 1996. Use of inhalants and hallucinogens have increased among Chicopee youth and study findings further indicate that the majority of students (60% of 12th graders) reported that LSD was easy to obtain.

Cabot Manor Public Housing Community

Chicopee Housing Authority's public housing residents continue to struggle and face the complex challenges that overshadow everyday life in the projects. Unemployment, lack of education and skills, domestic violence, substance abuse, language and transportation barriers, health concerns, gang influence, intergenerational welfare, and the stresses of single parenthood and welfare reform all contribute to the attitudes and temptations to find an escape route through drug use and/or trafficking.

Among the Chicopee Housing Authority's 383 units of federally subsidized public housing, the 150 unit Cabot Manor development has long been stigmatized by the extent of drug abuse, gang activity and other drug related crimes. Cabot Manor's two streets, Stonina Drive and Plante Circle are considered to be one of Chicopee's most crime-ridden and impoverished areas.

Of the 150 housing units at Cabot Manor, 126 are family occupied and 24 elderly occupied. The resident population of 440 is approximately 17% Caucasian, 7% African American and 76% Hispanic. (Contrast the overall City population which is 86.9% Caucasian). Minors comprise 60% of the population (262) and adults 40% (178). Most heads of households are between 25 and 44 years old (60%), with (14%) age 24 and younger. Economically, more than half (54%) of the yearly household incomes of Cabot Manor residents fall within the range of \$5,000 to \$9,000 per year, incomes below the poverty line particularly for families of three or more.

Indicators of drug abuse and related crime continue to be present at Cabot Manor, including domestic violence, which accounted for more than one third of the arrests within the project in 2000, as well as child abuse and juvenile crime. Of the total 2000 offenses committed at Cabot Manor, 45% were crime related, 61% of which resulted in on-view arrests. In 1998, more than one half of the arrests were related to

domestic violence, 41% were crime related, 95% of which resulted in onview arrests. Crime statistics from the Chicopee Police Department have shown an improvement overall from 1998 statistics (see Final Report of Independent Evaluator). Additionally restraining orders involving alcohol, drugs and gangs have significantly improved with no incidents in 2000.

The drug abuse and drug dealing at Cabot Manor continue to predominately take place indoors. The open street level drug dealing which was active a few years ago no longer exists. These indoor drug markets continue to operate throughout the project and have been difficult to identify and eliminate. Both drug abuse and dealing is done by residents, illegal residents and trespassers, with druginvolved residents and non-residents using electronic beepers, porch lights, police scanners, and other signals utilized to alert one another and their customers of approaching police cruisers or suspicious persons.

Several "hot spots" exist that are identified throughout the project. The wooded area behind the basketball courts and at the end of Stonina Drive, as wellas the rear parking lot of the adjacent elementary school serve not only as common loitering and drug dealing areas, but provide easy access and escape routes to and from the property.

Assessment of the Availability and Accessibility of Drug Prevention, Intervention and Treatment Resources Serving the City of Chicopee

As is common to many communities, dwindling public and private funds and an increase in need for addictions services with the greater Chicopee community have left a gap that is felt particularly in Cabot Manor public housing. Accessibility is also an issue as the majority of residents don't own a personal vehicle and rely on public transportation to services located in surrounding communities. While there are prevention and intervention resources locally, there are no drug treatment/specialty services within the city of Chicopee. Residents must travel from one of three area hospitals in neighboring communities to access drug detoxification and intervention resources.

In summary, our experiences with the 1999 and 2000 programs confirm a continued need for a Drug Elimination Program. We have demonstrated historical and statistical information concerning drug-related crime problems in the city of Chicopee in general, and in the Cabot Manor housing project specifically. Our independent evaluation for 1999 and 2000 supports our premise that as a result of PHDEP funding, drug, gang and crime problems in Cabot Manor have been reduced. We believe that "inside" drug dealing, non-resident criminal infiltration, and youth substance abuse and neighborhood crime problems continue to have a foothold at present and increased in 1996 when the PHDEP funding was not in place. Progress has been made, however, more sustained and concerted efforts are warranted. Wherever we as community leaders put our focus, attention, and energies on, e.g. reduction of crime, drug education and prevention, training, and increased communication; or by contrast take it away, so it will manifest.

RATING FACTOR 4

Leveraging Resources

Historically the Chicopee Housing Authority (CHA) has diligently worked to leverage resources in its commitment to confront the substance abuse problem within its projects.

The CHA was an original member of the Chicopee Drug Task Force, which became the Chicopee Community Drug Partnership and was successful in achieving a five year O.S.A.P. grant for the city. This grant specifically targeted the Cabot Manor project during its five-year tenure. It has applied for four PHDEP grants and was funded in Fiscal Years 1994, 1997 and 1998. Unsuccessful in 1996, CHA applied for and received a HUD Drug Elimination Technical Assistance Grant

The CHA understands that a tightening of its tenant screening policies coupled with the enforcement of resident rules and regulations is paramount to pursuing a drug free environment. However in addition to aggressive tenant screening CHA has instituted a resident friendly approach to drug elimination by working with the Chicopee Police to increase their presence in the project and environs along with providing alternative opportunities to residents, particularly Cabot Manor youth.

The Authority has worked cooperatively with the Chicopee Police Department (CPD) administering over \$20,000 of above baseline community policing with the funding having been provided by the Hampden County District Attorney's Office. Additionally working with the CPD, the Council on Aging and the Seniors and Law Enforcement Together group, two police sub-stations have been established in CHA developments.

The Chicopee Police Department has committed \$11,280 to the proposal along with a pledge of almost \$19,000 made by the City of Chicopee to further our drug elimination efforts.

We are encouraged by the continued commitment of the numerous groups who have worked with the CHA to provide quality program for residents of the Cabot Manor project. We will continue to collaborate with our many partners.

- Chicopee Public Schools
- Valley Opportunity Council, Inc. Community Action
- Educational Opportunity Center
- Chicopee Boys and Girls Club
- Amherst Writers and Artists Institute
- Distinctive Art Studios (Art Esteem)
- Massachusetts Society for the Prevention of Cruelty to Children
- Elms College

More concerted efforts will be put into action to sustain the Cabot Manor Tenants Association which has historically been involved in assuring that programs set in place are indeed meeting the needs of the residents. Our PHDEP Coordinator and Youth leaders actively outreach to residents, maintaining an open dialogue between Chicopee Housing Authority and tenants through parent involvement at youth activities, meetings, surveys, and informal discussions.

The 2001 plan will pick up where the current plan leaves off. We anticipate being able to continue services at a level that will support the efforts already in place, and we will continue to seek outside funding to augment and enhance current programming.

April 6, 2001

Mr. James Lynch, Executive Director
Chicopee Housing Authority
128 Meetinghouse Road
Chicopee, MA 01013

Dear Jim,

Valley Opportunity Council, (VOC) the Federally Designated Community Action Agency, is pleased to again be part of the Chicopee Housing Authority Drug Elimination proposal for the Cabot Manor housing project.

Valley Opportunity Council will continue to provide a coordinator for the program, serving as a liaison among and between all components of the proposed plan. The coordinator will be responsible for scheduling and coordinating activities, recruitment of volunteers, outreach and marketing, information dissemination and report preparation for all program components. The coordinator will also assist in the intake process and provide information to the program evaluator.

Recently, a number of VOC programs have relocated within walking distance of the Cabot Manor project. These include the Chicopee WIC program, WIC Smoking Cessation, the Education Opportunity Center, Adult Day Health, Senior Companion Program and Retired Senior Volunteers. We anticipate increased numbers of Cabot Manor residents participating in these programs, specifically Adult Education classes, as a result of easier access and the implementation of the Housing Authority's Community Service Program. Plans are underway to further strengthen and develop our collaborative efforts to provide educational services to Cabot Manor residents.

We welcome the opportunity again to work cooperatively with the Chicopee Housing Authority. We share your commitment of promoting self-sufficiency through education and training, developing positive programs for youth as an alternative to drug and/or gang involvement, and providing a safe environment for residents at the Cabot Manor Housing project. We look forward to the continuation of this very important program.

Sincerely,

Kevin Hamel
Executive Director

ATTACHMENT i Hi

The mission statement of the Chicopee Housing Authority, as stated in our original Five Year Plan, remains the guide to our provisions of services to the low income residents of our community. Through this past year we have worked diligently to maintain and improve the physical quality of our housing stock and we have implemented new initiatives to improve the quality of life of our residents and other persons of low income in the community. These include contracting with the Tenancy Preservation Program to provide assistance to residents in danger of losing their housing by rehabilitating marginal tenancies and the beginning of a homeownership program in cooperation with the City of Chicopee Office of Community Development. A first time homebuyer will take occupancy of the first home made available through this program on April 27, 2001.

The CHA has also contracted with the Greater Holyoke Community Development Corporation to institute a "Family Savings Program" which is designed to foster economic improvement and homeownership for public housing families.

We have worked towards our specific goals by maintaining a high standard of performance, improving unit turn over in public housing and increasing the percentage for lease up of Section 8 Vouchers. Mobility of families in our Section 8 Voucher program continues to be supported through our participation in a Regional Opportunity Counseling Program with the Springfield Housing Authority serving as lead agency.

Quality of life improvements within public housing developments have continued through our efforts to provide police patrols within the family developments. This has been enhanced by the increasing number of employed residents who through their increased living standards provide a positive impact on the developments. We have also addressed tenant comments on lighting within developments by increasing area lighting. Our Cabot Manor Apartments now have more than twice the local utility standard for area (street) lighting and additional off street contract lights have been installed.

This month the CHA will break ground on the construction of a Community Resource Center at our Cabot Manor Apartments. This facility will provide educational and computer learning space on site as well as providing an office for community policing.