

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

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# PHA Plans

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLAN TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTION SLOCATED IN APPLICABLE PIH NOTICES**

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HUD 50075  
OMB Approval No: 2577 -0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHAName:** WALTHAMHOUSINGAUTHORITY

**PHANumber:** MA013

**PHAFiscalYearBeginning:(mm/yyyy)** 10/2001

**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)



**AnnualPHAPlan**  
**PHAFiscalYear2001**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPer formingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

TheWalthamHousingAutho rityhopestoaccomplishwithinthe nextfiscalyearthefollowing:

Monitorandassessphysicalfacilitiesandprogramstodetermine qualityandeffectivenessofprograms.

Continuetoreviseandrefineits'PublicHousingandSection8 AdministrativePlans toincorporaterequirementsundertheQHWR Actof1998.

Implementprogramswhichpromoteindependenceandself - sufficiencywithinits'publichousingandtenantbasedprograms.

IncreasethepaymentstandardundertheSection8Program.The WalthamHousing Authorityhopestoaccomplishwithinthenext fiscalyearthefollowing:

Monitorandassessphysicalfacilitiesandprogramstodetermine qualityandeffectivenessofprograms.

Continuetoreviseandrefineits'PublicHousingandSection8 AdministrativePlanstoincorporaterequirementsundertheQHWR Actof1998.

Implementprogramswhichpromoteindependenceandself - sufficiencywithinits'publichousingandtenantbasedprograms.

IncreasethepaymentstandardundertheSection8Program.

Continuetow orkwithotherSectionagencieswithintheStateto developacentralizedwaitinglistfortheSection8programto betterserverprogramapplicantsandtheAuthority.

### iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

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#### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY2001 Capital Fund Program Annual Statement (attachment a ma013a03.doc)
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Description of pet policy (attachment b ma013b03.doc)
- Announcement of RAB membership (attachment c ma013c03.doc)
- Statement of progress in Five year plan (attachment d ma013d03.doc)

- Resident membership on Board of Commissioners (In PHA plan sec. 18B.1)
- Definition of substantial deviation and significant amendment (In PHA plan sec 18D)

Optional Attachments:

- PHA Management Organizational Chart
- FY2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (included in PHA Plan sec 18A.2)
- Annual Statement Comp Grant MA06P013704 (attachment ma013e03.doc)
- Annual Statement Comp Grant MA06P013705 (attachment fma013f03.doc)
- Annual Statement Comp Grant MA06P013706 (attachment gma013g03.doc)
- Annual Statement Capital Grant MA06P013501 -00 (attachment hma013h03)

**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>
x	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction 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;

<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	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 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	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 home ownership 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
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	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
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.79(a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>
---

FamilyType	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income<=30% ofAMI	3253	5	5	4	2	4	5
Income>30%but <=50%ofAMI	3782	5	5	4	2	4	5
Income>50%but <80%ofAMI	3327	5	5	4	2	4	5
Elderly	2314	5	5	4	4	3	5
Familieswith Disabilities	914	5	5	4	5	3	5
Race/Ethnicity (Black)	819	5	5	4	2	3	3
Race/Ethnicity (Amer.Ind.)	33	5	5	4	2	3	3
Race/Ethnicity (Asian)	1453	5	5	4	2	3	3
Race/Ethnicity (Hispanic)	1358	5	5	4	2	3	3

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data 2000 : the Comprehensive Housing Affordability Strategy ("CHAS") dataset and Summary files SF -1 and SF -3
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

The City Waltham Consolidated Plan for 2001 -2005 states that Census Data shows the poorest residents paid the most for housing (in terms of income devoted to housing costs) Renters comprise ~55% of the households in the City. Renters facing "housing cost burdens (i.e. paying more than 30% of income for housing) are not concentrated in low income areas, but are distributed across the City.

To address the identified housing needs, LHA will 1) seek to maintain, improve and preserve our existing housing stock by using appropriate resources, and, 2) continue to be aggressive in applying for additional grants from federal as well as non-federal housing resources to help add to the affordable housing available in our community. We also intend to continue our working relationship with government and non-profit agencies to try and meet our community's housing needs. Specifically we also will strive to improve housing management, and conduct outreach to increase the number of potential landlords, and modernize federal and state public housing.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	969		28
Extremely low income <= 30% AMI	744	77%	
Very low income (> 30% but <= 50% AMI)	225	23%	
Low income (> 50% but < 80%)	0		

Housing Needs of Families on the Waiting List			
AMI)			
Families with children	0		
Elderly families	457	47%	
Families with Disabilities	512	53%	
Race/ethnicity Hisp.	83	8.6%	
Race/ethnicity Black	83	8.6%	
Race/ethnicity Asian	23	2.4%	
Race/ethnicity other	2	0.2%	
Race/ethnicity White	778	80.3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	969		
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to open 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	395		30
Extremely low income <= 30% AMI	248	62.7%	

<b>Housing Needs of Families on the Waiting List</b>			
Very low income (>30% but ≤50% AMI)	147	37.3%	
Low income (>50% but <80% AMI)	0	0	
Families with children	265	67%	
Elderly families	6	1.5%	
Families with Disabilities	91	23%	
Race/ethnicity Black	114	28.9%	
Race/ethnicity Hisp	85	21.5%	
Race/ethnicity Asian	7	1.8%	
Race/ethnicity other	7	1.8%	
Race/ethnicity white 182 46%			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
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)? 48 Does the PHA expect to open 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

**C.Strategy for Addressing Needs**

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

### **(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employment 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

- Employment 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 voucher 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 voucher 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**

[24CFR Part 903.79(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( FY2001 grants)</b>		
a) Public Housing Operating Fund	383667	
b) Public Housing Capital Fund	580273	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	2578578	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital fund 2000	567324	567324
Comp Grant MA06P013706	90379	90379
<b>3. Public Housing Dwelling Rental Income</b>	798116	798116
<b>4. Other income (list below)</b>		
interest	34000	34000
<b>other</b>	7000	7000
<b>4. Non -federal sources (list below)</b>		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>Total resources</b>	5039337	5039337

### 3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

#### **A. Public Housing**

Exemptions: PHA 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) 10
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) Applicants who require a adaptable or barrier free are verified as soon as an appropriate unit is identified as being available.

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

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

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

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

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

**(2)WaitingListOrga nization**

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 plan 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?  
NONE

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 lists simultaneously  
If yes, how many lists?

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

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

**(3)Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences:(select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensure 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 Admission 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  
 Anytime 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 development targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation

- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

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

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

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

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

- Criminal or drug -related activity
- Other (describe below)  
Previous tenancy record if available

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

Upon request and demonstration of ongoing housing search activity

**(4) Admissions Preferences**

a. Incometargeting

Yes  No: DoesthePHAplantoexceedthefederaltargetingrequirementsby targetingmorethan 75%ofallnewadmissionstothesection8 programtofamiliesatorbelow30%ofmedianareaincome?

b. Preferences

1.  Yes  No: HasthePHAestablishedpreferencesforadmissiontosection8 tenant-basedassistance?( otherthandateandtimeof application)(ifno,skiptosubcomponent **(5)Specialpurpose section8assistanceprograms** )

2. WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthe comingyear?(selectallthatapplyfromeither formerFederalpreferencesorother preferences)

FormerFederalpreferences

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rentis>50percentofincome)

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecause ofageordisability
- Veteransandveterans’families
- Residentsholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in thespacethatrepresentsyourfirstpriority, a“2”intheboxrepresentingyour secondpriority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(eitherthroughanabsolutehierarchyorthroughapointsystem),placethe samenumbertoeach.Thatmeansyoucanuse“1”moreorethanonce,“2”more thanonce,etc.

1 DateandTime

FormerFederalpreferences

InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing  
Owner,Inaccessibility,PropertyDisposition)  
Victimsofdomestic violence  
Substandardhousing  
Homelessness  
Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans' families
- Residentstholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility  
programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Amongapplicantsonthewaitinglistwithethequalpreferencestatus,howare  
applicantssselected?(selectone)

- Dateandtimeofapplication
- Drawing(lottery)orotherrandomchoicetechnique

5.IfthePHAplanstoemploypreferencesfor“residentstholiveand/orworkinthe  
jurisdiction”(selectone)

- ThispreferencehaspreviouslybeenreviewedandapprovedbyHUD
- ThePHArequestsapprovalforthispreferencethroughthisPHAPlan

6.Relationshipofpreferencesto incometargetingrequirements:(selectone)

- ThePHAappliespreferenceswithinincometiery
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet  
incometargetingrequirements

**(5)SpecialPurposeSection8AssistancePrograms**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission 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 program to the public?

- Through published notices
- Other (list below)

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

[24 CFR Part 903 .79(d)]

##### **A. Public Housing**

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

2. If yes to above, list the amounts or percentage es 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 bedrooms
- 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 determination:

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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) 10% \_\_\_\_\_
- Other (list below)

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

## (2) Flat Rents

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

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

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

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

### (1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

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

- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24CFR Part 903.79(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:

The Waltham Housing Authority centrally administers its programs from a single main office. The maintenance office is located in a separate building

less than 150 feet from the main office. The offices share the same mailing address, 110 Pond St Waltham MA 02451, telephone system including telephone numbers, and computer network. The executive director and assistant director provide general overview and supervision to the two divisions, Occupancy/administration and Maintenance. The Occupancy/administration division is headed by a manager with program managers and clerical personnel. Maintenance is headed by the Maintenance director who is in charge of the modernization programs as well as maintenance personnel.

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	265	30
Section 8 Vouchers	385	30
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		
Shelter+care	5	2

**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)

Waltham Housing Authority Management Plan, Personnel  
policy, and Maintenance Policies and Procedures  
(2) Section 8 Management: (list below)  
Waltham Housing Authority Section 8 Management 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?

If yes, list additions to federal requirements below:

2. Which PHA offices 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 offices 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**

[24CFR Part 903.79(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: PHA that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachmentama013a02.doc

and

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

### **Component 7 Capital Fund Program Annual Statement page 1 Parts I, II, and III**

#### **Annual Statement**

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

Capital Fund Grant Number MA06P01350101 2001 FFY of Grant Approval (10/2001MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGPF Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	50000

5	1411Audit	
6	1415LiquidatedDamages	
7	1430FeesandCosts	
8	1440SiteAcquisition	
9	1450SiteImprovement	
10	1460DwellingS tructures	530273
11	1465.1DwellingEquipment -Nonexpendable	
12	1470NondwellingStructures	
13	1475NondwellingEquipment	
14	1485Demolition	
15	1490ReplacementReserve	
16	1492MovingtoWorkDemonstration	
17	1495.1RelocationCosts	
18	1498ModUsedforDevelopment	
19	1502Contingency	
20	<b>AmountofAnnualGrant(Sumoflines2 -19)</b>	<b>580273</b>
21	Amountoffline20RelatedtoLBPActivities	
22	Amountoffline20RelatedtoSection504Compliance	
23	Amount offline20RelatedtoSecurity	
24	Amountoffline20RelatedtoEnergyConservation Measures	

Page2

**AnnualStatement  
CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name HA-WideActivities	GeneralDescriptiono fMajorWork Categories	Development Account Number	Total Estimated Cost
MA13001	ENTRYHALLRENOVATIONS	1460	60000
MA13002	ENTRY HALL RENOVATIONS	1460	70000
MA13002	BOILER REPLACEMENT	1460	400273

HA-Wide	PHA ADMINISTRATION	1410	50000
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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)
MA13001 MA13002	6/30/2003 6/30/2003	
HA-Wide	6/30/2003	

**(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 as Attachment (state name

-or-

- The Capital Fund Program 5 - Year Action Plan is provided below: (if selected, copy the CF P 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 -financed 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**

[24CFR Part 903.79(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**

[24CFR Part 903.79(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 submission 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:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

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

[24 CFR Part 903.79(j)]

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

**A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as 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 HOPEVI demolition application (date submitted or approved: _____)	

Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: \_\_\_\_\_)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**  
 [24CFR Part 903.79(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 Home ownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <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 903.79(1)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 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 home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

All of the Authority's Public Housing is elderly/disabled one bedroom units and therefore exempt from this requirement

b. Economic and Social self-sufficiency programs

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

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

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

a. Participation Description

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

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plan 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 903.79(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 area 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 level of violent and/or drug -related crime
- Other (describe below)

Security concerns have been raised by elderly and disabled residents. This is a perceived fear. Up to date crime statistics demonstrate that the incidence of criminal activity or non criminal incidents relating to safety are extremely low if not non-existent in and around the Authority's five elderly developments.

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 anti crime/anti drug programs
- Other (describe below)

The Authority participates in the City of Waltham Police Dept community police TRIAD program. This program has a officer assigned specifically to educate the elderly in crime prevention/security matters. Also the program is a clearing center for any information regarding crimes against the elderly in the whole community including our housing developments. The Authority is a member of the local community policing partnership.

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

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

1. List the crime prevention activities the PHA has undertaken or plan 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 -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

The Authority participates in the City of Waltham Police Dept community police TRIAD program. This program has an officer assigned specifically to educate the elderly in crime prevention/security matters. Also the program is a clearing center for any information regarding crimes against the elderly in the whole community including our housing developments. The Authority is a member of the local community policing partnership.

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

### C. Coordination between PHA and the police

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

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

The Authority participates in the City of Waltham Police Dept community police TRIAD program. This program has an officer assigned specifically to educate the elderly in crime prevention/security matters. Also the program is a clearing center for any information regarding crimes against the elderly in the whole community including our housing developments. The Authority is a member of the local community policing partnership.

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

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

PHA eligible for FY2000 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 FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)] See attachment ma013c02.doc

The Waltham Housing Authority pet policy and contains the following elements:

1. Defines common household pets such as dogs, cats, etc.
2. Determines density of tenants and pets, such as number of pets
3. Determines pet size and type, such as prohibited types
4. Determines financial obligations of the tenant, such as pet deposit
5. Determines standards of pet care, such as control, noise, odor, exercise, and area exclusions
6. Determines other rules to be established by the Authority, including compliance with local and state laws, inoculations, and authorized exemptions from the policy.

The policy was developed in coordination with residents and replaced a previous interim policy with minor changes. The complete policy is attached to the plan as required attachment

**15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

**16. Fiscal Audit**

[24CFR Part 903.79(p)]

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

## **17.PHA Asset Management**

[24CFR Part 903.79(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**

[24CFR Part 903.79(r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached as Attachment (Filename)
  - Provided below:
- The majority of comments were from elderly disabled tenants regarding improvements planned in the old comprehensive grant program and the current Capital grant program. The status of exiting and planned projects were reviewed and most issues with the work were resolved as a result. The elderly residents were concerned about non-elderly disabled tenants moving into elderly housing. The authority reviewed the screening and lease provision to address these comments. Section 8 participants are concerned about the local rental market as it affects their ability to use their voucher subsidy. The Authority has attempted to address this by setting the payment standard at

the 110% level above the FMR. Also the authority continues to perform outreach to prospective and current landlords to encourage program participation

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) The issues raised were explained to RAB as outlined in 18  
.2.A

### 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.)

NOTE- The current federally assisted resident on the board was appointed under Mass General Law 121B which mandates a tenant be on the board. The tenant is a federal public housing resident. Timothy Hall 1997 -2002, Clifford Adams 2002 -2007

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 Processes

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

Other(list)

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

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

1. Consolidated Plan jurisdiction: City of Waltham

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)

The continued commitment to the expansion of the availability of affordable housing units and maintenance of the viability of existing units.

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

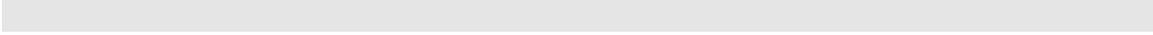
Significant  
Amendments and Substantial  
Deviations/Modification to the Plan

1. Change to rent or admissions policies.
2. Organization of the waiting list, insofar as reorganization results in applicants being removed from the list who otherwise would be eligible for program participation
3. Addition of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan or change in the use of replacement reserve funds under the Capital Fund;
4. Any change with regard to demolition or disposition, designation,

homeownership programs or conversion activities. The Authority does not currently have any of these programs or activities.

Changes dictated by modified regulation or law unless specifically required by HUD in the PHA plans shall not be considered substantial deviation, significant modification or amendment.





**AnnualStatement/PerformanceandEvaluationReport**

**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary**

<b>PHAName:</b> WalthamHousingAuthority 110PondStreet Waltham,MA02451	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: MA06P013501 -01 ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> 2001
---	---	----------------------------------

**OriginalAnnualStatement**    **ReserveforDisasters/Emergencies**    **RevisedAnnualStatement(revisionno:    )**  
 **PerformanceandEvaluationReportforPeriodEnding:    March31,2001**    **FinalPerformanceandEvaluationReport**

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprove mentsSoftCosts				
	ManagementImprovementsHardCosts				
4	1410Administration	50,000.00			
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts				
8	1440SiteAcquisition	0			
9	1450SiteImprovement				
10	1460D wellingStructures	530,273.00			
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1502Contingency				
	AmountofAnnualGrant:(sumofline2 -19)	580,273			
	AmountoflineXXRelatedtoLBPAactivities				
	AmountoflineXXRelatedtoSection504compliance				
	AmountoflineXXRelatedtoSecurity --SoftCosts				
	AmountofLineXXrelatedtoSecurity --HardCosts				
	AmountoflineXXRelatedtoEnergyConservation Measures				
	CollateralizationExpensesorDebtService				

SignatureofExecutiveDirector&Date:  
X

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator&Date:  
X

**AnnualStatement/PerformanceandEvaluationReport Attachmentama013a03.doc**  
**CapitalFundProgramandCapitalFundP rogramReplacementHousingFactor(CFP/CFPRHF)**  
**PartII:SupportingPages**

PHAName: WalthamHousingAuthority		<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: MA06P013501 -01 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 1998			
DevelopmentNumber Name/HA-Wide Activities	GeneralDescriptionofMajor WorkCategories		Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		StatusofWork
					Original	Revised	Funds Obligated	Funds Expended	
PHAWine	Administration		1410		50,000				
MA13 -1 LowerPond/School#1	EntryRenovations		1460		60,000				
MA13 -2 CharlesLawless#2	EntryRenovations BoilerandPipeReplacement		1450		70,000 400,273				
<b>TOTAL</b>					580,273				

SignatureofExecutiveDirector&Date:  
 X \_\_\_\_\_

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator&Date:  
 X \_\_\_\_\_

**Annual Statement/Performance and Evaluation Report Attachmentama013a03.doc**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Waltham Housing Authority		Grant Type and Number Capital Fund Program No: MA06P013 501-01 Replacement Housing Factor No:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
MA13 -1	3/2003			9/2003				
MA13 -2	3/2003			9/2003				

Signature of Executive Director & Date:  
 X \_\_\_\_\_

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:  
 X \_\_\_\_\_

**CapitalFundProgramFive -YearActionPlan Attachmentama013a03.doc**

**PartI:Summary**

PHAName:WalthamHousing Authority		Location:(City/County&State) 110PondSt,Waltham,MA02451		OriginalX	
A.Development Number/Name/HA-Wide	Year1 FFY: <u>2001</u>	WorkStatementforYear2 FFYGrant: <u>2002</u> PHAFY:	WorkStatementforYear3 FFYGrant: <u>2003</u> PHAFY:	WorkStatementforYear4 FFYGrant: <u>2004</u> PHAFY:	WorkStatementfor Year5 FFYGrant: <u>2005</u> PHAFY:
13-1	<b>Annual State- ment</b>	0	0	0	70,000
13-2		0	0	0	90,000
13-4		187,949	0	200,000	150,000
13-6		297,324	0	300,000	170,000
13-7		0	489,273	0	
B.PhysicalImprovement Subtotal			485,273	489,273	500,000
C.Management Improvement					
D.HA -Wide NondwellingStructures andEquipment					
E.Administration		50,000	50,000	50,000	70,000
F.Other		45,000	41,000	30,273	80,273
G.Operations		0	0	0	0
H.Demolition		0	0	0	0
I.ReplacmentReserve		0	0	0	0
J. Mud Used for Development		0	0	0	0
K.TotalCGPFunds		580,273	580,273	580,273	580,273
L.TotalNon -CGPFunds					
M.GrandTotal		580,273	580,273	580,273	580,273

SignatureofExecutiveDirector&Date:

Signatureof PublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator

&Date:

X \_\_\_\_\_

X \_\_\_\_\_

**CapitalFundProgramFive -YearActionPlan Attachmentama013a03.doc**

**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear: <u>2002</u> FFYGrant: PHAFY:			ActivitiesforYear: <u>2003</u> FFYGrant: PHAFY:		
	GeneralDescriptionofMajorWorkCategories	Quantity	EstimatedCost	GeneralDescriptionofMajorWork Categories	Quantity	EstimatedCost
<b>Annual Statement</b>	MA13 -4 100CedarStreet ReplaceCarpet PaintCommonAreas		187,949	MA13 -748PineStreet ReplaceAptWindowsandPatioDoors, WaterproofBrick ReplaceCarpetandPaintCommonAreas		489,273
	MA13 -6DaleStreetAptsReplaceWindows ReplaceCarpet PaintCommonAreas		297,324			
	A&EFees&Costs		45,000	A&EFees&Costs		41,000
	PHAWideAdministration		50,000	PHAWideAdministration		50,000
	Total		580,273	Total		580,273

ActivitiesforYear: <u>2004</u> FFYGrant: PHAFY:			ActivitiesforYear: <u>2005</u> FFYGrant: PHAFY:		
GeneralDescriptionofMajor WorkCategories	Quantity	EstimatedCost	GeneralDescriptionofMajorWorkCategories	Quantity	EstimatedCost
MA13 -4 100CedarStreet BathroomRenovations		200,000	MA13 -1RepaveParkingLotconcrete, sidewalk		70,000
MA13 -6DaleStreetApts BathroomRenovations		300,000	MA13 -2 RepaveParkingLotAddParking,Sidewalk		40,000
			MA13 -4100CedarStreet Boiler&PipeReplacement SiteFencing		
			MA13 -6DaleStreetApts Boiler&PipReplacem ent SiteFencing		170,000
A&EFees&Costs		30,273	A&EFees&Costs		80,273
PHAWideAdministration		50,000	PHAWideAdministration		70,000
Total		580,273	Total		580,273

WALTHAM HOUSING AUTHORITY PET POLICY

DISCRETIONARY PET RULES

1. Define common household pet:

House cat, dog, small animals kept in cages, i.e., hamsters, gerbils. Does not affect animals used to assist the handicapped.

2. Determine density of tenants and pets:

One pet per dwelling unit, except for caged animals, maximum of two (2) cages per dwelling unit of sufficient size to house the animals living within them. Standard size cages normally used in a residential setting are cages referred to in this section.

3. Determine pet size and type:

Pets in excess of twenty-five (25) lbs not to be permitted. Pit Bulls (American Pit Bull Terrier) and Rotweiler breeds are not permitted.

4. Determine financial obligations of the tenant:

Pet deposit shall be equal to one month's rent or \$150.00 whichever is less.

5. Determine standards of pet care:

- a. Tenants shall not be allowed to use project area for the deposit of pet waste. The exception will be that disposable pet waste mediums, such as cat litter or cage waste may be allowed to be disposed of at each development in a manner prescribed by the Authority as follows:  
Disposable pet waste shall be double bagged in substantial plastic trash bags and securely sealed. The trash bag shall then be placed in an exterior trash receptacle as designated at each project.
- b. Tenants are not allowed to exercise their pets on WHA property.
- c. Cats and dogs must be appropriately and effectively restrained and under the control of responsible individual while in the common areas

of the project and must comply with City of Waltham Leash laws.

- d. Pets may be excluded from common areas of a project such as lobbies, sitting rooms, laundry rooms and social rooms at the request of the project's tenant association, or in the event there is no tenant association by a majority vote of the tenants in attendance at a meeting held at the project to determine these restrictions. The exclusion from common areas shall not deny the animal reasonable ingress and egress to the project or building.
- e. The pet owner shall be responsible for the control of noise and odor caused by the pet.

6. **Determine other rules to be established by the Authority.**

- a. All pet owners must comply with all local or state laws or regulations governing and licensing and inoculation of pets.
- b. Tenants with dogs must present proof to the Authority of a dog license issued by the City of Waltham prior to the animal entering the premises of the project.
- c. All owners of cats and dogs must present proof to the Authority that their animal has been vaccinated against rabies prior to the animal entering the premises.
- d. All owners of cats and dogs must present proof to the Authority that the animal has been spayed or neutered. The only exception would be that if it is medically inappropriate due to the age or physical condition to alter the animal. The owner is responsible for providing evidence of this condition from a veterinarian or licensed animal health care professional. The owner will still be responsible for having the pet spayed or neutered when it is medically appropriate. All this must be completed prior to the animal entering the premises.
- e. Prior to a tenant bringing a pet to live in their dwelling unit in the case of current tenants, or in the case of new tenants prior to moving in to an apartment with a pet, the tenant must register the pet with the Authority including submission of required documentation.

- f. In addition to pet documentation, the tenant pet owner must supply to the Authority a signed statement by a responsible individual who will care for the pet in the event of the incapability of the resident to take care of the animal. The person(s) should be able to be reached and must assume responsibility for the care of the animal within twenty-four (24) hours of notification by the Authority. A current address and telephone number for this person(s) must be [provided. In the case where this individual must be provided initial access to the apartment after normal working hours of the Authority, the tenant will be charged for this service at standard rates.
7. Pets not owned by WHA residents, or pets not registered with the Waltham Housing Authority are not allowed on the premises. This does not include visiting pet programs sponsored by humane societies or other non-profit organizations, or animals that are used to assist the handicapped.

Adopted 7/11/02

**ATTACHMENT b ma013b03.doc**

Attachmentcma013c03.doc

AnnouncementofResidentAdvisoryBoard  
ForFiscalyear2001PHAplan

NAMEDEVELOPMENT

AliceSpurr13	-7
TimothyHall13	-7
SadieEisner 13	-1
JoanMorrison13	-2
KatherinePalmer13	-2

## Progressinmeeting5 -yearplanMissionandgoals

TheWalthamHousingAuthorityhasbeenworkingtoimprovetheavailabilityofhousingbyworkingwith community groupsandtheCityofWalthamtoeducatethePublicontheavailabilityofaffordablehousing servicesandsubsidizesprovidedbytheAuthority.TheAuthorityhasasocialworkerassignedbyanElder CareagencywhoseprimaryfocusistoassisttheAuthoritymitigatingproblemsencounteredwithnon-elder disabledindividualslivinginourprimaryelderlypublichousingdevelopments.

TheAuthorityhasprovidedoutreachtopotentialLandlordsintheSection8programtoinformthemof opportunitiesforthem andpotentialtenantsinthe program.

TheAuthorityisinthe progressofimprovingitsmanagementandMIS capabilities tobetter serveits tenantsandmeetreportingrequirementofHUDandotherAgencies.

TheAuthorityhasthroughcommunitypolicingprogramsandcrimereportingagreementswiththePolice Departmentsoughttomitigatetenant'sfearsaboutsecurityinElderly/disableddevelopments.

TheAuthoritycontinuestoattempttocompleteitsPhysicalImprovementprogramsalthoughslowin implementationthequalityofcapitalimprovementsandtheirphysicalneedfulfillmenthavebeenexcellent.

TheAuthorityhasanextremelydiverseresidentandSection8population.TheAuthoritycontinuesto provideequalhousingopportunityforallresidentsandapplicantstoourprograms.

**CAPITALFUNDPROGRAMTABLES**

**AnnualStatement/PerformanceandEvaluationReportAttachmentema013e03.doc**  
**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary**

PHAName: WalthamHousingAuthority 110PondStreet Waltham,MA02451	GrantTypeandNumber CapitalFundProgramGrantNo: MA06P013704 ReplacementHousingFactorGrantNo:	FederalFYofGrant: <b>1997</b>
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OriginalAnnualStatement    ReserveforDisasters/Emergencies    RevisedAnnualStatement(revisionno: 4 )  
 PerformanceandEvaluationReportforPeriodEnding: **March31,2001**    FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements SoftCosts	745.00	0		
	ManagementImprovementsHardCosts				
4	1410Administration	42,960.00	43,000.00	43,000.00	43,000.00
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts				
8	1440SiteAcquisition				
9	1450Site Improvement				
10	1460DwellingStructures	423,837.00	420,197.30	420,197.30	420,197.30
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementRes erve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1502Contingency				
	AmountofAnnualGrant:(sumofline2 -19)	491,379.00	491,379.00	491,379.00	491,378.68
	AmountoflineXXRe latedtoLBPActivities				
	AmountoflineXXRelatedtoSection504compliance				
	AmountoflineXXRelatedtoSecurity --SoftCosts				
	AmountofLineXXrelatedtoSecurity --HardCosts				
	AmountoflineXXRelatedtoEnergyConservation Measures				
	CollateralizationExpensesorDebtService				

SignatureofExecutiveDirector&Date:  
X \_\_\_\_\_

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator&Date:  
X \_\_\_\_\_

**AnnualStatement/Performanc eandEvaluationReportAttachmentema013e03.doc**

**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)**

**PartII:SupportingPages**

PHAName: WalthamHousingAuthority		GrantTypeandNumber CapitalFund ProgramGrantNo: MA06P013704 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 1997			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work	
				Original	Revised	FundsObligated	FundsExpended		
MA13 -1 LowerPond/ School#1	KitchenRenovations	1460	40Units	120,000	120,000	120,000	120,000		
	A. Cabinets,Floors,Ect B.ApplianceRangesandRefrig			32,000	32,000	32,000	32,000		
MA13 -2 CharlesLawless #2	KitchenRenovations Architectural	1460	44Units	141,000	141,000	141,000	141,000		
	A. Cabinets,FloorsEct. B. ApplianceRangesandRefrig			37,600	37,600	37,600	37,600		
MA13 -4 100Cedar#3	KitchenRenovations Architectural	1460	22Units	66,000	66,000	66,000	66,000		
	A. Cabinets,FloorsEct. B. ApplianceRanges,Refrig, Disposals			28,000	23,597	23,597	23,597		
PHAWide #4 Admin	ManagementImprovements ModernizationCoordinator FringeBenefits	1408 1410		0 35,000 8,000	43,000	43,000	43,000		
Fees&Cost#5	A. KitchenDesign 13 -1,13 -2,13 -4	1430	1	27,773	28,181.70	28,181.70	28,181.70		

SignatureofExecutiveDirector&Date:

X \_\_\_\_\_

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator&Date:

X \_\_\_\_\_

**AnnualStatement/PerformanceandEvaluationReportAttachmentema013e03.doc**

**Capital FundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)**

**PartIII:ImplementationSchedule**

PHAName:WalthamHousingAuthority		<b>GrantTypeandNumber</b> CapitalFundProgramNo: MA06P013704 Repl acementHousingFactorNo:				<b>FederalFYofGrant:</b> 1997	
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates
	Original	Revised	Actual	Original	Revised	Actual	
MA13 -1LowerPond SchoolSt	12/99			12-2000			
MA13 -2 CharlesLawless	12/99			12-2000			
MA13 -4 100CedarSt	12/99			12-2000			

SignatureofExecutiveDirector&Date:

X

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator&Date:

X

**CapitalFundProgramFive -YearActionPlanAttachmentema013e03.doc**

**PartI:Summary**

PHAName:WalthamHousing Authority		Location:(C ity/County&State) 110PondSt,Waltham,MA02451		OriginalX	
A.Development Number/Name/HA-Wide	Year1 FFY: <u>1997</u>	WorkStatementforYear2 FFYGrant: <u>1998</u> PHAFY:	WorkStatementforYear3 FFYGrant: <u>1999</u> PHAFY:	WorkStatementforYear4 FFYGrant: <u>2000</u> PHAFY:	WorkStatementfor Year5 FFYGrant: <u>2001</u> PHAFY:
13-1	<b>Annual State- ment</b>	10,000	40,000	60,000	36,000
13-2		189,000	152,000	72,000	80,000
13-4		4,000	0	60,000	78,000
13-6		147,200	8,000	44,000	68,000
13-7		66,000	156,000	16,000	79,000
B.PhysicalImprovement Subtotal			407,200	356,000	252,000
C.Management Improvement		0	0	0	0
D.HA -Wide NondwellingStructures andEquipment		0	45,000	45,000	45,000
E.Administration		44,000	45,000	149,000	20,000
F.Other		40,179	45,379	45,379	45,379
G.Operations		0	45,000	45,000	45,000
H.Demolition		0	0	0	0
I.ReplacmentReserve		0	0	0	0
J. Mud Used for Development		0	0	0	0
K.TotalCGPFunds		491,379	491,379	491,379	491,379
L.TotalNon -CGPFunds					
M.GrandTotal		491,379	491,379	491,379	491,379

SignatureofExecutiveDirector&Date:

&Date:

X

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator

X

**CapitalFundProgramFive -YearActionPlanAttachment ema013e03.doc**

**PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear: <u>1998</u> FFYGrant: PHAFY:			ActivitiesforYear: <u>1999</u> FFYGrant: PHAFY:		
	GeneralDescriptionofMajor WorkCategories	Quantity	EstimatedCost	GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost
<b>Annual Statement</b>	MA13 -1 School,LowerPondApts DomesticHotWaterPipe Replacement	41Building	10,000	MA13 -1School& LowerPond,EntryDoor Replacements,Site Fencing	Misc	30,000 10,000
	MA13 -2 CharlesLawlessApts BoilerandHotWater Replacements	1	180,000	MA13 -2Charles LawlessAptsEntry DoorReplacements Undergroundpiping Sitefence,trash collection	122 7 1	62,000 80,000 5,000
	MA13 -4CedarApartments RubbishCollectionArea		4,000			
	13-6DaleStreetApts A.KitchenRenovations B.Appliances,Ranges&Refrig C.RubbishCollectionArea	36	108,000 34,200	13-6DaleAptsHot WaterHeater Replacement	2	10,000
	13-7ClarkApt48PineSt.A. AppliancesRefrigandDisposal	120	66,000	13-7ClarkApts A.Ranges B.ExteriorDoors C.SprinklerTestDrain D.SiteFence	120 14 1	60,000 56,000 30,000 10,000
				PHAWide Administration MaintenanceVehicle Computer	1 4	30,000 15,000

ActivitiesforYear: <u>2000</u> FFYGrant: PHAFY:			ActivitiesforYear: <u>2001</u> FFYGrant: PHAFY:		
GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost	GeneralDescriptionofMajor WorkCategories	Quantity	EstimatedCost
MA13 -1 School,LowerPondApts ElectricalRenovations	40Buildin g	60,000	MA13 -1School&LowerA. EntryHallRenovations B.RepaveParkingLots	Misc	30,000 10,000
MA13 -2 CharlesLawlessApts A. Electrical Renovations B. CommunityHall& LaundryRoom Additions	48 2	72,000 120,000	MA13 -2CharlesLawlessA. ConcreteSideWalks B.RepaveParkingLots	100 2	55,000 25,000
MA13 -4CedarApartments ApartmentWindows	110	44,000	13-4CedarStApts A.CommunityHallRev B.Boiler/HotWaterRepair C.RetainingWall Replacement D.RepaintBrickVeneer E.SiteFenc e	1	8,000 50,000 20,000 15,000
13-6DaleStreetApts ApartmentWindows	150	60,000	13-6DaleApts A. CommunityHall Renovations B. BoilerReplacement C. RepaintBrickVeneer D. SiteFence Replacement		8,000 50,000 20,000 15,000
13-7ClarkApt48PineSt. ExteriorDoors	10	16,000	13-7ClarkApts A.Buildingtrashcompacto r B.CommonAreaWindow Replacement C.PaveParkingLots	1	30,000 24,000 25,000
PHAWideAdministration HVACMainOffice	1	29,000			

**AnnualStatement/PerformanceandEvaluationReport**

**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary**

<b>PHAName:</b> WalthamHousingAuthority 110PondStreet Waltham,MA02451	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: MA06P013705 ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> 1998
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OriginalAnnualStatement  
  ReserveforDisasters/Emergencies  
  RevisedAnnualStatement(revisionno: 4 )  
 PerformanceandEvaluationReportforPeriodEnding: **March31,2001**  
  FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovementsSoftCosts				
	ManagementImprovementsHardCosts				
4	1410Administration	44,000.00		44,000.00	44,000.00
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	55,745		17,000	17,000
8	1440SiteAcquisition				
9	1450Site Improvement				
10	1460DwellingStructures	354,898.00		340,990.55	340,990.55
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment	49,018		49,018	49,018
14	1485Demolition				
15	1490Replac ementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1502Contingency				
	AmountofAnnualGrant:(sumofline2 -19)	506,445.00		454,292.55	454,292.55
	AmountoflineXXRel atedtoLBPActivities				
	AmountoflineXXRelatedtoSection504compliance				
	AmountoflineXXRelatedtoSecurity —SoftCosts				
	AmountofLineXXrelatedtoSecurity --HardCosts				
	AmountoflineXXRelatedtoEnergyConservation Measures				
	CollateralizationExpensesorDebtService				

SignatureofExecutiveDirector&Date:  
X

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator&Date:  
X

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: Waltham Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06PO13705 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
MA13 -1 Lower Pond/School#1	Domestic Hot Water Replacement	1460	4 Buildings	20,000	25,690.22	120,000	120,000	MA06PO13705#1 - MA06PO13705#4 to 100%	
MA13 -2 Charles Lawless#2	Boiler and Hot Water Replacement	1460	1 Building	175,000	20,000	20,000	20,000	MA06PO13705#2 - MA06PO13707#1 to 100% Derfer 100% of 220,000 to 707 item# only	
MA13 -4 100 Cedar#3	Rubbish Collection Areas	1460	36	66,000	66,000	66,000	66,000		
MA13 -6 46-48 Dale St	A. Kitchen Renovations B. Ranges-Refrigerators C. Rubbish Collection Areas	1460	120	150,000	140,000	140,000	140,000		
MA13 -7 48 Pine Street	A. Appliances, Refrig, Range, Disposal B. HVAC duct renovation and cleaning C. Replace Unit Ventilator Heating Cores D. Emergency Generator 1. Overhaul Unit 2. Add circuit to Emergency System 3. Renovate transfer switches	1460 1460 1460 1460	120 1 1 1	68,200 0 0 0	160,158.00 9,049.78 0 20,000	160,158.00 20,000	160,158.00 20,000	Charge 100% of MA06PO13705 to 5 yr Plan 99 (MA06PO13706)	
Admin	Modernization Coordinator	1410	1	36,000 8,000	36,000 8,000	36,000 8,000	44,000		

Signature of Executive Director &amp; Date:

X

Signature of Public Housing Director/Office of Native American Programs Administrator &amp; Date:

X

**Annual Statement/Performance and Evaluation Report Attachment fma013f03.doc**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: Waltham Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P013705 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Obligated	
A/E FEES & Costs	Domestic Hot Water Replacement		1430	1	8,000	13,000			
MA13 -2	Boiler and Hot Water Replacement		1430		20,000	20,000			
MA13 -4	Rubbish Collection Areas		1430	1	2,000	2,000			
MA13 -6	Kitchen Renovations		1430	120	22,000	17,000	17,000	17,000	
MA13 -7	Appliance Design		1430	120	3,245	3,245			
	PHA Wide Maintenance Vehicle		1475	1	0	49,018	49,108	49,108.00	

Signature of Executive Director & Date:  
 X \_\_\_\_\_

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:  
 X \_\_\_\_\_

**AnnualStatement/PerformanceandEvaluationReport Attachmentfma013f03.doc**  
**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)**  
**PartIII:ImplementationSchedule**

PHAName:WalthamHousingAuthority		GrantTypeandNumber CapitalFundProgramNo: MA06P013705 ReplacementHousingFactorNo:					FederalFYofGrant: 199 8	
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates	
	Original	Revised	Actual	Original	Revised	Actual		
MA13 -1	1/30/00	9/30/00						
MA13 -1	1/30/00	1/30/00						
MA13 -4	1/30/00	12/31/00						
MA13 -5	1/30/00	12/31/00						
MA13 -6	1/30/00	12/31/00						
MA13 -7	4/30/00	12/31/00						

SignatureofExecutiveDirector&Date:  
X \_\_\_\_\_

SignatureofPublicHousingDirector/OfficeofNativeAmericanP rogramsAdministrator&Date:  
X \_\_\_\_\_



**CapitalFundProgramFive -YearActionPlan Attachmentfma013f03.doc**

**PartI:Summary**

PHAName:WalthamHousing Authority		Location:(City/County&State) 110PondSt,Waltham,MA02451		OriginalX	
A.Development Number/Name/HA-Wide	Year1 FFY: <u>1998</u>	WorkStatementforYear2 FFYGrant: <u>1999</u> PHAFY:	WorkStatementforYear3 FFYGrant: <u>2000</u> PHAFY:	WorkStatementforYear4 FFYGrant: <u>2001</u> PHAFY:	WorkStatementfor Year5 FFYGrant: <u>2002</u> PHAFY:
13-1	<b>Annual State- ment</b>	55,066	74,446	46,000	46,445
13-2		152,000	72,000	90,000	
13-4		0	60,000	88,000	
13-6		8,000	44,000	78,000	
13-7		156,000	16,000	94,055	
B.PhysicalImprovement Subtotal		371,066	266,466	396,066	416,445
C.Management Improvement		45,000	29,000	0	0
D.HA -Wide NondwellingStructures andEquipment		45,379	120,000	20,000	
E.Administration		45,379	45,379	45,379	45,000
F.Other		45,000	45,600	45,000	45,000
G.Operations		0	0	0	0
H.Demolition		0	0	0	0
I.ReplacmentReser ve		0	0	0	0
J. Mud Used for Development		0	0	0	0
K.TotalCGPFunds		506,445	506,445	506,445	506,445
L.TotalNon -CGPFunds					
M.GrandTotal		506,445	506,445	506,445	506,445

SignatureofExecutiveDirector&Date:

SignatureofPublicHousing Director/OfficeofNativeAmericanProgramsAdministrator

&Date:

X \_\_\_\_\_

X \_\_\_\_\_

Attachmentfma013f03.doc

**CapitalFundProgramFive -YearActionPlan  
PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear: <u>1999</u> FFYGrant: PHAFY:			ActivitiesforYear: <u>2000</u> FFYGrant: PHAFY:		
	GeneralDescriptionofMajor WorkCategories	Quantity	EstimatedCost	GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost
<b>Annual Statement</b>	MA13 -1 School,LowerPondApts EntryDoorReplacements (Sites) SiteFencing	Misc	55,066	MA13 -1School& LowerPond,Electrical Renovations	40	74,446
	MA13 -2 CharlesLawlessApts EntryDoorReplacements UnderGroundPiping SiteFencing,TrashCollection	122 7 1	60,000 80,000 12,000	MA13 -2 ElectricalRenovations CommunityHalland LaundryAdditions	48	72,000
	13-6DaleStreetApts HotWaterHeater Replacements	2	8,000	13-4CedarSt. ApartmentWindows	110	44,000
	13-7ClarkApt48PineSt. A.Ranges B.ExteriorDoors C.SprinklerTestDrain D.SiteFences	120	60,000 56,000 30,000 10,000	13-7ClarkApts ExteriorDoors	10	16,000
				PHAWideHVACMain Office	1	29,000

ActivitiesforYear: <u>2001</u>	ActivitiesforYear: <u>2002</u>
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FFYGrant: PHAFY:			FFYGrant: PHAFY:		
GeneralDescriptionofMajor WorkCategories	Quantity	EstimatedCost	GeneralDescriptionofMajor WorkCategories	Quantity	EstimatedCost
MA13 -1 School,LowerPondApts A.EntryandHallRenovations B.RepaveParkingLots	28 2	40,000 6,000	MA13 -1School&LowerA. ReplaceHeat&HotWater PipesbetweenBuildings		46,445
MA13 -2 CharlesLawlessApts ConcreteSidewalks RepaveParkingLots	100 2	70,000 20,000	PHAWide		45,000
MA13 -4CedarApartments A. CommunityHall Renovations B. Boiler/HotWaterRepair C. RetainingWall Replacement D. RepaintBrickVeneer E. SiteFence		10,000 40,000 20,000 10,000 8,000	MA13 -7ArthurClark WindowReplacements		370,000
MA13 -6DaleStreetApts CommunityHallRenovations BoilerReplacements RepaintBrickVeneer SiteFenceReplacing		8,000 40,000 10,000 20,000	PHAAdministration	1	45,000
13-7ClarkApt48PineSt. Bldg.TrashCompactor CommonAreasWindow Replacement PaveParkingLots		40,000 34,000 20,035			

Attachmentfma013f03.doc

**AnnualStatement/PerformanceandEvaluationReport**

**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary**

<b>PHAName:</b> WalthamHousingAuthority 110PondStreet Waltham,MA02451	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: MA06P013706 ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> 1999
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OriginalAnnualStatement    ReserveforDisasters/Emergencies    RevisedAnnualStatement(revisionno: 1 )  
 PerformanceandEvaluationReportforPeriodEnding: March31,2002    FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements SoftCosts				
	ManagementImprovementsHardCosts	10,000	0		
4	1410Administration	45,379	20,310.25	20,310.25	20,310.25
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	45,000	70,068.75	70,068.75	56,534.68
8	1440Site Acquisition				
9	1450SiteImprovement				
10	1460DwellingStructures	498,953	0	0	0
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementRes erve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1502Contingency				
	AmountofAnnualGrant:(sumofline2 -19)	599,332	90,379	90,379	76,844.93
	AmountoflineXXRelatedtoLBP Activities				
	AmountoflineXXRelatedtoSection504compliance				
	AmountoflineXXRelatedtoSecurity –SoftCosts				
	AmountofLineXXrelatedtoSecurity --HardCosts				
	AmountoflineXXRelatedtoEnergyConservation Measures				
	CollateralizationExpensesorDebtService				

SignatureofExecutiveDirector&Date:  
X

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator&Date:  
X

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: Waltham Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06PO13706 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Obligated	
MA13 -1 School & Lower Pond	Entry Door Replacement Site Fencing		1460	Misc	55,066	0			
	Interior Hallway Renovations A. Flooring B. Replace Mailboxes C. Repair & Repaint		1460	20	40,000	0			
	Smoke Detector Hardwire Update		1460	40	24,800	0			
MA13 -2 Charles Lawless	Entry Door Replacement Underground Replacement Smoke Detectors		1460	122 7 48	34,332	0			
MA13 -4 100 Cedar Street	Smoke Detector		1460	1	20,000	0			
MA13 -7 48 Pine Street	A. Ranges B. B.Sprinkler Test Drain C. Site Fences D. Smoke Detectors Update				60,687 30,000 10,000 55,000	0 0 0 0			
PHAWIDE	Maintenance Vehicle Management Improvements	1475 1408			0 10,000	0 0			(PHAWIDE) MA06PO13706100 MA06PO13705100
	Administration A&E Fees & Cost	1410 1430			45,379 45,000	20,310.25 70,068	20,310.25 70,068	20,310 56,534.68	
<b>TOTAL</b>									

Signature of Executive Director & Date:  
X

Signature of Public Housing Director / Office of Native American Programs Administrator & Date:  
X

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHAName: Waltham Housing Authority		Grant Type and Number Capital Fund Program No: MA06P01370 6 Replacement Housing Factor No:				Federal FY of Grant : 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA13 -1	9/2001			9/2002			
MA13 -2	9/2001			9/2002			
MA13 -4	9/2001			9/2002			
MA13 -6	9/2001			9/2002			
MA13 -7	9/2001			9/2002			

Signature of Executive Director & Date:  
 X \_\_\_\_\_

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:  
 X \_\_\_\_\_

**CapitalFundProgramFive -YearActionPlan attachmentgma013g02.doc**

**PartI:Summary**

PHAName:WalthamHousing Authority		Location:(City/County&State) 110PondSt,Waltham,MA02451		<input checked="" type="checkbox"/> <b>Original5 -YearPlan</b> RevisionNo: <b>1</b>	
A.Development Number/Name/HA-Wide	Year1 FFY: <u>1999</u>	WorkStatementforYear2 FFYGrant: <u>2000</u> PHAFY:	WorkStatementforYear3 FFYGrant: <u>2001</u> PHAFY:	WorkStatementforYear4 FFYGrant: <u>2002</u> PHAFY:	WorkStatementfor Year5 FFYGrant: <u>2003</u> PHAFY:
13-1	<b>Annual State- ment</b>	94,466	66,000	49,332	
13-2		92,000	110,000		
13-4		80,000	108,000		190,000
13-6		64,000	98,000		290,000
13-7		28,887	106,953	460,000	
B.PhysicalImprovement Subtotal		359,353	488,953	509,332	480,000
C.Mana gement Improvement		29,000			
D.HA -Wide NondwellingStructures andEquipment		120,000	20,000		
E.Administration		45,379	45,379	45,000	45,000
F.Other		45,600	45,000	45,000	74,332
G.Operations		0	0	0	0
H.Demolition		0	0	0	0
I.ReplacmentReserve		0	0	0	0
J. Mud Used for Development		0	0	0	0
K.TotalCGPFunds		599,332	599,332	599,332	599,332
L.TotalNon -CGPFunds					
M.GrandTotal		599,332	599,332	599,332	599,332

SignatureofExecutiveDirector&Date:

SignatureofPublicHousingDir ector/OfficeofNativeAmericanProgramsAdministrator

&Date:

X \_\_\_\_\_

X \_\_\_\_\_

Capital Fund Program Five - Year Action Plan						
Part II: Supporting Pages — Work Activities						
Activities for Year 1	Activities for Year: <u>2000</u> FFY Grant: PHAFY:			Activities for Year: <u>2001</u> FFY Grant: PHAFY:		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
<b>Annual Statement</b>	MA13 -1 School & Lower Pond Electrical Renovations	40	74,446	MA13 -1 School & Lower Pond Electrical Renovations A. Entry & Hall Renovations B. Repave Parking Lots	40 2	40,000 6,000
	MA13 -2 Charles Lawless Electrical Renovations Community Hall and Laundry Additions	48 2	72,000	MA13 -2 Charles Lawless Concrete Sidewalks Repave Parking Lots	100 2	70,000 40,000
	MA13 -4 Cedar St Apartments Apartment Windows	110	44,000	MA13 -4 Cedar Apartments A. Community Hall Renovations B. Boiler/Hot Water Replace C. Retaining Wall Replacement D. Repoint Brick Veneer (NI) E. Site Fence		10,000 40,000 20,000 10,000 8,000
	MA13 -6 Dale Street Apartments Windows	150	60,000	MA13 -6 Dale Street Community Hall Renovations Boiler Replacement Repoint Brick Veneer Site Fencing Replacing		8,000 40,000 10,000 30,000
	MA13 -7 Arthur Clark Exterior Doors	10	16,000	MA13 -7 Clark Apartments Bldg Trash Compactor Common Areas Window Replacement Repave Parking Lots		40,000 34,000 20,035
	PHAHVAC	1	29,000			
	Estimated Sub -Total		295,446	Estimated Sub -Total		384,035

Activities for Year: <u>2002</u>	Activities for Year: <u>2003</u>
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FFYGrant: PHAFY:			FFYGrant: PHAFY:		
GeneralDescriptionofMajor WorkCategories	Quantity	EstimatedCost	GeneralDescriptionofMajorWorkCategories	Quantity	EstimatedCost
MA13 -1 LowerPond&School ReplaceHeat&HotWater PipesBetweenBuildings		46,445	MA13 -4100CedarSt BathroomRenovations Repalcetub,sinks,tilesandfloor.Watersaver toiletstobere -used		190,000
PHAWideAdministration		45,000	MA13 -6DaleStreet Replacetubs,sinks,tilesandfloors.Water savertoiletstobere -used		290,000
MA13 -7ArthurClark WindowReplacement		370,000			
			PHAWideAdministration		45,000
PHAAdministration		45,000			
Total		506,445	Total		525,000

attachmentgma 013g02.doc

**AnnualStatement/PerformanceandEvaluationReport**

**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary**

<b>PHAName:</b> WalthamHousingAuthority 110PondStreet Waltham,MA02451	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: MA06P013501 -00 ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> 2000
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**OriginalAnnualStatement**    **ReserveforDisasters/Emergencies**    **RevisedAnnualStatement(revisionno:    )**  
 **PerformanceandEvaluationReportforPeriodEnding:    March31,2001**    **FinalPerformanceandEvaluationReport**

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations				
3	1408ManagementImprovements SoftCosts				
	ManagementImprovementsHardCosts				
4	1410Administration	50,000		50,000	
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts				
8	1440SiteAcquisition				
9	1450SiteImprovement	14,332			
10	1460DwellingStructures	387,992			
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures	40,000			
13	1475NondwellingEquipment	45,000			
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstratio n				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1502Contingency				
	AmountofAnnualGrant:(sumofline2 -19)	567,324		50,000	
	AmountoflineXXRelatedtoLBPAactivities				
	AmountoflineXXRelatedtoSection504c ompliance				
	AmountoflineXXRelatedtoSecurity -SoftCosts				
	AmountofLineXXrelatedtoSecurity --HardCosts				
	AmountoflineXXRelatedtoEnergyConservation Measures				
	CollateralizationExpensesorDebtService				

SignatureofExecutiveDirector&Date:  
X

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator&Date:  
X

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: Waltham Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P013501 -00 Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Obligated	
PHAWide	Administration		1410	1	50,000				IP
MA13 -2 Charles Lawless	Sidewalk Replacement Parking Lot Repairs		1450		34,332				IP
MA13 -2 Charles Lawless	Community Hall & Laundry Room Addition		1470		482,992				IP
<b>TOTAL</b>									

Signature of Executive Director & Date:  
 X \_\_\_\_\_

Signature of Public Housing Director / Office of Native American Programs Administrator & Date:  
 X \_\_\_\_\_

**AnnualStatement/PerformanceandEvaluationReport attachmentma013h03.doc**  
**CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)**  
**PartIII:ImplementationSchedule**

PHAName:WalthamHousingAuthority		GrantTy peandNumber CapitalFundProgramNo: MA06P013501 -00 ReplacementHousingFactorNo:					FederalFYofGrant: 2001	
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuarterEndi ngDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates	
	Original	Revised	Actual	Original	Revised	Actual		
MA13 -2	9/2002	9/2003		9/2003				

SignatureofExecutiveDirector&Date:  
X \_\_\_\_\_

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator&Date:  
X \_\_\_\_\_

**CapitalFundProgramFive -YearActionPlan attachmenthma013h03.doc**

**PartI:Summary**

PHAName:WalthamHousing Authority		Location:(City/C ounty&State) 110PondSt,Waltham,MA02451		<input checked="" type="checkbox"/> <b>Original5 -YearPlan</b> <input type="checkbox"/> RevisionNo:	
A.Development Number/Name/HA-Wide	Year1 FFY: <u>2000</u>	WorkStatementforYear2 FFYGrant: <u>2001</u> PHAFY:	WorkStatementforYear3 FFYGrant: <u>2002</u> PHAFY:	WorkStatementforYear4 FFYGrant: <u>2003</u> PHAFY:	WorkStatementfor Year5 FFYGrant: <u>2004</u> PHAFY:
13-1	<b>Annual State-ment</b>	130,000			
13-2		342,324			
13-4			175,000		200,000
13-6			297,324		300,000
13-7					467,324
B.PhysicalImprovem ent Subtotal		472,324	472,324	467,324	500,000
C.Management Improvement					
D.HA -Wide NondwellingStructures andEquipment					
E.Administration		50,000	50,000	50,000	50,000
F.Other		45,000	58,000	50,000	17,324
G.Operations		0	0	0	0
H.Demoliti on		0	0	0	0
I.ReplacmentReserve		0	0	0	0
J. Mud Used for Development		0	0	0	0
K.TotalCGPFunds		567,324	567,324	567,324	567,324
L.TotalNon -CGPFunds					
M.GrandTotal		567,324	567,324	567,324	567,324

SignatureofExecutiveDirector&Date:

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministrator

&Date:

X \_\_\_\_\_

X \_\_\_\_\_

**CapitalFundProgramFive -YearActionPlan  
PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear: <u>2001</u> FFYGrant: PHAFY:			ActivitiesforYear: <u>2002</u> FFYGrant: PHAFY:		
	GeneralDescriptionofMajorWorkCategories	Quantity	EstimatedCost	GeneralDescriptionofMajorWork Categories	Quantity	EstimatedCost
<b>Annual Statement</b>	MA13 -1 EntryHallRenovations		60,000	MA13 -4 WindowReplacement Paint&CarpetReplacement		175,000
	MA13 -2BoilerandPileReplacement		342,324	MA13 -6 WindowReplacement Paint&CarpetReplacement		297,324
	MA13 -2EntryHallRe novations		70,000			
	A&EFees&Costs		45,000	A&EFees&Costs		45,000
	PHAWideAdministration		50,000	PHAWideAdministration		50,000
	Total		567,324	Total		567,324

ActivitiesforYear: <u>2004</u> FFYGrant: PHAFY:			ActivitiesforYear: <u>2005</u> FFYGrant: PHAFY:		
GeneralDescriptionofMajor WorkCategories	Quantity	EstimatedCost	GeneralDescriptionofMajorWorkCategories	Quantity	EstimatedCost
MA13 -7 ReplacementWindows ApartmentPatioDoors PaintCommonAreas		467,324	MA13 -4BathroomRenovat ion		200,000
			MA13 -6BathroomRenovation		300,000
A&EFees&Costs		25,000	A&EFees&Costs		80,273
PHAWideAdministration		50,000	PHAWideAdministration		70,000
NonDwellingEquipment -Truck		25,000			
Total		567,324	Total		567,324