

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 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:** Worcester Housing Authority

**PHA Number:** MA012

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

### Public Access to Information

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

- Main administrative office of the PHA
- 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)

**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 preparation of the Worcester Housing Authority's ("WHA") Agency Plan is in compliance with the parameters and requirements set forth in the Quality Housing and Work Responsibility Act of 1998.

The WHA Agency Plan provides a blueprint of goals and objectives mutually established by the WHA Resident Advisory Board and the WHA administration. These goals and objectives will allow the WHA to expand services to its resident population, provide a variety of housing options for its applicants while continuing to operate in a fiscally responsible manner.

The WHA provides over 3,000 units of safe, affordable public housing in twenty-three different developments and 2,000 Section 8 vouchers and certificates in neighborhoods throughout the City. The need for decent, safe and affordable housing is growing. This is evidenced by the analysis of the WHA's waiting lists and the information provided in the City of Worcester's Consolidated Plan. The WHA is addressing this need by actively working its waiting list, creating admission preferences and in the securing of additional housing vouchers; providing added housing opportunities to its applicants.

The WHA offers its resident and applicants housing and rent payment options that suit their individual needs. Four developments are designated as senior only, providing

residents and applicants with neighbors and a community that shares similar interests. Other developments are designated for family living with services and opportunities available to create a more enjoyable living environment. As residents and applicants transition into the workforce, the WHA has developed and implemented rent determination options and income disregards that will aid families as they work towards economic independence.

As operating budgets continue to be cut, the WHA is faced with the challenge of maintaining its present level of services and also providing additional services to its residents with fewer resources. The WHA has been and will continue to be aggressive in its approach in securing additional financing through its grant application processes. The successes of the WHA's aggressiveness in securing grant money is evidenced in its successful Public Housing Drug Elimination Program, Economic Development and Self Sufficiency and its Social Service Coordinators in Public Housing grants. These grants have provided the WHA with the opportunity to offer its residents a variety of services that will lead to better and more productive lives.

The WHA has been and will continue to be successful in its securing of capital improvement funds through the Capital Fund Program. The WHA evaluates its present and projected needs through its annual needs assessment conducted by its Modernization and New Development staff. These funds allow the WHA to upgrade its existing housing stock through exterior and interior renovations, upgrading mechanical systems and also with necessary management improvement funds.

The advent of the new millennium presents a host of challenges for the housing industry. The WHA gladly meets these challenges and will provide its residents and applicants with the opportunities to create better lives for themselves and their families.

**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 attachments name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

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

Optional Attachments:

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

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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
N/A	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 Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/1899 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Section 8 rent determination (payment standard) policies <input 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 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 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
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	6,679	5	5	3	N/A	N/A	N/A
Income >30% but <=50% of AMI	3,884	5	5	3	N/A	N/A	N/A
Income >50% but <80% of AMI	1,323	5	5	3	N/A	N/A	N/A
Elderly	2,583	5	5	3	N/A	N/A	N/A
Families with Disabilities	unknown	5	5	3	N/A	N/A	N/A
White	9,876	5	5	3	N/A	N/A	N/A
Black	1,168	5	5	3	N/A	N/A	N/A
Hispanic	2,371	5	5	3	N/A	N/A	N/A
Other	1,054	5	5	3	N/A	N/A	N/A

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: 1990
- 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 type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:		
	# of families	% of total families	Annual Turnover
Waiting list total	223	100%	124
Extremely low income <=30% AMI	163	73%	
Very low income (>30% but <=50% AMI)	33	15%	
Low income (>50% but <80% AMI)	7	3%	
Families with children	112	50%	

<b>Housing Needs of Families on the Waiting List</b>			
Elderly families	16	7%	
Families with Disabilities	83	37%	
White	196	88%	
Black	27	12%	
Hispanic	0	0%	
Native American	0	0%	
Other			
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> <b>Public Housing</b>			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,132	100%	351
Extremely low income <=30% AMI	838	74%	

<b>Housing Needs of Families on the Waiting List</b>			
Very low income (>30% but <=50% AMI)	204	18%	
Low income (>50% but <80% AMI)	34	3%	
Families with children	306	27%	
Elderly families	226	20%	
Families with Disabilities	600	53%	
White	1,018	90%	
Black	102	9%	
Asian	11	1%	
Native American	0	0%	
Other			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	642	56%	
2 BR	392	34%	
3 BR	74	6%	
4 BR	35	3%	
5 BR	6	1%	
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" 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.

The WHA's strategy with regard to its public housing inventory is to maintain a 97% occupancy rate agency wide and to monitor the opening and closing of the waiting lists to ensure that an applicant's waiting time does not exceed six months.

Additionally, the WHA plans to continue to convert studio units into onebedroom units in its elderly/disabled developments to assist in the marketability of the

developments. Currently the WHA has an abundance of wheelchair accessible units, however, does not have enough applicants for these units on the waiting list, therefore the WHA plans to broaden its outreach efforts to the disabled community to attract these applicants.

Applicants to the WHA's rental assistance programs have reported difficulty in identifying units for lease up. Therefore, the WHA's plans to increase its outreach efforts to landlords in the City to promote the benefits of the programs in order to encourage greater participation and offer additional rental opportunities in the community.

### **(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)
  - Administer Section 8 MOD Rehab and Project based assistance programs
  - Administer State Alternative Housing Voucher Program
  - Administer Massachusetts Rental Voucher “Mod Rehab” Program
  - State Public Housing Programs

**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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	5,176,000	
b) Public Housing Capital Fund	4,470,720	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,658,192	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	648,931	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self-Sufficiency Grants	237,052 – ROSS 46,000 – FSS	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below) CGB 1998</b>		
SCPH - 1996	30,000	PH Operations
<b>3. Public Housing Dwelling Rental Income</b>	4,760,664	PH Operations
<b>4. Other income (list below)</b>		
Rooftop Leases - Antenna	169,705	PH Operations
Washer/Dryer	16,056	PH Operations
<b>5. Non-federal sources (list below)</b>		
Public Housing Interest Income	68,200	PH Operation
Section 8 Interest Income	45,000	PH Operations
<b>Total resources</b>	24,326,520	

### **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: (30 Days)
- Other: At time of application – “Preliminary eligibility”

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 (Landlord References)

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

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

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

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

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More – “Up to 3”

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
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
 The WHA will give preference to an applicant who is otherwise eligible for assistance and who, at the time he/she is seeking housing assistance, is involuntarily displaced, living in substandard housing, is paying more than 50% of family income for rent, and/or has been on a waiting list for six months up to the limit established by regulation.

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

- 1 Date and Time - Date and Time is a priority within the equally weighed federal preference

Former Federal preferences:

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

- Other preference(s) (list below)The WHA will give preference to an applicant who is otherwise eligible for assistance and who, at the time he/she is seeking housing assistance, is involuntarily displaced, living in substandard housing, is paying more than 50% of family income for rent, and/or has been on a waiting list for six months up to the limit established by regulation.

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

- a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)  
X Other preferences(s) (list below)  
The WHA will give preference to an applicant who is otherwise eligible for assistance and who, at the time he/she is seeking housing assistance, is involuntarily displaced, living in substandard housing, is paying more than 50% of family income for rent, and/or has been on a waiting list for six months up to the limit established by regulation.

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

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

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

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

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

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

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

- List (any applicable) developments below:
- The WHA's current unit offer system assures access for lower income families to all developments

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete subcomponent 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)
- Who violate any family obligations under the program as set forth in 24 CFR 982.551
  - Evicted from Public Housing
  - Termination of assistance under the certificate/voucher program for any family member
  - Committed drug-related criminal activity or violent crime activity (24 CFR 982.553)
  - Evicted from housing under the 1937 Act for drug related criminal activity during a five year period from the date of the eviction
  - Committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program
  - Currently owe rent or other amounts to the WHA or to another housing authority in connection with Section 8 or public housing assistance under the Housing Act of 1937
  - Violation of any other provisions of 24 CFR 982.552.

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 NCIG 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)
- Income eligibility
  - Previous rental history from subsidized housing

**(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)
- 100 vouchers – Family Unification

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

- The WHA has incorporated a limitless search period for all certificate/voucher holders in its' Section 8 Administration Plan

**(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

admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

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) The WHA will give preference to an applicant who is otherwise eligible for assistance and who, at the time he/she is seeking housing assistance, is involuntarily displaced, living in substandard housing, is paying more than 50% of family income for rent, and/or has been on a waiting list for six months up to the limit established by regulation
  - *24CFR5.410 d(2)iv(A) For an HA's Section 8 Certificate/Voucher Program operated under 24CFR part 982, ten percent of annual waiting list admissions.*

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

1 Date and Time - Date and Time is a priority within the equally weighed federal preference

Former Federal preferences:

2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

2 Victims of domestic violence

2 Substandard housing

2 Homelessness

2 High rent burden

Other preferences (select all that apply)

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

1 Veterans and veterans’ families

1 Residents who live and/or work in your jurisdiction

1 Those enrolled currently in educational, training, or upward mobility programs

1 Households that contribute to meeting income goals (broad range of incomes)

1 Households that contribute to meeting income requirements (targeting)

1 Those previously enrolled in educational, training, or upward mobility programs

1 Victims of reprisals or hate crimes

Other preference(s) (list below)

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

X Date and time of application - Date and Time is a priority within the equally weighed federal preference

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)

N/A This preference has previously been reviewed and approved by HUD

N/A The PHA requests approval for this preference through this PHA Plan

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

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

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

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

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

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

- Through published notices
- Other (list below)
- Direct mailing to jurisdictional social service agencies

**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 subcomponent 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)  
 95<sup>th</sup> percentile rents  
 75 percent of operating costs  
 100 percent of operating costs for general occupancy (family) developments  
 Operating costs plus debt service  
 The “rental value” of the unit  
 Other (list below)

f. Rent re-determinations:

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

- Never  
 At family option  
 Any time the family experiences an income increase

Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_

Other (list below)

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

## **(2) Flat Rents**

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

The section 8 rent reasonableness study of comparable housing

Survey of rents listed in local newspaper

Survey of similar unassisted units in the neighborhood

Other (list/describe below)

- The WHA is exercising its option of not establishing flat rent program until 2004

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

Exemptions: PHAs that do not administer Section 8 tenantbased 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.

The WHA originally adopted a voucher payment standard for each unit size, based on the affordability of units within its jurisdiction. This standard was established at a level of 110% of the published Section 8 fair market rents at the time of adoption. The WHA has reviewed and will continue to review the voucher payment standard to ensure that it is sufficient so that families may continue to afford to lease units with assistance under the housing voucher program. The voucher payment standard will be increased or decreased as necessary and appropriate to comply with HUD's regulations as to the minimum and maximum standard and to provide families with the opportunity to lease affordable units. At no time will the WHA's voucher payment standard exceed the most recently revised fair market rent or HUD approved community-wide exception.

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)
  - As market conditions dictate

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	1,937	612
Section 8 Vouchers	1,531	107
Section 8 Certificates	45	3
Section 8 Mod Rehab	39	3
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	519	N/A

Other Federal Programs(list individually)		
FUP	100	7
Section 8 Project Based	60	4

### C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

- [Section 8 Administrative Plan](#)

## 6. PHA Grievance Procedures

[24 CFR Part 903.79 (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?

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

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

### B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

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

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

#### **Annual Statement**

#### **Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number 2000 FFY of Grant Approval: (10/2000)

- Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	640,000
4	1410 Administration	443,356
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	215,000
8	1440 Site Acquisition	
9	1450 Site Improvement	470,000
10	1460 Dwelling Structures	2,227,207
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	100,000
13	1475 Nondwelling Equipment	338,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>4,433,563</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	130,000
23	Amount of line 20 Related to Security	500,000
24	Amount of line 20 Related to Energy Conservation Measures	457,500

**(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.)

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

**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.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<a href="#">Lincoln Park Tower</a>
1b. Development (project) number:	<a href="#">12-8</a>
2. Designation type:	<p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
3. Application status (select one)	<p>Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
4. Date this designation approved, submitted, or planned for submission:	<a href="#">(12/10/96)</a>
5. If approved, will this designation constitute a (select one)	<p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Submitted, pending approval</p>
6. Number of units affected:	<a href="#">199</a>
7. Coverage of action (select one)	<p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <a href="#">Webster Square Tower - West</a>	
1b. Development (project) number: <a href="#">12-13</a>	
2. Designation type:	
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <a href="#">(12/10/96)</a>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Submitted, pending approval	
6. Number of units affected: <a href="#">179</a>	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <a href="#">Webster Square Tower - East</a>	
1b. Development (project) number: <a href="#">12-15</a>	
2. Designation type:	
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <a href="#">(12/10/96)</a>	
6. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Submitted, pending approval	
7. Number of units affected: <a href="#">252</a>	

8. Coverage of action (select one)	
<input type="checkbox"/>	Part of the development
<input checked="" type="checkbox"/>	Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <a href="#">Elm Park Tower Apartments</a>	
1b. Development (project) number: <a href="#">12-18</a>	
2. Designation type:	
Occupancy by only the elderly	<input checked="" 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 checked="" type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <a href="#">(12/10/96)</a>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Submitted, pending approval	
6. Number of units affected: <a href="#">195</a>	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" 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.

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

<b>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
---

**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.)

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

4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

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 (1)]

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

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

1. Cooperative agreements:

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

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Economic Development and Self-Sufficiency (EDSS). Provides residents with opportunities in employment, training and education	500	Recruitment, referrals, resident initiative	EDSS Office 141-143 Tacoma St. Worcester, MA	Public Housing
GED and ESL classes	20/class	Waiting List	EDSS Office	Public Housing
Construction Trades Apprenticeship Program	14	Job counseling/needs assessment	EDSS Office and local union halls	Public Housing
“Step-Up” Landscaping Program “Step-Up” Apartment Prep Program	15 15	Waiting List, referrals	Facilities Management 69 Tacoma St. Worcester, MA	Public Housing
SSCPH-Social Service Coordinators in Public Housing-provides a variety of services and referrals for residents in elderly/disabled housing	Client numbers vary	Referrals and PHA assessment	All WHA elderly/disabled developments	All Public Housing tenants in elderly/disabled housing developments
Transitional Housing Program Families provided an apartment and array of supportive services, job related education (GED), etc. as they transition from welfare to work	20 families	Referrals-Families receiving public assistance and are homeless	143 Tacoma St. Worcester, MA	
Full Employment Program Families are eligible to establish a savings account and the employer	Unlimited	Referrals from Dept. of Transitional		Public Housing

receives reimbursement for a portion of the employees wages		Assistance		
---	--	------------	--	--

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	100	17 12/01/00

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

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

- MA012-01 Great Brook Valley Gardens

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

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

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

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

- MA012-01 Great Brook Valley Gardens

**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
- 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)

- MA012-01 Great Brook Valley Gardens

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

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

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

Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: [PHDEP Grant Application](#))

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

[24 CFR Part 903.7 9 (n)]

#### **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)? *FY 2000 Fiscal Audit will be submitted to HUD once final draft is received by PHA*

#### **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 PHAMUST select one)

- Attached at Attachment (File name)
- 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)

**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)
  - The resident member of the WHA Board of Commissioner’s is appointed by the City Manager of the City of Worcester, MA.

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: (provide name here)

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.

## **Attachments**

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

# PHA Plan Table Library

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

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

Capital Fund Grant Number 2000 FFY of Grant Approval: (10/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
73	1408 Management Improvements	640,000
4	1410 Administration	443,356
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	215,000
8	1440 Site Acquisition	
9	1450 Site Improvement	470,000
10	1460 Dwelling Structures	2,227,207
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	100,000
13	1475 Nondwelling Equipment	338,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>4,433,563</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	130,000
23	Amount of line 20 Related to Security	500,000
24	Amount of line 20 Related to Energy Conservation Measures	457,500

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost	
PHA Wide	Computer Software & Training	1408	68,000	
	Step-Up Program Instructor	1408	75,000	
	Assistant Step-Up Instructor (2 years)	1408	100,000	
	Asst. Step-Up Coordinator (2 pos. x 2 years)	1408	180,000	
	New Development Planner (2 years)	1408	139,000	
	Outreach Coordinator	1408	50,000	
	Kirk Hill's salary	1408	28,000	
	Administration	1410	443,000	
	Proj. Engineer (2 years) (split with DHCD)	1430	75,000	
	Step-Up Program - Site & Landscaping	1450	350,000	
PHA Wide A/E Fees	Step-Up Program - Apartment Prep	1460	250,000	
	Step-Up Program - Preventative Maint.	1460	100,000	
	PHA Wide Ventilation Systems Renovations	1460	100,000	
	Security System Improvements	1470	100,000	
	Computer Hardware	1475	103,000	
	New Telephone System	1475	200,000	
	John Deere Riding Lawnmower	1475	20,000	
	Expendable Equipment	1475	15,000	
	12-1 Great Brook Valley Gardens	A/E Phase I Roofing Replacement	1430	10,000
		Feasibility Study - Expand 180 Constitution	1430	25,000
Phase I Roofing Replacement (FA)		1460	225,000	
Electrical & Security Lighting (FA)		1460	350,000	
Kitchen Counter Replacement (FA)		1460	200,000	
Bathroom Shower Valve Replacement (FA)		1460	100,000	
12-2 Addison Street	New Bathroom Ventilation	1460	50,000	
	Bathroom Ventilation Renovations	1460	37,500	
	A/E for Rear Common Entry Renovations	1430	10,000	
	Rear Common Entry Renovations	1460	100,000	
12-5 Pleasant Tower	A/E for Emergency Generator	1430	10,000	
	Emergency Generator Replacement	1460	100,000	
	Elevator Door Replacement	1460	40,000	
	A/E Parking Lot Renovations	1430	10,000	
12-8 Lincoln Park	Parking Lot Renovations	1650	120,000	
	A/E for Roof Replacement (2)	1430	20,000	
	Roof Replacement (2 - Tower & C.R.)	1460	152,500	
12-9 Murray Ave.	Trash Compactor	1460	117,207	
12-15 Webster Sq. E.	Elevator Door Replacement	1460	40,000	
12-18 Elm Park Twr.	A/E for Elevator Modernization	1430	25,000	
	Elevator Modernization	1460	220,000	
		<b>Total</b>	<b>4,433,560</b>	

**Annual Statement**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide 12-1 Great Brook Valley Gardens 12-2 Addison Street Apartments 12-3/7 Mill Pond Apartments 12-5 Pleasant Tower Apartments 12-8 Lincoln Park Tower 12-9 Murray Avenue Apartments 12-15 Webster Square - East 12-18 Elm Park Tower	3/30/2003 3/30/3003 3/30/2003 3/30/2003 3/30/2003 3/30/2003 3/30/2003 3/30/2003 3/30/2003	9/30/2004 9/30/2004 9/30/2004 9/30/2004 9/30/2004 9/30/2004 9/30/2004 9/30/2004 9/30/2004

## 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.

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



Section 8 Rental Assistance Program  
Homeownership  
Capacity Statement

The Worcester Housing Authority (“WHA”) has the required capacity to successfully operate a Section 8 Homeownership Program. The Family Self-Sufficiency Program Coordinator, who is currently employed by the WHA, will set up and administer the program. (The WHA will train the FSS Coordinator on Section 8 policies and procedures before the program is to begin.)

At this point in time, the WHA does have the staff capacity to administer a Section 8 Homeownership Program. The responsible staff will coordinate with the necessary agencies to comply with the regulations for this program, which have been set forth by the Department of Housing and Urban Development (HUD). If need be, the WHA will hire another employee to take over and/or assist with the Program if it is in great demand requires full-time attention.

*Implementation of Public Housing Resident  
Community Service Requirement*

The Worcester Housing Authority has prepared a Community Service Policy, which incorporates the requirements of 24 CFR 960.600 et seq.

The Community Service Program will go into effect on April 1, 2001.

The Worcester Housing Authority has developed a three-month plan in preparation for the start of the program during which all residents will receive written notification of the program and opportunities to attend informational sessions regarding program requirements and exemptions. The Worcester Housing Authority has also developed draft letters and forms in English and Spanish for use during the implementation phase of the program.

The CCS software system used by the Worcester Housing Authority has a tracking component for the community service requirement that will be used for monitoring and reporting data related to the program.

40 Belmont Street \* Worcester, MA 01605 \* (508) 798-4551 \* TDD (508) 798-4530 \* Fax (508) 798-4647

Community Service Policy  
Calendar of Events

December 5, 2000

Meeting with Housing Managers to review program and materials

December 2000	Present policy to Commissioners
January 2001	Housing managers meet with residents with exception of those aged 62 or over
Week of February 5 <sup>th</sup>	Letters and forms to all federal PH residents with exception of those aged 62 or over
February 15, 2001	Forms returned to housing managers
By end of February	Check exemptions and track unreturned forms. Letters of approval on exemptions
March 2001	For those required to do community service, approve or disapprove proposed work. Conduct training sessions on program
April 2001	Community Service Program Begins
May 2001	Housing Managers begin monthly tracking procedure

## *Pet Policy*

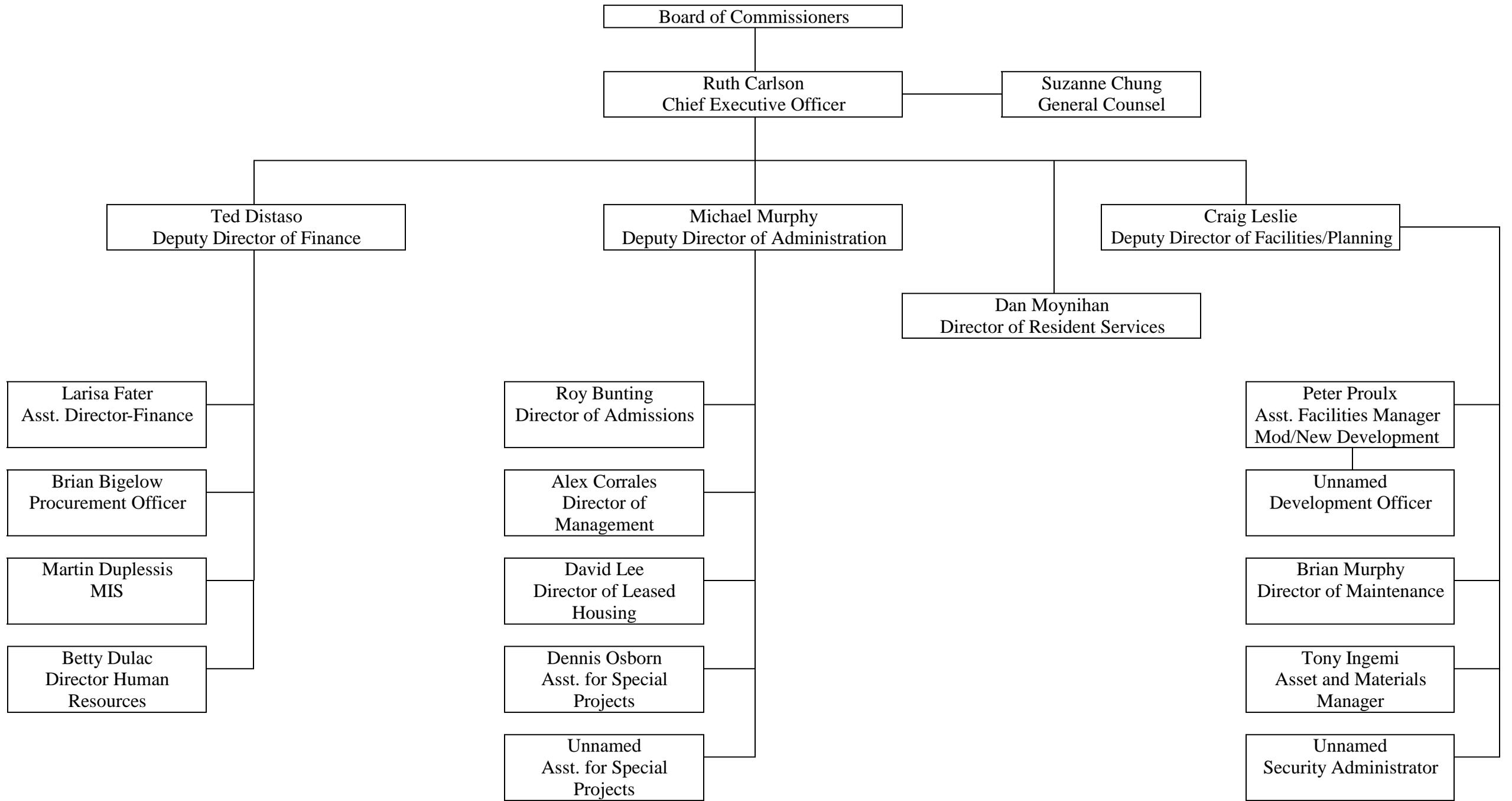
It is the policy of the Worcester Housing Authority to assist Housing Managers in meeting the needs of pets, pet owning tenants, non-pet owning tenants, and management responsibilities by establishing a policy that will allow for the peaceful co-existence of all residents and pets.

A “pet” is a common household animal. The Worcester Housing Pet Policy lists pets that are allowed and those that are restricted from its public housing developments. With proper medical documentation assistance animals will be allowed in all Worcester Housing Authority developments.

A tenant who desires to keep a pet must submit an Application for Pet Ownership to the Housing Manager. The Housing Manager will review the Application and arrive at a decision by considering whether the pet is allowable and also previous landlord references, if available, relating to the applicant's pet ownership.

If the Housing Manager approves the Application, the tenant must complete a "Pet Lease Addendum" and submit this form to the Housing Manager. This document shall become part of the tenant's lease agreement. If the Housing Manager denies the Application, the tenant may request a hearing with the Director of Management.

The Worcester Housing Authority shall establish a Pet Committee that is responsible for resolving complaints that may arise. The Pet Committee should consist of pet-owing tenants; non-pet owning tenants, local interested humane groups, veterinarians and community volunteers.



## Statement of Progress in Meeting 5-Year Mission and Goals

The Worcester Housing Authority ("WHA") continues its mission in providing decent, safe and affordable housing for low-income people; economic and educational opportunities to promote and sustain an environment in which families can achieve self-sufficiency and improve their quality of life.

Through its Economic Development and Self-Sufficiency office, the WHA provides its residents with opportunities in employment, job training and education. Through its "Step-Up" and Construction Trade Apprenticeship programs, the WHA has provided many residents with an opportunity of gaining meaningful employment, some for the first time in their lives. The WHA continues to believe that education is the key to success and GED and ESL classes are held on site in an effort to promote this idea.

The success of our Transitional Housing Program continues to be recognized by the Worcester community. Participants of this program are provided with a second chance opportunity in having successful and enriched lives. Through the dedication of the Case Manager's, participants are provided with an array of services tailored to their individual needs. Many participants who have benefited from this program have moved on into jobs and careers and have relinquished their dependency on public assistance and services as a means of survival.

The WHA has long realized that a portion of its success is dependent upon the satisfaction of its residents. Continuing its efforts in fostering partnerships with them, the WHA has encouraged the formation and organization of tenant organizations. These 12 formally recognized tenant organizations are the conduit through which ideas and issues are presented to the WHA administration and through which policy, operational and program changes and enhancements are presented to its residents. The WHA recognizes and appreciates the knowledge, life experiences and ideas that it receives from its resident population.

In its effort to provide additional housing opportunities to the people that it serves, the WHA promotes its leased housing programs to various landlord, real estate and social service agencies. In this tight housing market, where rents are continuing to increase, the WHA continues to review and adjust its payment standards to the limits allowed by regulation.

The WHA continues to revitalize its existing housing stock through its Capital Fund grant. These funds are instrumental and essential in ensuring that the WHA continues on with its mission in providing decent, safe and affordable housing.

As it enters into its second Agency Plan year, the WHA will continue in its proactive approach in providing decent, safe affordable housing. It will also explore new opportunities that will benefit its residents and the community as a whole.



## Attachment F

**Board of Commissioners**  
**Julia M. Senckowski**  
Chairperson  
**Joseph P. Carlson**  
Vice-Chairman  
**Paul J. Giorgio**  
Treasurer  
**Constance A. Morrison**  
State Appointee  
**James P. Lennon**  
Member  
**Ruth E. Carlson**  
Executive Director and Secretary

### *Resident Membership of the PHA Governing Board*

The Worcester Housing Authority is in compliance with the final regulation issued on October 21, 1999, *Public Housing Agency Organization: Required Resident Membership on the Board of Directors or Similar Governing Body*.

The most recent appointment of a resident to the Worcester Housing Authority Board of Commissioners was Julia M. Senckowski, a resident of its public housing program. Ms. Senckowski was appointed by the City Manager of the City of Worcester in November, 1995 for a term of 5 years, which was renewed in November, 2000 for an additional 5 year term.



## Attachment G

**Board of Commissioners**  
**Julia M. Senckowski**  
Chairperson  
**Joseph P. Carlson**  
Vice-Chairman  
**Paul J. Giorgio**  
Treasurer  
**Constance A. Morrison**  
State Appointee  
**James P. Lennon**  
Member  
**Ruth E. Carlson**  
Executive Director and Secretary

### *Membership of the Resident Advisory Board*

The Membership of the Resident advisory Board of the Worcester Housing Authority is comprised of representatives of it formally organized and recognized tenant organizations of its federally funded housing programs. These organizations are representative of the population that the Worcester Housing Authority serves. Membership is as follows:

Robert Gallant

Stanley Lindquist

Bruce LaCourt

Helen Carr

David Johnson

Julia Senckowski

Irene Richard

Carmen Sanchez

Sandra Jessing

Nellie Aviles

Jaqueline King

# Public Housing Drug Elimination Program Plan

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

**Annual PHDEP Plan Table of Contents:**

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

**Section 1: General Information/History**

**A. Amount of PHDEP Grant \$648,931**

**B. Eligibility type (Indicate with an "x")**      N1 \_\_\_\_\_ N2 \_\_\_\_\_ R   x  

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

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

**Police patrols and HUD's Operation Safe Home will promote resident safety through strict law enforcement. Prevention programs will include educational enrichment; college scholarships and career planning. Increased recreational programs and employment training will enhance the ability of youth to resist illegal drugs. A Worcester public school certified teacher will help students in our computer learning center.**

**E. Target Areas**

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
<b>Great Brook Valley &amp; Curtis Apartments</b>	<b>819</b>	<b>3300</b>

**F. Duration of Program**

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

**6 Months** \_\_\_\_\_      **12 Months**   x        **18** \_\_\_\_\_      **24 Months** \_\_\_\_\_      **Other** \_\_\_\_\_

## G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	\$375,000	MA06DEP0120195	0	None	Complete
FY 1996	\$542,250	MA06DEP0120196	0	None	Complete
FY 1997	\$560,560	MA06DEP0120197	0	None	Complete
FY 1998	\$560,560	MA06DEP0120198	0	None	Complete
FY 1999	\$622,651	MA06DEP0120199	0	None	Complete
FY 2000	\$648,931	MA06D0120100	\$598,930	None	12/31/01

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

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

**Police patrols and HUD Operation Safe Home will promote resident safety and remove illegal drug dealers. Youth will participate in drug prevention activities including educational enrichment; computer equipped homework center; career planning and parttime employment. Summer and school year recreation, character development programs will be provided in cooperation with Boys and Girls Club; Boy Scouts, Camp Fire Kids Klub, local businesses and colleges.**

### B. PHDEP Budget Summary

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

<b>FY 2000 PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	\$320,766
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$328,165
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>\$648,931</b>

### C. PHDEP Plan Goals and Activities

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

<b>9110 – Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$ 320,766</b>		
Goal(s)		Increase resident safety					
Objectives		Reduce drug related crime					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. foot & bike patrols			10/00	10/01	320,766		Reduce drug sales by 10%
2. surveillance			10/00	10/01	0	0	Increase drug arrests by 25%
3. operation safe home			6/01	10/01	0	0	Increase resident perception of safety by 10%

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

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

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
---------------------------------------	--	--	--	--	--------------------------------	--	--

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

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

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$ 328,165</b>		
Goal(s)	Assist youth achieve their full potential free from drugs & related crime						
Objectives	Increase ability of youth to resist illegal drugs						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. enroll students in academic enrichment program "New Star"	125	Youth-school age-grades K-12	10/01	6/02	12,418	2,525 WHA	Reduce course failure rate by 5%
2. operate computer equipped homework center	35 per day	Youth-school age gr. 4-12	10/01	6/02	12,418	2,525 WHA	Improve grade performance by 5%
3. identify students at risk of dropping out of school	30	Youth grades 8-12	10/01	6/02	8,418	2,525 WHA	Reduce school dropout rate by 6%
4. offer drug information/education seminars called KidPro	35	Youth grades 6-12	1/02	5/02	4,918	2,525 WHA	Reduce illegal drug use by 10%
5. ASTEP- after school training/employment program	25	Youth 14-18 yrs. of age	9/01	10/02	77,418	2,525 WHA	Introduce youth to world of work and assist with career
6. hold career planning seminar	100	Youth 12 yrs. – 18 yrs.	4/02	5/02	5,418	2,525 WHA	10% increase of youth with career plan
7. conduct college visit program	20	Middle & high school youth	4&5/02	6/02	3,418	2,525 WHA	Increase post high school attendance by 10%
8. announce scholarship vocational training funds	25	High school & young adults	9/01	5/02	12,418	2,525 WHA	Increase college / vocational trng. by 10%
9. increase summer and year round recreation	500	Youth age 8 yrs. – 18 yrs.	6/02	9/02	162,418	2,525 WHA	Decrease vandalism by 10%; increase leisure

programs							time activity by 15%
10. visit youth correctional facility	20	Youth age 10 – 18	4/02	5/02	3,218	2,525 WHA	Introduce 20 teens to prison
11. increase leadership-problem solving ability of youth through planning and implementation of programs	50	Youth age 12 yrs. – 18 yrs.	10/02	10/02	8,418	2,525 WHA	Increase decision making by youth 10%
12. promote family stability through cooperative programs with faith community	150	Families & youth in community	10/02	10/02	8,418	2,525 WHA	Increase family stability for 20 families
13. observe religious holy days & seasonal holidays, i.e. Easter; Mother's Day; Valentine's Day	200	Families & youth	10/01	10/02	5,418	2,525 WHA	Increase observance of religious & holiday events by 10%
14. honor high school graduates with celebration	40	Graduates & families	5/02	5/02	3,431	2,535 WHA	Increase high school graduation rate by 5%

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

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

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators

						/Source)	
1.							
2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1		Activity 1	
9120				
9130				
9140				
9150				
9160	Activities 5, 2, 9		Activities 5, 2, 9	
9170				
9180				
9190				
<b>TOTAL</b>		\$		\$

**Section 4: Certifications**

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

## **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 longterm physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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

# PHA Plan Table Library

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

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

Capital Fund Grant Number 2000 FFY of Grant Approval: (10/2000)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$640,000
4	1410 Administration	\$443,356
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$160,000
8	1440 Site Acquisition	
9	1450 Site Improvement	\$470,000
10	1460 Dwelling Structures	\$2,282,207
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	\$100,000
13	1475 Nondwelling Equipment	\$338,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$4,433,563</b>
21	Amount of line 20 Related to LBP Activities	\$
22	Amount of line 20 Related to Section 504 Compliance	\$130,000
23	Amount of line 20 Related to Security	\$500,000
24	Amount of line 20 Related to Energy Conservation Measures	\$457,500

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table– Page 1**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost	
PHA Wide	Computer Software & Training	1408	\$ 68,000	
	Step-Up Program Instructor	1408	\$ 75,000	
	Asst. Step-Up Instructor (2 years)	1408	\$ 100,000	
	Asst. Step-Up Coordinator (2 pos. x 2 years)	1408	\$ 180,000	
	New Development Planner (2 years)	1408	\$ 139,000	
	Outreach Coordinator	1408	\$ 50,000	
	Kirk Hill's Salary	1408	\$ 28,000	
	Administration	1410	\$ 443,356	
	Project Engineer (2 years) (split with DHCD)	1430	\$ 75,000	
	Step-Up Program – Site & Landscaping	1450	\$ 350,000	
	Step-Up Program – Apartment Prep.	1460	\$ 250,000	
	Step-Up Program – Preventative Maint.	1460	\$ 100,000	
	PHA Wide Ventilation Systems Renovations	1460	\$ 100,000	
	Security System Improvements	1470	\$ 100,000	
	Computer Hardware	1475	\$ 103,000	
	New Telephone System	1475	\$ 200,000	
	John Deere Riding Lawnmower	1475	\$ 20,000	
	Expendable Equipment	1475	\$ 15,000	
	12-1 Great Brook Valley Gardens	A/E Phase I Roofing Replacement	1430	\$ 10,000
		Feasibility Study – Expand 180 Constitution	1430	\$ 25,000
Phase I Roofing Replacement (FA)		1460	\$ 225,000	
Electrical & Security Lighting(FA)		1460	\$ 350,000	
Kitchen Counter Replacement (FA)		1460	\$ 200,000	
Bathroom Shower Valve Replacement (FA)		1460	\$ 100,000	
12-2 Addison Street	New Bathroom Ventilation	1460	\$ 75,000	
	Common Entry Intercom System	1460	\$ 50,000	
12-3/7 Mill Pond	Bathroom Ventilation Renovations	1460	\$ 37,500	
	A/E for Rear Common Entry Renovations	1430	\$ 10,000	
12-5 Pleasant Tower	Rear Common Entry Renovations	1460	\$ 100,000	
	A/E for Emergency Generator	1430	\$ 10,000	
	Emergency Generator Replacement	1460	\$ 100,000	
	Elevator Door Replacement	1460	\$ 40,000	
	A/E Parking Lot Renovations	1430	\$ 10,000	
12-8 Lincoln Park	Parking Lot Renovations	1650	\$ 120,000	
	A/E for Roof Replacement (2)	1430	\$ 20,000	
12-9 Murray Ave.	Roof Replacement (2 – Tower & C.R.)	1460	\$ 152,500	
	Trash Compactor	1460	\$ 117,207	
12-15 Webster Sq. E.	Elevator Door Replacement	1460	\$ 40,000	
12-18 Elm Park Twr.	A/E for Elevator Modernization	1430	\$ 25,000	
	Elevator Modernization	1460	\$ 220,000	

**Table Library**

		Total	\$4,433,560
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**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide	3/30/2003	9/30/2004
12-1 Great Brook	3/30/2003	9/30/2004
Valley Gardens		
12-2 Addison Street	3/30/2003	9/30/2004
Apartments		
12-3/7 Mill Pond	3/30/2003	9/30/2004
Apartments		
12-5 Pleasant Tower	3/30/2003	9/30/2004
Apartments		
12-8 Lincoln Park	3/30/2003	9/30/2004
Tower		
12-9 Murray	3/30/2003	9/30/2004
Avenue Apartments		
12-15 Webster	3/30/2003	9/30/2004
Square – East		
12-18 Elm Park	3/30/2003	9/30/2004
Tower		

**(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.)

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