

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

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

PHA Plan Agency Identification

PHA Name: Taunton Housing Authority

PHA Number: MA-017

PHA Fiscal Year Beginning: 01/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

B. Goals

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

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

Continually emphasize good management practices to improve upon overall THA management.

- PHA Goal: Increase assisted housing choices

Objectives:

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

Provide additional housing opportunities to individuals with special needs.

Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	4
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	21
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	29
9. Designation of Housing	30
10. Conversions of Public Housing	31
11. Homeownership	32
12. Community Service Programs	34
13. Crime and Safety	37
14. Pets (Inactive for January 1 PHAs)	39

15. Civil Rights Certifications (included with PHA Plan Certifications)	39
16. Audit	39
17. Asset Management	39
18. Other Information	40

Attachments

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Resident Commissioner on the THA Board (**Attachment Filename: ma017a01.doc**)
- Federal Pet Policy (**Attachment Filename: ma017d01.doc**)
- Public Housing A&O (**Attachment Filename: ma017e01.doc**)
- Section 8 A&O (**Attachment Filename: ma017f01.doc**)
- Section 8 Homeownership Program (**Attachment Filename: ma017g01.doc**)
- Membership of Resident Advisory Boards(**Attachment Filename: ma017h01.doc**)
- Progress Statement (**Attachment Filename: ma017i01.doc**)
- Federal Grievance Procedure (**Attachment Filename: ma017j01.doc**)
- Community Service Requirements(**Attachment Filename: ma017k01.doc**)

Optional Attachments:

- PHA Management Organizational Chart(**Attachment Filename: ma017b01.doc**)
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan. (**Attachment Filename: ma017c02.doc**)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
Deconcentration Exemption(**Attachment Filename: ma017l01.doc**)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	the Consolidated Plan	
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	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	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	infestation)	
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
x	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
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 homeownership programs/plans	Annual Plan: Homeownership
x	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
x	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
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
x	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	N/A	5	4	3	2	3	2
Income >30% but <=50% of AMI	N/A	5	4	3	2	3	2
Income >50% but <80% of AMI	N/A	5	4	3	2	3	2
Elderly	7017	5	4	3	2	3	2
Families with Disabilities	125	5	5	3	5	3	2
Race/Ethnicity Black	645	5	4	3	2	3	2
Race/Ethnicity Asian	976	5	4	3	2	3	2
Race/Ethnicity Hispani c	1292	5	4	3	2	3	2
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information) **City of Taunton
Comprehensive Master Plan 1998**

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	867	100	
Extremely low income <=30% AMI	694	80	
Very low income (>30% but <=50% AMI)	173	19	
Low income (>50% but <80% AMI)	0	0	
Families with children	564	65	
Elderly families	92	11	
Families with Disabilities	114	13	
Race/ethnicity	139 – Hispanic	16	
Race/ethnicity	165 – Black	19	

Housing Needs of Families on the Waiting List			
Race/ethnicity	52 – Other	6	
Race/ethnicity	10 – Asian	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	291	33	
2 BR	345	40	
3 BR	205	24	
4 BR	24	3	
5 BR	2	0.2	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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	1,660	100	
Extremely low income <=30% AMI	1,411	85	
Very low income (>30% but <=50% AMI)	249	15	
Low income (>50% but <80% AMI)	0	0	
Families with children	1,054	63	
Elderly families	0	0	

Housing Needs of Families on the Waiting List			
Families with Disabilities	578	35	
Race/ethnicity	361 - Black	22	
Race/ethnicity	266 - Hispanic	16	
Race/ethnicity	92 - Other	6	
Race/ethnicity	33 - Asian	2	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$622,634	Operations & Emergencies
b) Public Housing Capital Fund	\$579,523	Modernization Work

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,379,524	Landlord & Administrative Fees
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$74,727	Community Specialist, Computer Hardware & Software
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant		
i) HOME	N/A	
Other Federal Grants (list below)		
Homeless Assistance: Continuum of Care	\$434,160	Project-Based Rental Assistance
2. Prior Year Federal Grants (unobligated funds only) (list below)	579,523	PH Operations
MA06P017707-99	\$329,399	PH Operations
MA06P017706-98	\$106,144	PH Operations
3. Public Housing Dwelling Rental Income	\$818,586	PH Operations
4. Other income (list below)		
Interest Income	\$4,043	PH Operations, S8
4. Non-federal sources (list below)		
Total resources	\$6,928,263	

3. PHA Policies Governing Eligibility, Selection, and Admissions

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number) #20
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second

priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

- 1 Date and Time
- 2 Residents who live and/or work in the jurisdiction

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments

- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
 1. Owe money to another PHA or the Taunton Housing Authority.
- Other (list below)

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

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

- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- Previous landlord names, if requested

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

Reasonable request supported by documentation for a maximum of 120 days.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of

application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices

Other (list below)
Newspaper

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments

- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood

Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached. (**Attachment File Name: ma017b01.doc**)
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning 01/2000	Expected Turnover
Public Housing	306	70
Section 8 Vouchers	216	16

Section 8 Certificates	154	32
Section 8 Mod Rehab	22	8
Special Purpose Section 8 Certificates/Vouchers (list individually)	100	20
Public Housing Drug Elimination Program (PHDEP)	150	N/A
Other Federal Programs(list individually)		

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)
See attached Public Housing A&O. (Attachment Filename: ma017e01.doc)

- (2) Section 8 Management: (list below)
See attached Section 8 A&O. (Attachment Filename: ma017f01.doc)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

PHA Plan Table Library

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

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

Capital Fund Grant Number MA06-P017-502-01 FFY of Grant Approval: 10/2001

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	63,624.00
3	1408 Management Improvements	24,500.00
4	1410 Administration	57,000.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	95,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	163,000.00
10	1460 Dwelling Structures	166,399.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	10,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	579,523.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
17-1 / Fairfax Gardens	Replace Heating Pipe Insulation	1460	123,399.00
17-1 / Fairfax Gardens	Repair Sidewalks	1450	100,000.00
17-1 / Fairfax Gardens	Enclose Electric Meters	1460	43,000.00
17-2 / Gwozdz Terrace	Repair Site Walkways	1450	6,000.00
17-3 / Cedarvale Homes	Repair Site Walkways and Roadways	1450	57,000.00
PHA Wide	Security – Community Policing	1408	17,500.00
PHA Wide	Computer – Software	1408	7,000.00
PHA Wide	Computer - Hardware	1475	10,000.00
PHA Wide	Administrative Salaries	1410	57,000.00
PHA Wide	Operating Budget	1406	63,624.00
PHA Wide	A&E Costs	1430	95,000.00

**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)
17-1 / Fairfax Gardens	03/31/2003	09/30/2004
17-2 / Gwozdz Terrace	03/31/2003	09/30/2004
17-3 / Cedarvale Homes	03/31/2003	09/30/2004

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

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

Table Library

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MA 17-1	Fairfax Gardens			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Year 1 – See Annual Statement			266,399.	2001
New Roofs			120,999.	2002
Replace Downspouts			6,700.	2002
Paint Building Exterior			143,600.	2002
New Entry Doors			95,199.	2003
Upgrade Site Lighting			10,000.	2003
Site Entry Redesign			100,000.	2004
Community Building Interior Rehab			116,399.	2004
Bathroom Renovations			300,000.	2005
Steps & Landing Repairs			33,023.	2005
Total estimated cost over next 5 years				1,192,319.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MA 17-2	Gwozdz Terrace			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Year 1 – See Annual Statement			6,000.	2001
Regrade and Repave Parking Lot			13,500.	2002
Paint Common Halls			23,000.	2002
Replace Roofs			21,600.	2002
Site Lighting Upgrades			10,000.	2004
Site Improvements			15,000.	2004
Total estimated cost over next 5 years				89,100.00

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MA 17-3	Cedarvale Homes			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Year 1 – See Annual Statement			57,000.	2001
Paint Common Halls			69,000.	2003
Exterior Building Repairs			21,600.	2003
Site Lighting Upgrades			25,000.	2004
Total estimated cost over next 5 years				172,600.00

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MA 17-4	Presbrey-Massasoit			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvements - Lighting			13,200.	2003
Site Improvements – Grounds & Planting; Benches			25,000.	2004
Total estimated cost over next 5 years				38,200.00

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MA 17-6	Thomas Apartments			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Siding			134,400.	2003
Install Gable Vents			3,000.	2003
Replace Lock Sets			40,000.	2004
Total estimated cost over next 5 years				177,400.00

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
	PHA Wide Management Improvements			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Year 1 – See Annual Statement			250,124.	2001
Security – Community Policing Program			70,000.	2002-2005
Computerization – Software			28,000.	2002-2005
Computerization – Hardware			40,000.	2002-2005
Fees & Costs – A&E			380,000.	2002-2005
Administrative Salaries			228,000.	2002-2005
Operating Budget			231,872.	2002-2005
Total estimated cost over next 5 years				1,227,996.00

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

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

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

1. Development name:
2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:

1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <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. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name:

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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)
Resident Training Program	4 – 10 People	Waiting List	PHA Wide	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 plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

Not Applicable

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Fairfax Gardens

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

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

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

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

Fairfax Gardens

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- Police regularly testify in and otherwise support eviction cases
 - Police regularly meet with the PHA management and residents
 - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - Other activities (list below)
2. Which developments are most affected? (list below)

Fairfax Gardens

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ma017c02.doc)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Federal Pet Policy. (Attachment Filename: ma017d01.doc)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____

5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHAMUST select one)
- Attached at Attachment (File name)
 - Provided below:

The RAB was very supportive of the PHA Plan, in particular Community Service Requirement and Section 8 Homeownership.

3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
 - Candidates could be nominated by any adult recipient of PHA assistance
 - Self-nomination: Candidates registered with the PHA and requested a place on ballot
 - Other: (describe)
- 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) - Per Massachusetts General Laws, resident board members are appointed by the Mayor of the City of Taunton.

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) City of Taunton, Massachusetts

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

Both plans are consistent in their goals in addressing the City of Taunton's housing needs.

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

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)

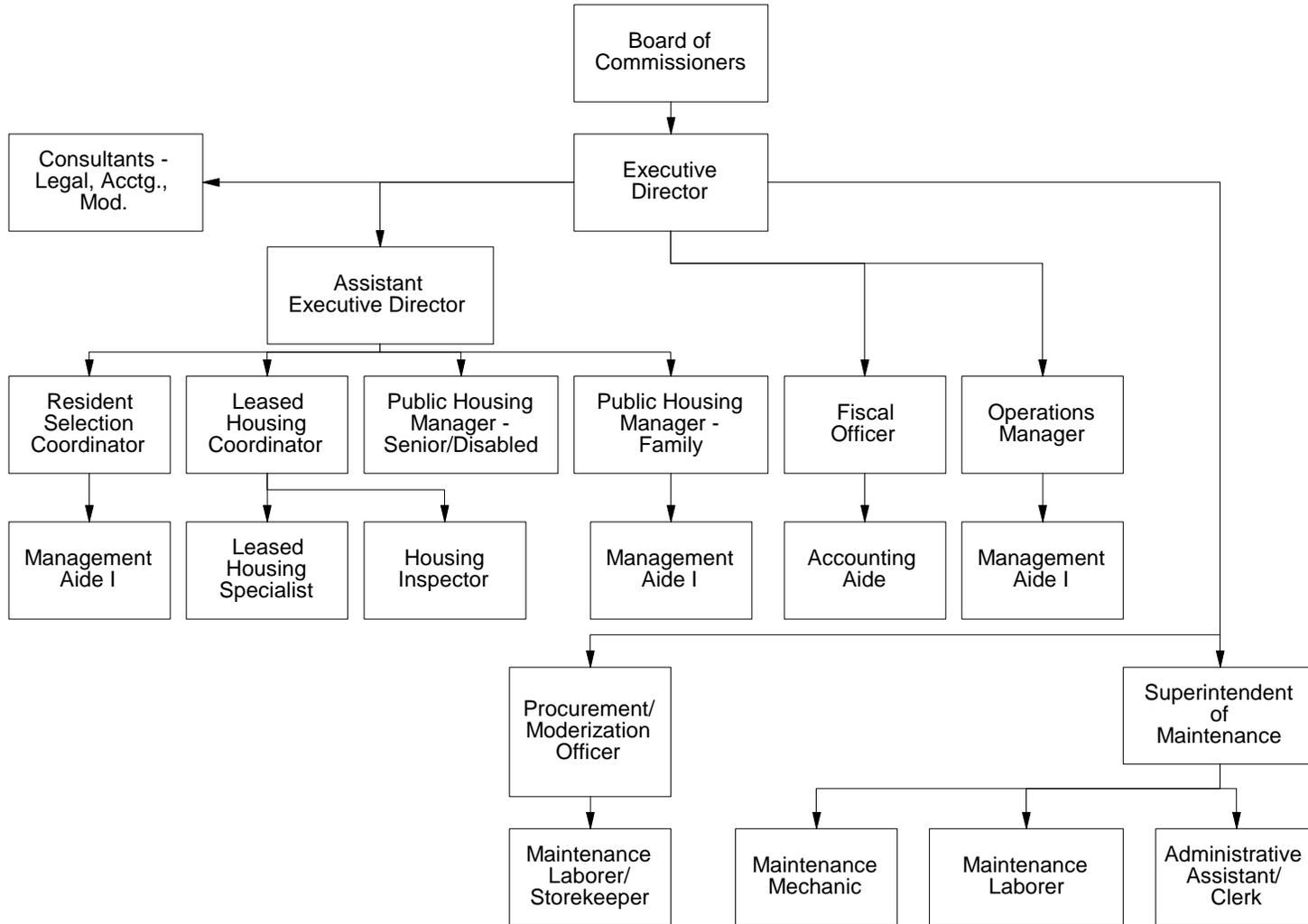
Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

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

The Taunton Housing Authority has had a Resident Commissioner on its Board since its inception in 1948. The current Resident Commissioner is Lorraine McCormack, a resident of the THA-owned Ardmore Apartments on Oak Street. Ms. McCormack was appointed to the Board on August 15, 2000. Each Resident Commissioner is appointed by the Mayor of the City of Taunton to serve a five-year term. The Mayor receives input from individual Resident Councils, who each submits a list of possible candidates for the position.

TAUNTON HOUSING AUTHORITY ORGANIZATIONAL CHART



Public Housing Drug Elimination Program Plan

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

Annual PHDEP Plan Table of Contents:

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

Section 1: General Information/History

A. Amount of PHDEP Grant \$74,727.00

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R x

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

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

The Taunton Housing Authority will fund a Community Specialist to oversee a new state-of-the-art computer center located at Fairfax Gardens, a 150-unit family development located in the City of Taunton. A primary goal of the program will be to assist residents to attain self-sufficiency through educational and job training programs. In addition, programs will be developed to educate and inspire youth to fulfill their future goals. Purchasing of new computer hardware and software will help us to achieve these goals.

E. Target Areas

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Fairfax Gardens	150	450

F. Duration of Program

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

6 Months _____ **12 Months** _____ **18 Months** _____ **24 Months** X **Other** _____

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996	\$97,800.00	MA06-DEP-017-01-96	0	0	0
FY 1997					
FY1998	\$97,800.00	MA06-DEP-017-01-98	\$23,927.34	GE	06/30/01
FY1999	\$71,702.00	MA06-DEP-017-01-99	\$71,702.00	0	12/31/01
FY2000	\$74,727.00	MA06-DEP-017-01-00	\$74,727.00	0	12/31/02
FY2001	\$74,727.00	MA06-DEP-017-01-01	\$74,727.00	0	12/31/03

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

B. PHDEP Budget Summary

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

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$74,727.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$74,727.00

PHDEP Plan Goals and Activities

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

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$		
Goal(s)	To reduce the overall crime rate						
Objectives	Implement a working restraining order policy within six months and provide quarterly safety programs for the residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

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

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

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

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

9160 - Drug Prevention					Total PHDEP Funding: \$74,727.00		
Goal(s)							
Increase the number of children with consistent attendance in school, impact the overall graduation rate.							
Objectives							
Increase attendance at the on-site homework clinic, especially teenagers.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Community Specialist	150	6 and up	8/1/01	7/31/03	\$71,720.00		Attendance, participant survey
2.Computer Hardware	40	6-17	8/1/01	7/31/03	\$2,500.00		Attendance, survey
3.Computer Software	40	6-17	8/1/01	7/31/03	\$507.00		Attendance, survey

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

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

3.							
----	--	--	--	--	--	--	--

9190 - Other Program Costs						Total PHDEP Funds: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160	Activity 1, 2, & 3	\$74,727.00		
9170				
9180				
9190				
TOTAL		\$74,727.00		\$

Section 4: Certifications

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

TAUNTON HOUSING AUTHORITY FEDERAL PET POLICY

Residents of units owned and managed by the Taunton Housing Authority (the "Authority") may own and keep common household pets, provided, that they manage such pets responsibly and otherwise comply with those city ordinances applicable to the ownership and care of a pet and with the guidelines set out herein. Violation of any of these ordinances or guidelines may be grounds for removal of the pet or termination of a resident's tenancy (or both), in accordance with applicable rules and regulations. The Taunton Police Department and Taunton Animal Control Officer shall have responsibility for enforcement of applicable city ordinances. The Manager of each of the Authority's Developments, along with designated Pet Boards shall have primary responsibility for enforcing the guidelines in this pet policy.

Any resident desiring to keep a pet in his/her unit must first obtain the written approval of the Authority. Such approval will be based on, among other things, the resident's demonstration that he/she has the capability to care for the pet and certification that he/she will abide by the following guidelines concerning pet ownership and pet maintenance:

I. Applicability of Pet Policy

This pet policy shall apply to all residents of the Authority's family and elderly units wishing to own and/or maintain a pet in their unit as of _____, the effective date of this Pet Policy. Any resident who owns or maintains a pet in a family or elderly unit as of this date must submit an application to the Authority within fourteen (14) days of this effective date requesting written approval for the pet. Failure to submit an application within this time limit or to obtain the Authority's written approval upon submission of a timely application may be grounds for removal of the pet or termination of a resident's tenancy (or both).

II. General Guidelines

1. Any resident of one of the Authority's family or elderly units who wishes to obtain and/or keep a common household pet must first submit a written request for approval with his/her public housing manager and must receive authorization from the Authority in writing. The Authority reserves the right to check references, such as prior landlords and neighbors, regarding the resident's previous pet ownership history and the pet's behavioral history. If the Authority concludes that maintenance of the pet by the resident in the Authority's housing unit, would in the Authority's opinion, be inappropriate or ill-advised, the Authority will inform the tenant in writing, stating the specific reason for the denial. Permission to own and keep a specific pet will not be unreasonably withheld.

A tenant has the right to bring complaints and concerns regarding pet ownership to the Pet Management Board (the "Pet Board"). The Pet Board will be comprised of four residents from each development, appointed by the Executive Director. The Pet Board will be made up of one pet owner, one non-pet owner, one pet owner alternate, and one non-pet owner alternate and local interested humane groups, veterinarians, and volunteers. The Pet Board will be made up of

residents in "good standing" only, good standing to mean rent paid, no eviction proceedings pending with the Authority. The Authority has the right to remove any resident from the "Pet Management Board" or to deny a resident from serving on the Pet Board, if the Authority feels that they are not a resident in "good standing". In the event that complaints go to the Pet Board regarding a Pet Board Member's pet ownership capabilities, the alternate will replace that Pet Board Member until those complaints are resolved.

If a family development wishes to house pets in their units but does not have four residents, in "good standing", interested in serving on the Pet Board, that development will not be allowed to house pets. Pet Boards in the elderly developments are strongly suggested but not mandatory in order for an elderly development to house pets. In the absence of a Pet Board the Authority may elect to utilize a Pet Board from another development to resolve complaints. If no Pet Boards are available the Authority may encourage residents to form one Pet Board to oversee pet complaints for all elderly developments. If no Pet Boards are formed Authority staff will be responsible for resolving complaints.

All complaints to the Pet Board must be in writing and referred to the Pet Board for resolution. No Credence shall be given by the Pet Board to verbal or unsigned complaints. Management will also inform the resident of any other rule infractions and will duly notify the Pet Board for attempted resolution.

The Board may meet on an as needed basis to address written complaints regarding pet ownership and may address these concerns in writing to any resident. The Pet Board has the power to request the Authority that pet be removed for good cause. The Pet Board may schedule a hearing with one or more residents to discuss complaints and may set guidelines upon resident regarding pet ownership to resolve complaints. Upon second notice of a written legitimate complaint from the Pet Board to the tenant, the resident shall be advised that further notice shall be cause for termination of the pet rider provision; except that in the case of a serious problem, e.g. a vicious dog, this procedure may be shortened in the interest of public safety.

The Authority may speak with the Pet Board regarding pet ownership, the Authority will provide direction and supervision to the Pet Board. All resident complaints will go directly to the Pet Board and not to the Authority. The Taunton Animal Control Officer, if unable to serve on the Pet Board, will be an advisor to the Board on all aspects of pet ownership and responsibilities.

2. Only common household pets will be approved by the Authority for ownership and maintenance. Common household pets are defined for purposes of the Authority's Pet Policy as follows: Dogs, Cats, Birds, Fish, Guinea Pigs, Gerbils, Hamsters and other small domesticated animals which are approved at the discretion of the Authority. Notwithstanding this list, birds of prey (e.g. eagles, hawks, falcons), pigeons, chickens, roosters, rabbits, and reptiles of all kinds shall not qualify as common household pets under this policy. The mature size of dogs is limited to a weight not to exceed forty (40) pounds. Regardless of size, dogs of a vicious or aggressive disposition will not be permitted. Due to the social and behavioral needs and activities of puppies and kittens, applications for ownership of such young animals shall be more closely reviewed prior to approval.

3. No resident, or apartment unit shall have more than one pet. Notwithstanding this limitation, a maximum of two birds in a cage and two aquariums not to exceed twenty gallons combined. Birds must be kept in cages; guinea pigs, gerbils and hamsters in cages or aquariums; and fish in aquariums.

4. All female dogs over the age of six (6) months and all female cats over the age of five (5) months shall be spayed. All male dogs over the age of eight (8) months and all male cats over the age of ten (10) months must be neutered. Pet Owners will sign a written agreement that their pet will undergo the above mentioned procedure and provided documentation of the same. All pets shall be inoculated in accordance with state and local laws. All medical documentation must be given to the Authority and placed in a file. Failure to submit documentation may result in the removal of the pet and/or termination of tenancy.

III. Application for Pet Approval

1. Any resident interested in owning a pet must obtain written approval from the Authority prior to housing the pet. The Resident must first read and understand all regulations surrounding Pet Ownership, and discuss all aspects of housing a specific pet with the Authority. Upon reviewing the policy, the resident will sign the application for a pet permit certifying that they understand all regulations and requirements for Pet Ownership, and agree to abide by all of the rules listed in this policy and all city ordinances applicable to pet ownership.

2. As part of the process for reviewing applications for pet ownership, the applicant must be a tenant in "good standing", all rent and/or maintenance charges must be paid to date, the apartment must pass inspection for housekeeping and the availability of facilities to house a pet, no eviction proceedings may be pending.

3. If the Authority concludes that pet ownership is warranted, a temporary, conditional approval may be issued, authorizing the housing of a specific pet, conditional on the Authority's receipt of the following documentation before the pet moves into the unit with the exception of the Veterinarians certificate and color photo, which may be obtained one week after the pet is housed.

a. Veterinary certificates of spaying or neutering and of rabies, distemper, parvovirus, feline leukemia testing and feline VRC and other inoculations if applicable.

b. Dog licensing certificates in accordance with state and local laws.

c. A color photo and identifying description and name of the pet to be housed.

d. Names, addresses and phone numbers of both a primary and alternate caretaker, in the event the owner becomes incapacitated or not immediately available in the case of an emergency. These caretakers must provide a signed verification of their knowledge and willingness to assume the responsibility for

the pet. In the event where a caretaker cannot be found, a veterinarian's name will be provided who will house the pet at the owner's expense.

e. A Pet Rider or addendum to the resident's current lease executed by the resident.

f. A pet deposit of \$160.00 or one months rent, whichever is less is required of each resident pet owner desiring to house a pet. The resident pet owner may pay this over a period of time by signing a rental agreement with the Taunton Housing Authority. If this rental agreement is broken at any time, the Authority will commence eviction proceedings. This deposit is only to be returned at the time the pet is no longer living in the unit or the resident moves, and will only be refunded if no damage has been caused to the common area, resident's apartment, and any apartment the pet may have visited. Any damages caused during the pets stay to any property owned and maintained by the Authority will be paid for by the pet owner (this will not come out of the deposit), this includes the cost of exterminating for fleas or other insects, due to the pet, and/or neglect by the owner. Failure to pay any charges may result in eviction.

IV. Resident's Responsibilities

1. Resident is responsible for notifying the Authority in writing of any change in the information initially provided in the application for pet ownership within fourteen (14) days of the change.
2. Resident pet owners will be responsible for proper pet care, good nutrition, grooming, exercise, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification tags and collars when outside of the apartment unit.
3. Resident pet owner is responsible for cleaning up after the pet inside the apartment, all common areas and any apartment the pet may visit. A "pooper scooper" and disposable plastic bag is required to be carried by the pet owner while outside of the apartment, and all waste shall be bagged and disposed of in a trash receptacle. Under no circumstances should any pet debris be deposited in a toilet, as blockage may occur.
4. Pet blankets and bedding are not to be cleaned or washed in the Authority's laundry room for hygienic purposes.
5. Resident pet owners will keep the unit and general area (including the patio, if applicable) clear and free of pet odors, insect infestation, waste and litter and must maintain the unit and general area in a sanitary condition.
6. Resident pet owners will restrain and prevent the pet from gnawing, chewing, scratching, or otherwise defacing doors, walls, windows, fixture, appliances, and floor coverings of the unit, other units and common areas including shrubs and landscaping.
7. Pets are not to be tied outside to doorways, patios, decks or any common area. Any pet

outside or in hallways must be accompanied by a resident and restrained on a leash. All cats should be indoor cats.

8. Resident pet owners will not alter their unit, patio, deck, or other outside areas to create an enclosure for a pet.
9. Pets are not permitted in Community Centers or Laundry Rooms.
10. Pets will not be allowed to disturb the health, safety, comfort or quiet enjoyment of other tenants. A pet should not create a nuisance to neighbors with excessive barking, whining, chirping or other unruly behavior.
11. Resident pet owners hereby agree to apartment inspections by the Authority when, in the opinion of the Authority, there is cause to believe a pet and or unit is not being cared for properly and damage may be caused by the pet.
12. Resident pet owners must provide litter boxes for cat wastes, which must be kept in the owners unit, and be cleaned often and kept odor free.
13. Residents are prohibited from feeding or harboring stray animals. The feeding or harboring of a stray animal shall constitute having a pet without the approval of the Authority.
14. Identification cards, carried in purse or wallet, naming veterinarian and caretaker should be with the pet owner at all times. In the event of a sudden illness or accident, attending authorities would notify management to assist the pet and avoid a delay in proper care of the animal.
15. No pet is to remain unattended for more than twenty-four hours at a time, with the exception of a dog, not more than ten hours. Should the Authority have good cause to believe that a pet has been left longer than the designated time, or the health or safety of the animal is threatened by incapacity or death of the owner, the Authority will contact the listed caretakers to assume responsibility for the pet.

If the caretakers are unable or unwilling to take responsibility for the pet and the tenant is not able or unwilling to find alternate caretakers, the Authority will enter the unit and remove the pet. The Authority will contact the Massachusetts Society for the Prevention of Cruelty to Animals or other suitable humane societies for assistance in providing alternate arrangements for the care of the pet. The funds for such area will be taken from the tenant's pet deposit.

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

VI. Liability of Pet Owner for Damage or Injury

1. Charges for such damages caused by pets shall include the costs of materials, labor,

supplies, and contract costs. Payment plans may be set up with the Authority and the pet owner, at the Authority's discretion, no more than one payment plan may be issued per year. Should the payment plan be broken, the pet owner will remove the pet from the premises and will lose the privilege to house a pet with the Authority.

2. The pet owner will hold the Taunton Housing Authority harmless and indemnify the Taunton Housing Authority from any and all claims, liabilities, or penalties asserted by or on behalf of any person, corporation or public entity. Due to the result of the pet owner's failure to carry out his or her responsibilities and obligations under this policy.

I have read and understand the above rules and regulations concerning pet ownership, and will abide by this Pet Policy throughout my tenancy with the Taunton Housing Authority.

Resident Signature

Date

Taunton Housing Site Manager

Date

Revised 10/17/94
Adopted 10/19/94

TAUNTON HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY for PUBLIC HOUSING

FEDERAL

This Administrative Plan is prepared in accordance with the Department of Housing and Urban Development's Code of Federal Regulations (CFR). Throughout this document term "Department" or "HUD" shall mean the United States Department of Housing and Urban Development. The term "Authority" or "HA" shall mean the Taunton Housing Authority. Other abbreviations will be so noted within the body of this document.

The Taunton Housing Authority is aware of the requirement to provide a Reasonable Accommodation in its rules and policies when so required under law. Thus, certain policies described herein may be amended in specific situations if to do so is required as a reasonable accommodation to an individual with a disability. The provision of such accommodation shall not mean that such policy has been altered or amended and the Authority shall retain full authority to continue to enforce policies as so described within this plan for all other clients.

ELIGIBILITY

The Applicant must qualify as a family as defined by the Department of Housing and Urban Development and the Taunton Housing Authority

The applicant family's annual income must be within the limits for admission for public housing occupancy as prescribed by HUD. The HA will make not less than 40% of admissions in any fiscal year available to extremely low income families.

QUALIFYING AS A FAMILY

Family- a family includes a group with a child or children.

A group of persons consisting of two or more elderly persons or disabled persons living together, one or more elderly or disabled persons living with one or more live in aides qualifies as a family.

A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

In addition, the Housing Authority has determined that the following qualify as a "family"

A single elderly person;
A single displaced person;
A single disabled person and;
Any other single person

DEFINITIONS

The following definitions shall be applicable to all housing assisted under the Act 912 - 2:

Disabled Person - A person under a disability, as defined in section 223 of the Social Security Act (42 U.S.C 423) or in Section 102 of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 [42 U.S.C. 2691(1)]

Displaced Person - A person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws.

Elderly Family - A family whose head or spouse (or sole member) is an elderly, disabled, or handicapped person. It may include two or more Elderly, Disabled, or Handicapped persons living together, or one or more of these persons living with one or more Live-in Aides.

Elderly Person - A person who is at least 62 years of age.

Extremely low-income family- a family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Family - Two or more persons sharing residency whose income and resources are available to meet the family's needs and who are related by blood, marriage or operation of law (or who give evidence of a stable relationship which has existed over a period of time). A family includes but is not limited to (a) an elderly family or single person as defined in the part, (b) the remaining member of a tenant family, and (c) a displaced person.

Full-Time Student- A person who is attending school or vocational training on a full-time basis.

Handicapped Person - A person having a physical or mental impairment that :

- (a) Is expected to be a long-continued and indefinite duration.
- (b) Substantially impedes the person's ability to live independently, and
- (c) Is of such a nature that such ability could be improved by more suitable housing conditions.

Live-In Aide - A person who resides with an Elderly, Disabled, or Handicapped person or persons and who (a) is determined by the PHA to be essential to health and well-being of the person(s); and (c) would not be living in the unit except to provide necessary supportive services.

Single Person - A person who lives alone or intends to live alone, and who is not 62 years old or older, disabled, handicapped, displaced, or the remaining member of a tenant family, in accordance with section 573(a) of the National Affordable Housing Act of 1990.

Tenant Rent- the amount payable monthly by the family as rent to the unit owner (Section 8 owner or PHA in public housing).

ANNUAL INCOME

(A) Annual income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets for the 12-month period following the effective date of certification of income, exclusive of certain types of income as provided in paragraph (c) of this section.

(B) Annual income includes but is not limited to:

(1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.

(2) The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straightline depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

(3) Interest, dividends, and other net income of any kind from real personal property, expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b) (2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

(4) The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump sum payment for the delayed start of a period payment.

(5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see paragraph (c)(3) of this section).

(6) Welfare assistance: If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

(i) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus

(ii) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (b)(6) (ii) shall be the amount resulting from one application of the percentage.

(7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling.

(8) All regular pay, special pay and allowances of a member of the armed forces (see paragraph (c) (7) of this section).

(9) Any earned income tax credit to the extent it exceeds income tax liability.

(c) Annual income does not include the following:

(1) Income from employment of children (including foster children) under the age of 18 years;

(2) Payments received for the care of foster children;

(3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (but see paragraph (b) (5) of this section);

(4) Lump-sum additions to family income from deferred periodic payments of supplemental security income (SSI) and Social Security benefits.

(5) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

(6) Income of a live-in aide, as defined in s. 215. 1;

(7) Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the Government to a veteran, for use in meeting the costs of tuition, fees, books, equipment, materials, supplies, transportation and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for substance is to be included in income;

(8) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

(9) Annual Income exclusion for reparation payments received for victims of the Holocaust. (Federal Register Vol.58, No.55)

(10)(i) Amounts received under training programs funded by HUD;

(ii) Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain self-sufficiency (PASS); or

(iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.

(11) Temporary, nonrecurring or sporadic income (including gifts); or

(12) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under section 101 of the Housing and Urban Development Act of 1965. A notice shall be published in the Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.

(13) The following sources of income must be excluded, for residents only, from calculating the family's rent for twelve months: earnings from a family member who (1) was previously unemployed for at least one year, which includes earning less than 10 hours a week for 50 weeks at the minimum wage in the previous 12 months; (2) is in a job training or self-sufficiency program; or (3) had been receiving welfare in the previous six months. Rent will be calculated based on the income the family was receiving prior to the onset of these earnings.

Phase in of New Income: for an additional 12 months, if there is continued employment, the rent increase must only be 50% of what it would have been if calculated in full.

The exclusionary and phase in periods must only be for 12 months each. Families who currently have, or qualify for, the 18-month disregard under s5.609(c)(13) prior to September 30, 1999, can continue that disregard; however, they will not be eligible for the phase in of new income.

APPLICATION PROCEDURE

(a) Applications shall be available at the Taunton Housing Authority's office or by mail. No one shall be denied an application form or the right to submit an application. The Authority shall provide assistance if requested to the applicant in completing the application. The Authority has established the following administrative procedure:

(1) The Authority will record the date, time, control number and selection category to each application and provision of a receipt of this information for the applicant. Control numbers shall be assigned in sequence in the order in which initial applications are received by the Authority.

(2) Prompt determination of eligibility based on completed application form and notification to ineligible applicant of ineligibility. Each applicant who is determined to be ineligible shall be notified in writing of the reasons for such determination, the right to appeal, and the procedure for such an appeal. Upon request, the Authority shall provide to the applicant the facts upon which the determination of ineligibility was made. Verification of information shall be completed when the applicant nears the top of the waiting list.

(3) Computer entry of appropriate applicant information shall be made promptly.

SUITABILITY FOR TENANCY

The Taunton Housing Authority will evaluate each applicant to determine whether the applicant would have a detrimental effect on the other tenants, or on the development environment. The Authority must deny admission to any applicant whose living habits and practices may be expected to have a detrimental effect on other tenants or on the development environment.

The Authority shall make an informed judgment about the applicant's suitability as a tenant and must assure that selection among otherwise eligible applicants is objective and reasonable; this includes:

(1) (a) examining the applicant's history of meeting financial obligations, especially rent.

- (b) Checking with a current or previous landlord;
- (c) Contacting Employers;
- (d) Getting information from social workers, police departments, or parole officers, if applicable.
- (e) Doing a credit check, if administratively possible; and
- (f) Determining whether the applicant has a history of:
 - disturbing the neighbors;
 - destroying property;
 - living or housekeeping habits which could adversely affect the health, safety, or welfare of other tenants;
- (g) Conduct home visits, if administratively possible
- (h) Utilize Criminal Offender Record Information (C.O.R.I.)

(2) The Authority may also deny admission to applicants who:

(a) Currently owe rent or other amounts to the Authority in connection with the public housing or leased housing programs;

(b) Have committed fraud in connection with any federal housing assistance program;

(c). Refusal of an applicant to sign a consent form, which would allow the Authority to obtain useful applicant information, disqualifies the applicant. In all matters related to criminal activity, the Taunton Housing Authority shall conform to the following:

1. Code of Federal Regulation 960-205,206.

2. Public Housing Occupancy Handbook Chapter 4.

(d) Has a recent history of criminal activity involving crimes to persons or property and/or other criminal acts that would adversely affect the health, safety or welfare of other residents or THA personnel;

(e) Was evicted, because of drug-related criminal activity, from housing assisted under the U.S. Housing Act of 1937, for a minimum of three year period beginning on the date of such eviction, unless the applicant has successfully completed, since the eviction, a rehabilitation program approved by the THA;

(f) The THA has reasonable cause to believe is illegally using a controlled substance; or

(g) The THA has reasonable cause to believe abuses alcohol in a way that causes behavior that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents or THA personnel.

NOTIFICATION TO APPLICANT

(1) Eligible applicants - Each applicant determined to be eligible shall be notified by the Authority of such determination and of approximate date of occupancy, as estimated by the Authority at the time of notification. A record of the notification shall be maintained in the Authority's files. A notation on the application form will be adequate for this purpose.

(2) Ineligible applicants - Each applicant determined to be ineligible shall be promptly notified by the Authority in writing of such determination with the reasons therefore (except for hereinafter noted) and of their right upon request within a reasonable time to an informal hearing on determination in order to make such reply or explanation as he may wish. For this purpose, the Authority may use a form letter, filling in the appropriate information described in the preceding sentence.

REJECTION OF APPLICANTS

An applicant shall be deemed eligible and acceptable for occupancy unless specific information or facts show one or more of the following,

(1) That the applicant is determined to be ineligible for Public Housing in accordance with HUD regulations.

(2) That the applicant is a former tenant of the Authority whose tenancy was terminated in bad standing.

(3) That there is a substantial risk based on documented evidence that the applicant or other members of the applicant's household may interfere with the health, safety and security of tenants and the Authority employees, or the right to the tenant's peaceful enjoyment of his/her premises and the neighbor's right to enjoy their accommodations.

(4) That there is substantial risk based on documented evidence that the applicant or other members of the applicant's household will damage or cause destruction to the apartment unit or surrounding premises. To establish rejection based on this criteria, the Authority may check with the applicant's prior landlords.

(5) That there is a history of criminal activity involving crimes of physical violence to persons or property or other criminal acts which would adversely affect the health and safety or welfare of other tenants.

(6) The Authority may reject an applicant who, upon investigation, has been proven to possess a history of failure to pay rent in a timely manner. The Authority will not admit potential residents who will jeopardize the financial viability of the complex or complexes.

(7) If any member does not establish citizenship or eligible immigration status and the THA is required to deny admission on such basis as required under 24 CFR part 5.

(8) If any member of the family has been evicted from Federally Assisted Housing for serious violation of the lease and a reasonable time period has not passed since such eviction. The THA will determine what is a reasonable period of time in each instance based upon the facts and circumstances of each individual case. Factors to be considered include, but shall not be limited to, counseling, drug rehabilitation etc.

ADJUSTED FAMILY INCOME - MEANS ANNUAL INCOME (AS DETERMINED BY THE THA) OF THE MEMBERS OF THE FAMILY RESIDING OR INTENDING TO RESIDE IN THE DWELLING UNIT, AFTER MAKING THE FOLLOWING DEDUCTIONS:

- a) \$480.00 for each dependent;
- b) \$400.00 for an elderly family or disabled family;
- c) The sum of the following, to the extent the sum exceeds three percent of the annual income:
 - a. Unreimbursed medical expenses of any elderly family or disabled family;
 - b. Unremibursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with a disability, to the extent necessary to enable any member of the family (including the member with a disability) to be employed;
- d) Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education; and
- e) The amount of any earned income of a family member (other than the family head or spouse) who is not 18 years of age or older.
- f) Medical expenses in excess of 3% of annual income

ADJUSTED INCOME FOR ELDERLY, HANDICAP/DISABLED FAMILY

An exemption of \$400.00 will be allowed for any elderly family. However, if there is more than one person present in the household, the \$400.00 deduction is applied only once.

Medical expenses in excess of 3% of annual income for any elderly family, handicapped or disabled.

(a) For any family that is not an elderly family but has a handicapped or disabled member other than the head of household or spouse, handicapped assistance expenses in excess of three percent of annual income, but this allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the handicapped person.

(b) For any elder family - that has no handicapped assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed three percent of the annual income; and that has handicapped assistance expenses greater than or equal to three percent of annual income, an allowance for handicapped assistance expenses computed in accordance with paragraph (a) of this section plus an allowance for medical expenses that is equal to the family's medical expenses; or that has handicapped assistance expenses that are less than three percent of annual income, an allowance for combined handicapped assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds three percent of annual income.

TENANT RENT

The amount payable monthly by the family as rent to the Authority.

Where all utilities (except telephone) and other essential housing services are supplied by the Authority, Tenant Rent equal Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the Authority and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance.

TOTAL TENANT PAYMENT

- a) Total tenant payment is the highest of the following amounts rounded to the nearest dollar:
 - a. 30 percent of the family's monthly adjusted income;
 - b. 10 percent of the family's monthly income;
 - c. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of those payments which is designated for housing; or
 - d. Minimum rent, which is adopted the THA as zero;
- b) If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under paragraph (a)(3) of this section is the amount resulting from one application of the percentage.

Family Choice in Rent Payment

A family may choose to pay either a flat rent or an incomebased rent. The THA will provide documentation to the family of both the amount of income based rent and flat rent for the unit. Should the family chose to pay a flat rent the THA will switch the family's rent to income based, should the family be able to provide documentation to the THA showing financial hardship. Financial hardship circumstances will be defined as the following:

Loss or reduction of employment;
Death in the family or loss of assistance;
Increase in the family's expenses for medical, childcare, transportation or education.

The THA will lower the rent no later than the first of the month following the month the family reported the hardship.

Income-Based Rents is the monthly rental amount, including any applicable utility allowance, calculated under this method must not exceed the highest of the following:

30 percent (30%) of the family's monthly-adjusted income;

10 percent(10%) of the family's monthly income or welfare rent if applicable.

Flat Rent is the reasonable market value of the unit. Reasonable market rent will be determined by the Section 8 rent reasonableness survey. Flat rent will be reviewed no less that annually.

OTHER DEFINITIONS

(a) Dependent - A member of the family household (excluding foster children), other than the family head or spouse, who is under 18 years of age or is a disabled person or handicapped or is a full-time student.

(b) Handicapped Assistance Expenses- Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a handicapped or disabled family member and that are necessary to enable a family member (including the handicapped or disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

(c) Lower Income Family - A family whose annual income does not exceed 80% of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 80% of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes.

(d) Very Low Income Family - Very low income family means a family whose total income does not exceed 50% of the median totalfamily income for the area, with adjustments for smaller and larger families.

(e) Utilities - Utilities mean water, electricity, gas and other heating, refrigeration and cooking fuel, trash collection, land sewage services. (Telephone service is not included as a utility.)

(f) Head of Household - Head of the household means the family member who is held responsible and accountable for the family.

(g) Spouse - Means the husband or wife of the head of the household.

(h) Remaining Member of Tenant Family - Means that member of a family remaining in occupancy and eligible for housing.

(i) Residence - There shall be no requirements of state or local residence as a condition for eligibility.

(j) Medical Expenses - Medical expenses in excess of 3% of annual income for any elderly family. Medical expenses are those medical expenses including medical insurance premiums that are anticipated during the period for which annual income is computed, and that are not covered by insurance.

(k) Monthly Adjusted Income - One twelfth of adjusted annual income.

(l) Net Family Assets - Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment and the equity in a housing cooperative unit in which the family resides. Net family assets do not include the value of necessary items of personal property (e.g., furniture and automobiles) and income held in non revocable trusts. However, income distributed from trusts and the value of assets disposed of for less than fair market value within the last two years (except in cases of foreclosure or bankruptcy) shall be considered as part of net family assets. In case of a disposition as part of a separation or divorce settlement, the disposition shall not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

(m) Assets - As of July 1, 1987, there is no limit on assets provided the income earned from such assets does not place the applicant over the income limit for admission. Assets include the value of, or equity in, real property, savings, bonds, stocks and other forms of capital investments. The value of personal property, such as furniture and automobiles, is to be excluded. Property disposed of for less than market value will be included at true value for eligibility and rent purposes for a period of two years from the date of the transaction.

(n) Live-In Aide - A person who resides with an elderly, disabled, or handicapped person or persons, and who is determined to be essential to the care and well being of the person and is not obligated for the support of the person (s), and would not be living in the unit except to provide the necessary supportive services.

(o) Welfare Assistance - Welfare or other payments to families or individuals based on need that are made under programs funded separately or jointly, by federal, state or local governments.

OCCUPANCY STANDARDS

Dwellings are to be leased in accordance with the occupancy standards set forth below. For continued occupancy, where it is found that size of the dwelling is no longer suitable for the family in accordance with the standards, the family will be required to move as soon as a dwelling of appropriate size becomes available in accordance with the procedures for transfers set out in Priority Categories Section, paragraph (5) hereof.

The Authority shall give consideration to placing families in units of sufficient size so that persons of opposite sex (other than spouses), persons of different generations, and unrelated adults may have separate bedrooms. Families may choose whether to opt for smaller units at the time of application. Families may be placed on waiting lists for both the larger and smaller units.

NUMBER OF PERSONS			
# OF BEDROOMS	MINIMUM	MAXIMUM	
1	1	2	
2	2	4	
3	3	6	
4	5	6	
5	7	10	

One person as the remaining members of a tenant family will be permitted to continue tenancy by occupying the smallest size unit available.

SELECTION OF FAMILIES FROM THE WAITING LIST

The THA will place families on the public housing waiting list according to priority and such families will be selected according to date and time of application within their priority category. These priorities are “local preferences”. Priority I, will be applicants with a residency preference, and will be serviced first. All other applicants will be considered “standard” applicants and will be selected only after all applicants with a residency preference have been selected. However, to the extent that the applicant is not “extremely low income”, (ELI) the THA may elect to serve an (ELI) applicant even if he/she applied after a client who is very low or low income if the THA must serve an ELI client in order to meet the new HUD requirement to serve 40% ELI clients per year.

A Residency Preference will be assigned for applicants who work or are residents of the City of Taunton. All other factors being equal applicants with a local preference will be admitted ahead of applications with no local priority.

Residence is defined as a family or individual who at the time of application, is living, working, or notified that they have been hired to work in Taunton. Length of time an applicant has lived or worked in the City is not a factor in determining residency. Working in the city means any gainful employment(temporary, permanent, full, or part time) that is/will occur within the city limits.

NOTE: A preference does not guarantee admission. The applicant must still meet the Authority's tenant screening and eligibility criteria before being accepted as a Tenant.

A residency preference may not be granted in the following circumstance;

If an applicant has been evicted from housing assistance under the U.S. Housing Act (public, Indian, Section 8, or section 23 housing) because of drugrelated criminal activity (drug use or drug distribution) by any member of the applicant family, the applicant may not be given any tenant selection preference for three years from the date of that eviction.

The THA may waive this restriction for a particular applicant if the THA determines that the evicted person:

- 1. Has successfully completed a rehabilitation program approved by the THA.*
- 2. Clearly did not participate in or know about the drugrelated criminal activity.*
- 3. No longer participates in any drug-related criminal activity.*

The THA shall give preference to elderly persons/families, disabled persons/families and displaced persons/families over other single persons.

Federal Preference will not take precedence in the following instances:

A preference for admission of elderly families shall be granted but only to those units specifically designed or designated for elderly families. (An elderly family has preference over a non-elderly family when both are applying for admission to a development for the elderly. The elderly family preference has primacy even if the non-elderly family qualifies for one of the Federal Preferences).

Therefore, applicant families, otherwise eligible for admission, will be admitted to units, designated for elderly/disabled families in the following order:

1. Elderly families with local Preference;
2. Elderly families with no local Preference;

3. Non-elderly families with local Preference.

Any move-ins mandated by court orders relating to desegregation or Fair Housing and Equal Opportunity will take precedence over the Local Preference [Page 1131, January 15th Regulations]

Verification of any preference category must be verified by the applicant prior to being offered a unit.

Exceptional Cases

In instances where assignment of units by Control Number and /or selection categories enumerated above is likely to result in the significant threat to the life and safety of the applicant or any household member, the Executive Director may, grant an exemption and provide immediate housing. Each case deemed by the Executive Director to constitute an exception shall be fully documented by the Authority stating the reasons for it's granting the exception. Records of all exceptions shall be kept by the Authority.

TENANT TRANSFER

In order to best utilize available units, and to fairly and equitably offer units to residents the Authority will adhere to the following procedures:

- 1) Designate transfer applicants within the waiting list ledger based upon bedroom size;
- 2) Transfers will be considered for placement after all priority and/or emergency applicants have been offered units but prior to the offer of units to standard applicants;
- 3) At the time of annual recertification, residents who live in conventional units who are either over-housed or under-housed will be placed upon the appropriate waiting list ledger and designated as transfer applicants at which time the tenant selector shall notify them so in writing;
- 4) At the time of annual recertification, program participants in the rental assistance programs who are either over-housed or under-housed will be issued an appropriately sized rental assistance certificate or voucher, where possible (see # 5 below);
- 5) Where rental certificates or vouchers are not available a program participant will be placed upon a separate bedroom rental assistance transfer ledger which will be designated by both program and bedroom size;
- 6) At times other than at the annual recertification, residents must complete a transfer application, complete with supportive documentation, thereby notifying the Authority of the need for a larger or smaller unit. This application will be entered onto the waiting list ledger as a transfer application and will be recorded as of the date and time of receipt of the completed application;

7) Residents who, due to medical emergency, require transfer to another unit will be entered onto the waiting list ledger as transfer applicants only after completing a transfer application and also providing the Authority with appropriate documentation signed by a physician, which satisfies to the Authority that there is a need for such transfer;

8) Residents who are granted a transfer for medical reasons will be given priority over those residents who are to be transferred due to: (1) being underhoused or overhoused, (2) administrative transfer except where it is determined to be for security reasons;

9) The Authority endeavors to allow residents to remain in the same development. No transfers between HUD and DHCD funded programs are permitted.

10) Should it be determined that a unit is not of appropriate size for a resident household, and the resident household refuses, without cause, to move to the next available unit as offered by the Authority, the Authority may begin eviction proceedings consistent with state and federal regulations and statutes.

WAITING LISTS

POLICY - The Authority has organized the waiting lists, in a manner, which will afford a method of easily identifying the applicant's, need regarding type of project and size and type of unit and the date and time the application was filed.

The Authority will establish waiting lists, in the following manner:

Upon completion of an application, the application form shall be dated and time stamped.

The application will then be recorded in the Authority's computer system in order of receipt of application and the computer shall contain the following information:

control number, date of the application, local preference, transfer or standard, number of bedrooms, whether family or elderly or handicapped, and information, such as date ineligible, date leased or date withdrawn, and the name of the applicant.

The information is recorded in a master file and sorted to create separate files based upon bedroom size requirements.

Procedures for Removing Names from the Waiting List

1. Purge of the Waiting List

If determined necessary by the THA, on an annual basis, the THA may send a letter to all applicants on the waiting list. This letter will be sent to the last known address of the applicant. Applicants will be requested to respond to the mailing within a time parameter set forth in the letter and the letter shall indicate that failure to respond will

result in removal of his/her name from the waiting list. In the event that the applicant does not respond within the applicable time parameter, his/her name shall be removed from the waiting list.

2. Other reasons for removal

In addition to the Annual Waiting list Purge, applicant names will be removed if:

- a) The applicant requests removal of his/her name from the waiting list
- b) The applicant fails to respond to a written request to supply information to the THA;
- c) The applicant fails to attend a scheduled appointment at the THA; or;
- d) The applicant does not meet public housing criteria as set forth in Federal Regulations or by the THA rules/policies;
- e) Other reasons not prohibited by regulation or State and Federal law.

Unit Offers

The system of offering units is applicable to HUD regulation. Units shall be offered as they become available. Vacancies shall be recorded in a master file in the computer and shall be offered to the applicant or tenant who has the lowest application control number

The Authority will contact the next ten applicants on the waiting list requesting them to respond if they are interested in housing. The applicant must respond within two working days of being contacted in order to maintain their place on the waiting list. Failure to contact the Authority within two working days will result in the applicant being placed below the applicants who responded within the two working days. Applicants who do not respond at all within seven days will be dropped from the waiting list.

The applicant shall be offered one available unit when a vacancy occurs regardless of which housing site it is located in. If the applicant should refuse without good cause, i.e., documented proof that the particular unit offered would be detrimental to health or other good cause, the applicant shall be dropped to the bottom of the waiting list and assigned another control number.

Handicapped units - Where no applicants are on the waiting list a nonhandicap applicant may be offered an accessible unit on a temporary basis. The Authority has the right to transfer that household when a qualified handicapped applicant is admitted and requires that unit. A lease addendum will be executed outlining the requirement for transfer prior to the non-handicapped applicant occupying the accessible unit.

NO DISCRIMINATION

There shall be no discrimination on the basis of race, sex, marital status, creed or national origin in the selection of tenants and their assignment to developments. There

shall, likewise, be no discrimination against families, or individuals otherwise eligible for admission because their income is derived in whole or in part from public assistance. The Authority shall, however, attempt to attain a tenant body in each development composed of families with a broad range of income and rent-paying ability which is generally representative of the range of income of low-income families within the area and avoid concentrations of the most economically and socially deprived families in any or all of the Authority's low-income housing developments.

Interim Examination

Interim examinations will be required in the following instances:

When a family receives an increase of more than 10% in total monthly income; However the Housing Authority shall be notified of any change in income.

When a family's expenses decrease by more than 10%

A household member is leaving a dwelling unit.

The family is breaking up

The family is requesting that a new family member be added to the household composition.

In all cases, the request for an interim examination must be made by the family in writing to the THA.

An appointment will be scheduled by the THA to conduct an interim examination. This interim examination will cover only the new information being reported and accordingly only information related to such changes will be reviewed and verified.

Income changes resulting from Welfare program requirements (24CFR 5.618)

The Act provides that a family's rent must not be decreased as a result of a reduction in welfare benefits based on either ;

- a) Fraud by a member of the family;
- b) The family's failure to comply with the welfare program's requirement for work activities or participation in an economic self-sufficiency program.

If a reduction in income results from the expiration of a lifetime limit on benefits or a loss of benefits because of a durational time limit on welfare benefits despite compliance with work requirements, the rule directs that the rent will be reduced.

Annual Examination

Annual Examinations will be conducted annually with the exception of family's paying a flat rent, which will reviewed every three years.

Eligibility for Continued Occupancy- Only the following occupants in low-rent developments will be eligible for continued occupancy:

(1) Those who qualify as a family (see definition- Page 2) except the surviving member or members of a family may be permitted to remain in occupancy in units of appropriate size.

(2) Those who conform to the occupancy limits established by HUD.

The Head or spouse of each tenant family is to be required, at the time of re examination, to submit and sign an application for continued occupancy, a privacy act form stating that all information will be kept confidential, a release of information form, to provide social security numbers for all members of the household and verifications for all income and assets as required by the Authority.

As a part of the record of each family re-examined, the Housing Authority is to certify that an investigation has been made of such family and that on the basis of the investigation it has been determined that the tenant and his family are eligible or are ineligible for continued occupancy.

Within a reasonable time after the tenant has submitted all the information required of him and called for on the application for continued occupancy, he is to be informed in writing concerning:

- (1) Eligibility or ineligibility for continued occupancy
- (2) Any instances of misrepresentation or non-compliance with the terms of the lease and any corrective or punitive action, which is to be taken.
- (3) Any change in rent or size of unit occupied.

If the unit is no longer appropriate to the tenant's needs according to the dwelling size and continued occupancy form, management shall notify the tenant to move within a reasonable time to another apartment within the same development. Management will allow tenant to choose among the appropriate apartment, available if there are more than one available at that time.

The Authority will not commence eviction proceedings or refuse to renew a lease based on the income of the tenant family unless

It has identified, for possible rental by the family, a unit of decent, safe and sanitary housing of suitable size available at a rent not exceeding the tenant rent as defined and calculated in accordance with Part 913 of this chapter, or (b) it is required to do so by local law:

- (1) in the same city or town,
- (2) in decent safe and sanitary condition,
- (3) of appropriate size and at a rental the tenant can afford,
- (4) within reasonable transportation of tenant's place of employment.

REQUIREMENTS FOR ADMINISTRATION OF LOW RENT HOUSING UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

In order to comply with Title VI of the Civil Rights Act of 1964 the Authority has established the following methods of administration.

(a) The Authority administers all dwelling units on a uniformly nondiscriminatory basis in respect to race, color, or national origin, including non-discrimination in maintenance, equipment, facilities and services and in treatment of tenants.

(b) The race, color, or national origin of the tenant of the dwelling units or of the staff shall not be a factor in the assignment of managers and other staff responsible for the administration of the dwelling units.

APPLICANT APPEAL AND HEARING RIGHTS

The Authority shall give an applicant written notice within five days of a decision denying eligibility *or denial of a preference* in public housing.

The notice will allow the family to request an informal review of the decision, if requested in writing within ten (10) days of notice date and delivered in person or by registered mail to the Tenant Selector.

The informal review will be conducted by the Executive Director or his designee. The applicant will be given the opportunity to present written or oral objections to the decision.

The Authority will respond in writing with a decision, including reasons for final decision, within ten (10) days.

*Revised 1/2000
Adopted*

COMMUNITY SERVICE REQUIREMENTS

The Taunton Housing Authority public housing residents, including all members of the family subject to the service requirements, are required to contribute eight hours per month in community service. Those exempted from the work requirement include anyone who is 62 or older, blind, disabled, Section 8 recipient or employed. Also exempted are those engaged in a work program as part of a state's welfare reform efforts, or those in a family receiving assistance in a state that has a welfare work program and is complying with program requirements. The authority will administer the program by employing the following provisions:

- a) Work requirements incorporated into the lease
- b) Enter into a cooperation agreement with the Department of Transitional Assistance to transfer information to facilitate administration.
- c) Determination of resident compliance, annually, thirty days prior to expiration of the lease.
- d) Non compliance of work requirements are subject to due process of the Taunton Housing Authority and Court System.

TABLE OF CONTENTS

I INTRODUCTION.....	3
II. MANDATORY POLICIES.....	3
A. HOW FAMILIES ARE SELECTED FROM THE WAITING LIST – 982.204(A)	3
B. PROCEDURES FOR REMOVING NAMES FROM THE WAITING LIST – 982.204(C).....	4
1 – <i>Purge of the Waiting List</i>	4
2 – <i>Other Reasons for Removal</i>	4
C. PROCEDURES FOR CLOSING AND REOPENING THE WAITING LIST – 982.206.....	4
D. DENIAL OF ASSISTANCE- 982.552(A)(2) AND (B)	5
1. <i>Definition of Denial of Assistance and Termination of Assistance</i>	5
2. <i>Mandatory Grounds for Denial or Termination 24 CFR 982.552(b)</i>	5
3. <i>Discretionary Grounds for Denial or Termination 24 CFR 982.552.(c)</i>	6
4. <i>Housing Authority Considerations</i>	7
E. TERM OF THE VOUCHER; EXTENSIONS; AND SUSPENSIONS – 982.303	7
1. <i>Terms</i>	7
2. <i>Suspension of Term</i>	8
F. SPECIAL RULES FOR USE OF SPECIAL PURPOSE VOUCHERS.....	8
G. DEFINITION OF A FAMILY, 24 CFR 982.201 (D)	8
1. <i>Mandatory Definitions</i>	9
2. <i>Housing Authority Additional Definitions</i>	9
H. WHEN A FAMILY IS CONSIDERED “CONTINUOUSLY ASSISTED”	9
I. ENCOURAGING PARTICIPATION BY OWNERS IN NON POVERTY/MINORITY AREAS.....	9
J. ASSISTING A FAMILY THAT CLAIMS “ILLEGAL DISCRIMINATION” HAS PREVENTED THEM FROM LEASING A UNIT – 982.304	10
K. PROVIDING INFORMATION TO PROSPECTIVE OWNERS ABOUT THE FAMILY – 982.307(B)	10
L. DISAPPROVAL OF OWNERS – 982.306(C)	10
1. <i>Mandatory Denial</i>	10
2. <i>Discretionary Denial</i>	11
M. SUBSIDY STANDARDS – 982.402.....	12
N. FAMILY ABSENCE FROM THE UNIT – 982.312(E).....	12
O. WHO REMAINS ON THE PROGRAM IF THE FAMILY BREAKS UP – 982.315	13
P. INFORMAL REVIEW PROCEDURES FOR APPLICANTS – 982.554(B).....	13
1. <i>Notice</i>	13
2. <i>Procedures</i>	14
3. <i>When Informal Review is Not Required</i>	14
4. <i>Informal Hearing for Non-Citizen Rule Matters</i>	14
5. <i>Decisions</i>	14
Q. INFORMAL HEARING PROCEDURES FOR PARTICIPANTS – 982.555(E)	14
1. <i>When an Informal Hearing is Required</i>	15
2. <i>When an Informal Hearing is Not Required</i>	16
3. <i>Notice to Family</i>	16
4. <i>Hearing Procedures</i>	17
5. <i>Informal Hearings for Non-Citizen Rule Matters</i>	17
R. THE PROCESS FOR ESTABLISHING AND REVISING PAYMENT STANDARDS.....	17

S. METHOD FOR DETERMINING RENT REASONABLENESS – 982.503	18
T. USE OF SPECIAL HOUSING TYPES	19
1 – Reasonable Accommodation	19
2 – Single Room Occupancy 24 CFR 602	19
3 – Congregate Housing 24 CFR 606.....	19
4 – Group Homes 24 CFR 982.610, 612.....	19
5 – Shared Housing 24.CFR 982.615.....	20
6. Cooperative Housing 24 CFR 982.619.....	20
7 – Manufactured Homes	21
U. PAYMENTS BY FAMILIES WHO OWE MONEY TO THE HA – 982.552(B)(6)(7) AND (8)	22
V. INTERIM REPORTING AND PROCESSING POLICIES – 982.516(B)	23
1 – Mandatory Interim Examination.....	23
W. POLICIES THAT PROHIBIT OR LIMIT FAMILY MOVES DURING THE INITIAL YEAR OF ASSISTED	23
X. BOARD APPROVAL OF ADMINISTRATIVE FEE RESERVES – 982.155(B)(2)	23
Y. PROCEDURAL GUIDELINES AND PERFORMANCE STANDARDS FOR CONDUCTING REQUIRED HQS.....	24
INSPECTIONS - 982.405	24
1 – When Inspection Shall be Performed.....	24
2 – Standards Utilized.....	24
3 – Time Parameter for Repairs and Consequences of Failure to Repair.....	25
Z. SCREENING OF APPLICANTS FOR FAMILY BEHAVIOR OR SUITABILITY FOR TENANCY – 982.307.....	26
III. ADDITIONAL ADMINISTRATIVE PLAN POLICIES	26
DISCRETION TO ALLOW PORTABILITY IMMEDIATELY FOR NEW ADMISSIONS WHO DID NOT RESIDE IN THE PHA’S JURISDICTION WHEN APPLICATION WAS MADE – 982.353(C)(2)(III)	26
DISCRETION TO PERMIT A FAMILY TO SUBMIT MORE THAN ONE REQUEST FOR LEASE APPROVAL AT A TIME OR REQUEST FOR TENANCY APPROVAL– 982.302(B)	26
POLICY THAT ESTABLISHES WHO YOU WILL ALLOW TO BE ADDED TO AN EXISTING FAMILY (OTHER THAN ADDITIONS FROM BIRTH, ADOPTION OR COURT-AWARDED CUSTODY) – 982.551(H)(2).....	26
POLICY CONCERNING RESIDENCE BY A FOSTER CHILD OR LIVE-IN-AIDE 982.551(H)(4).....	26

Section 8 Administrative Plan Taunton Housing Authority

I Introduction

This Administrative Plan is prepared in accordance with the Department of Housing and Urban Development's Code of Federal Regulations (CFR) as set forth at 24 CFR 982.54. Throughout this document the term "Department" or "HUD" shall mean the United States Department of Housing and Urban Development. The term "Authority" or "HA" shall mean the Taunton Housing Authority. The term "FMR" shall mean, "Fair Market Rent" for the federal Section 8 program as determined by the Department of HUD. Other abbreviations will be so noted within the body of this document.

The Housing Authority is aware of the requirement to provide a Reasonable Accommodation in its rules or policies when so required under the law. Thus, certain policies described herein may be amended in specific situations if to do so is required as a reasonable accommodation to an individual with a disability. The provision of such accommodation shall not mean that such policy has been altered or amended and the Authority shall retain full authority to continue to enforce policies as so described within this plan for all other clients.

II. Mandatory Policies

A. How Families are Selected From the Waiting List– 982.204(a)

Mainstream Applicants will be placed on the Section 8 waiting list according to priority and such families will be selected according to date and time of application within their priority category. These priorities are "local preferences." *Priority I* will be residency and applicants serviced first. All other applicants will be considered "standard" applicants and will be selected only after all applicants with a priority have been selected. Priorities are set forth in the attached Exhibit A.

Section 8 Applicants will be placed on the regular Section 8 waiting list according to priority and such families will be selected according to lottery number within their priority category. These priorities are "local preferences." *Priority I* will be based upon residency, local applicants will be serviced first. . All other applicants will be considered "standard applicants and will be selected only after all applicants with a priority have been selected. . However, to the extent that an applicant is not extremely low income," (ELI) the Housing Authority may elect to serve an "extremely low income" applicant even if he/she applied after a client who is very low or low income if the Authority must serve an ELI client in order to meet the new HUD requirement to serve 75% ELI clients per year.

All others are considered standard applicants.

In addition to a Local preference the Housing Authority shall give preference to elderly persons/families, disabled persons/families and displaced persons/families over other single

persons.

B. Procedures for Removing Names From the Waiting List – 982.204(c)

1 – Purge of the Waiting List

If determined necessary by the Housing Authority, on an annual basis, the Authority may send a letter to all applicants on the Section 8 waiting list. This letter will be sent to the address listed on the Section 8 waiting list or on any “Change of Address” which was completed and sent to the Housing Authority. Clients will be requested to respond to the mailing within a time parameter set forth in the letter and the letter shall indicate that failure to respond will result in the removal of his/her name from the Section 8 waiting list. In the event that the applicant does not respond within the applicable time parameter, his/her name shall be removed from the Section 8 waiting list.

2 – Other Reasons for Removal

In addition to the Annual Waiting List Purge, applicant names will be removed if:

- a. the applicant requests removal of his/her name from the waiting list;
- b. the applicant fails to respond to a written request to supply information to the Housing Authority;
- c. the applicant fails to attend a scheduled appointment at the Housing Authority; or;
- d. the applicant does not meet Section 8 eligibility criteria as set forth in Federal Regulations or by Housing Authority rules/policies;
- e. other reasons not prohibited by regulation or State or Federal law.

C. Procedures for Closing and Reopening the Waiting List – 982.206

When the Authority opens the Section 8 waiting list, public notice will be given so that families are informed that they may apply for tenant based assistance. This public notice will state where and when the applicant may apply.

The public notice will be published in the following newspaper(s) of general circulation: Taunton Daily Gazette
minority media will be contacted if available.

In the event that the above referenced newspaper(s) and/or minority media are not available or practical for use, comparable minority media/newspapers will be utilized by the HA.

The opening for the Section 8 waiting list shall be for a minimum of **2 days**. However, the notice shall state the exact amount of time the list shall be open. Once the list is closed, all applicants will be placed on the waiting list in the following manner (subject to the Authorities, Priorities applicable as set forth in Section IIA of this Administrative Plan):

¹ Please note that upon request, reasonable accommodations will be made for persons with disabilities.

Mainstream Waiting List will be selected according to date and time of receipt of application by the Housing Authority (date and time will be stamped or noted upon the application) and Local Preference.

Section 8 regular waiting list all applications will be placed into a lottery and numbers will be assigned accordingly.

The regular Section 8 waiting list shall remain closed as long as there is a sufficient pool of applicants to be served in relation to the number of Section 8 subsidies available to the Authority.

D. Denial of Assistance- 982.552(a)(2) and (b)

1. Definition of Denial of Assistance and Termination of Assistance

a. Denial of assistance for an applicant may include any or all of the following:

- i.** Denying listing on the Housing Authority Waiting List;
- ii.** Denying or withdrawing a voucher;
- iii.** Refusing to enter into a Housing Assistance Payments (HAP) Contract;²
- iv.** Refusing to approve a lease; and
- v.** Refusing to process or provide assistance under portability procedures.

b. Termination of Assistance for a participant may include any or all of the following:

- i.** Refusing to enter into a HAP contract;
- ii.** Refusing to approve a lease;
- iii.** Terminating a HAP payments under an outstanding HAP contract; and
- iv.** Refusing to process or provide assistance under Portability Procedures.

2. Mandatory Grounds for Denial or Termination 24 CFR 982.552(b)

The Housing Authority must deny program assistance for an applicant, or terminate assistance for a participant for any of the following grounds:

² This section of the Administrative Plan shall not serve to limit or affect the exercise of the Housing Authority rights and remedies against the owner under the HAP contract, including termination, suspension, or reduction of payments or termination of said contract.

- a. If any member of the family has been evicted from Federally Assisted Housing for serious violation of the lease and a reasonable³ time period has not passed since such eviction;
- b. If any member of the family fails to sign and submit consent forms for obtaining information in accordance with part 5, subparts B and F of Title 24 Code of the Federal Regulations;
- c. If any member of the family does not establish citizenship or eligible immigration status and the Housing Authority is required to deny admission on such basis as required under 24 CFR part 5;
- d. If any member of the family fails to sign and submit consent forms for obtaining information in accordance with 24 CFR part 760 and 24 CFR part 813; and
- e. If according to 24 CFR part 5, the termination is required because a family member has not established citizenship or eligible immigration status.

3. Discretionary Grounds for Denial or Termination 24 CFR 982.552.(c)

The Housing Authority may deny admission to the Section 8 Program or terminate program assistance for a participant based upon the following grounds:

- a. The family violates any family obligations under the program as set forth in 24 CFR 982.551;
- b. Any member of the family has ever been evicted from Federal or State public housing;
- c. This Housing Authority or any other Housing Authority has terminated assistance under the Section 8 Program for any member of the family;
- d. If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal Housing Program;
- e. The family currently owes rent or other amounts to this Housing Authority or any other Housing Authority in connection with Section 8 or Public Housing Assistance under the 1937 Act;
- f. If the family has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit or other amounts owed by the family under the lease;
- g. If the family breaches an agreement with the HA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA; (At its discretion the HA may offer the family the opportunity to enter into an agreement to pay amounts owed to a PHA or amounts paid to an owner by a

³ The HA will determine what is a reasonable period of time in each instance based upon the facts and circumstances of each individual case. Factors to be considered include, but shall not be limited to, members of the family involved in the action for eviction and members of the applicant family and counseling or other programs in which the family has been involved in since the eviction.

PHA. The HA will prescribe the terms of the agreement);

- h.** If a family participating in the Family Self Sufficiency (FSS) program fails to comply, without good cause, with the family's FSS Contract of Participation;
- i.** If the family has engaged in or threatened abusive or violent behavior towards PHA personnel;
- j.** If the family fails to fulfill its obligations under the Section 8 Welfare-To-Work Voucher program; and

k. If any member of the family commits violent or drug related criminal activities.

(i) – In determining whether to deny or terminate assistance based on drug related criminal activity, the HA may deny assistance if the preponderance of the evidence indicates that a family member has engaged in such activity, regardless of whether the family member has been arrested or convicted.

(ii) – If the denial or termination of assistance is because of illegal use or possession for personal use of a controlled substance, such use or possession must have occurred within one (1) year before the date that the HA provides notice to the family of the HA determination to deny or terminate assistance.

(iii) – Further, the HA may not deny or terminate assistance if the family member can show that he/she:

- (1)** – has an addiction to a controlled substance, has a record of such impairment, or is regarded as having such impairment and;
- (2)** – the family member is recovering or has recovered from such addiction and does not currently use or possess controlled substances. The HA may require a family member who has engaged in the illegal use of drugs to submit evidence of participation in, or successful completion of, a treatment program as a condition to being allowed to reside in the unit.

4. Housing Authority Considerations

In deciding whether to deny or terminate assistance because of an action or failure to act by members of the family, the HA has discretion to consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act.

E. Term of the Voucher; Extensions; and Suspensions– 982.303

1. Terms

The Housing Authority shall issue vouchers with an initial term of 60 Days.

An extension of 2 to 60 days will be granted upon request if a member of the family is a disabled person and the extension is needed because of this disability.

In addition, the HA may grant an additional 2 to 60 days even if the family does not contain a disabled person if the Housing Authority is informed by the family that, although a diligent housing search was made, the family was unable to locate suitable housing. The Housing Authority may require that the family provide evidence of their diligent housing search prior to the HA granting this extension.

Upon request by the family, the Housing Authority may, in its discretion, issue an extension beyond the 120 days if such extension is necessary as a reasonable accommodation for a person with disabilities. Such extensions will be granted in writing by the HA only when the HA considers the documentation submitted by the family to be sufficient to justify this extension.

2. Suspension of Term

“Suspension” means stopping the clock on the term of a family’s voucher after the family submits a Request for Lease Approval (RLA) or Request for Tenancy Approval (RTA).

The HA will suspend the term of the voucher from the date the “Request for Lease Approval (RLA) or Request for Tenancy Approval (RTA) is submitted to the HA until the date upon which the HA informs the family that the unit in question is “approved for occupancy” or is “denied.”

F. Special Rules for Use of Special Purpose Vouchers

HUD has provided funding to this Housing Authority for the special programs listed below:

Non Elderly Mainstream Housing Program

Special criteria for eligibility and use of these special purpose vouchers are set forth in the Funding Application for this program and this (these) document(s) are available at the HA for inspection upon request.

No formal funding application was provided for Preservation or Enhanced Vouchers. The use of such subsidies, including determination of the total tenant payment rent for the unit (etc), are governed by Federal Statutes which are interpreted and further defined in HUD Notices, which are published by HUD on a regular basis. The rules for the use of these vouchers may be found in the HUD Notices governing the Preservation or the Enhanced Voucher Program. These notices are available at the Housing Authority upon request.

G. Definition of a Family, 24 CFR 982.201 (d)

1. Mandatory Definitions

A family includes a group with a child or children.

A group of persons consisting of two or more elderly persons or disabled persons living together, one or more elderly or disabled persons living with one or more live-in-aides qualifies as a family.

A child who is temporarily away from home because of placement in foster care is considered a member of the family.

2. Housing Authority Additional Definitions

In addition, the Housing Authority has determined that the following qualify as a “family:”

A single elderly person;

A single displaced person;

A single disabled person and;

Any other single person

H. When a Family is Considered “Continuously Assisted”

A family is considered continuously assisted even if they were not subsidized under a program covered under the 1937 Housing Act provided that such period of non-receipt of subsidy assistance is related to certain program technicalities. Example of a program technicality includes a move with tenant based assistance where the new HAP is not executed due to no fault of the Section 8 participant. The Housing Authority will make this determination on a case by case basis taking into consideration the facts and circumstances of each case.

I. Encouraging Participation by Owners in Non Poverty/Minority Areas

The Housing Authority encourages participation by owners of suitable units located outside areas of low income or minority concentration. Definition of such areas is referenced in the City or State Consolidation Plan and/or the Housing Authority’s five-year plan.

The following are activities which encourage participation by owners of suitable units outside areas of low income or minority concentration (check which apply to your PHA).

1. This PHA has a relationship with area social service agencies. As such, certain participants have access to counseling services, such as an agent who will assist them to locate units in areas outside of poverty or minority concentration.

2. The THA is a member of the City of Taunton Fair Housing Commission and landlord outreach workshops are performed at the THA .
3. This PHA has a relationship with local realtors who list properties for rent in areas of low poverty/minority concentration.

J. Assisting a Family That Claims “Illegal Discrimination” has Prevented Them From Leasing a Unit – 982.304

In the event that a family informs the HA that they have been illegally discriminated against and, due to such discrimination, they were prevented from leasing a particular unit, the family will be provided with appropriate Discrimination Complaint Forms and/or information which may include.

1. A Massachusetts Commission Against Discrimination(MCAD) Complaint Form
2. A HUD Discrimination Complaint Form

The family may also be provided with the telephone numbers for the following:

HUD’s Fair Housing Enforcement Center: - (617) 565-5304
MCAD - (617) 727-3990

K. Providing Information to Prospective Owners About the Family– 982.307(b)

Under Federal Regulations the HA is required to notify prospective landlords of:

1. The family’s current and prior address (as shown in the HA’s records); and
2. The name and address (if known to the HA) of the landlord at the family’s current and prior address.

Subject to privacy and confidentiality laws:

Upon the request for such information by the prospective landlord, if the information is contained in Housing Authority records, the information will be provided to the prospective landlord by the HA.

The Housing Authority will not provide prospective landlords any additional information related to screening the tenant. The landlord is responsible for tenant screening.

L. Disapproval of Owners – 982.306(c)

1. Mandatory Denial

- a. The Housing Authority will not approve a unit if the HA has been informed, by HUD or otherwise, that the owner is debarred, suspended, or subject to limited denial of participation under 24 CFR part 24.
- b. When directed by HUD, the HA will not approve a unit if the Federal Government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other Federal Equal Opportunity Requirements and such action is pending.
- c. When directed by HUD, the HA will not approve a unit if a court or administrative agency has determined that the owner violated the Fair Housing Act or other Federal Equal Opportunity Requirements.

2. Discretionary Denial

The Housing Authority may deny approval to lease a unit from an owner for any of the following reasons:

- a. The owner has violated obligations under a HAP contract under Section 8 of the 1937 Act (42 U.S.C. 1437f).
- b. The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any Federal Housing Program.
- c. The owner has engaged in any drug related criminal activity or any violent criminal activity.
- d. The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project based Section 8 Assistance or leased under any other Federal Housing Program.
- e. The owner has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other Federally Assisted Housing Program for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that:
 - (1) – threatens the right to peaceful enjoyment of the premises by other residents;
 - (2) – threatens the health and safety of other residents, of employees of the HA, or of owner employees or other persons engaged in management of the housing;
 - (3) – threatens the health or safety of or the right to peaceful enjoyment of their residency by persons residing in the immediate vicinity of the premises; or
 - (4) – engages in drug related criminal activity or violent criminal activity.

- f. The owner has not paid state or local real estate taxes, fines or assessments.
- g. Any other reasons determined reasonable by the Housing Authority and prohibited by law.

For purposes of this section “owner” includes principal or other interested party.

Nothing in this section of the Administrative Plan is intended to give any owner any right to participate in the program.

M. Subsidy Standards – 982.402

The subsidy standards for the Housing Authority are designed to provide for the smallest number of bedrooms without overcrowding.

Two adults will share a bedroom unless they are related by blood.

Two children of the opposite sex will not share a bedroom.

Two children of the same sex will share a bedroom.

Adults and children will not be required to share a bedroom.

Live-in-aides will be counted in determining family unit size.

Upon request and verification of the necessity for such, exceptions of subsidy standards may be made by the Housing Authority if to do so serves to provide a reasonable accommodation for a person with a disability.

N. Family Absence From the Unit – 982.312(e)

The family may be absent from the unit for brief periods.

If a family will be absent from the unit for more than **(sixty (60))** consecutive days, such family must receive advance written approval from the Housing Authority or such family will be considered absent from the unit for more than a brief period and Housing Assistance payments will be terminated.

In no instance will approval for absence from the unit of more than one hundred eighty (180) consecutive days be granted.

The Housing Authority may, in its sole discretion, under compelling circumstances, allow a family who necessitated absence from the unit for more than 180 consecutive calendar days to be readmitted to the Section 8 Program and assistance will be resumed at such time, provided that

the family still meets all eligibility criteria for the Section 8 Program. This allowance will generally only be granted when a medical necessity, domestic violence, or other compelling circumstances were the cause for absence from the unit. In such cases the HA will take into consideration whether the family acted in a responsible manner in an attempt to fulfill their obligations in relation to the Section 8 program.

O. Who Remains on the Program if the Family Breaks Up– 982.315

The Housing Authority is bound by the court’s determination if a court determines the disposition of property between members of the assisted family in a divorce or separation decree.

When no such court determination has been made, the Housing Authority shall determine which members of an assisted family will continue to receive assistance if an assisted family breaks up. In making this determination, the HA shall consider the interests of all assisted family members. The HA will the decide which family member receives the voucher on a case by case basis, and the following factors may be included in the Housing Authority’s decision:

- (1) – the interests of any minor child/children;
- (2) – the interests of ill, elderly, or disabled family members;
- (3) – whether family members were forced to leave the unit as a result of actual or threatened physical violence, by a spouse or other member of the household, (the HA shall take this factor into consideration regardless of whether the individual(s) leaving the unit are the victim or the perpetrator).
- (4) – family members remaining in the original assisted unit;
- (5) – if the sole remaining members of the household are all minors, an adult guardian of such minor children may be added to the family composition as the new “head of household” and;
- (6) – any other factors which in the discretion of the Housing Authority will affectthe fairness and reasonableness of the determination.

P. Informal Review Procedures for Applicants– 982.554(b)

1. Notice

The Housing Authority will give an applicant for Section 8 assistance prompt notice of a decision denying assistance. The notice will contain:

- (a) – a brief statement of the reasons for the decision; and
- (b) – state that the applicant may request an informal review of the decision; and

(c) – describe how to obtain the informal review.

2. Procedures

(a) – The informal review will be conducted by an employee of the HA who did not make or approve the decision under review. Nor will the person conducting the review be a subordinate of the person who made or approved the decision under review.

(b) – The applicant will be provided with the opportunity to present written or oral objections to the HA decision.

3. When Informal Review is Not Required

An informal review is not required in the following instances:

(a) – In the event of a discretionary administrative determination by the HA;

(b) – For general policy issues or class grievances;

(c) – A determination of family unit size under HA subsidy standards;

(d) – An HA determination not to approve an extension or suspension of voucher term;

(e) – An HA determination not to grant approval of the tenancy;

(f) – An HA determination that a unit selected by the applicant is not in compliance with HQS;

(g) – An HA determination that the unit is not in accordance with HQS because of the family size or composition.

4. Informal Hearing for Non-Citizen Rule Matters

The informal hearing provisions for denial of assistance on the basis of ineligible immigration status are contained in 24 CFR part 5.

5. Decisions

The Informal Hearing Decision will be made promptly within a reasonable time parameter. However, the time parameter for the issuance of such decision will depend in each instance upon the complexity of the case and the necessity to perform research and/or review evidence.

Q. Informal Hearing Procedures for Participants– 982.555(e)

1. When an Informal Hearing is Required

The Housing Authority will give a participant family the opportunity of an Informal Hearing to consider whether the following HA decisions relating to the individual circumstances of a participant family are in accordance with the law, regulations, and HA policies.

- *(a)** – A determination of the family’s annual or adjusted income and the use of such income to compute the HAP payment.
- (b)** – A determination of the appropriate utility allowance for tenant paid utilities from the HA utility allowance schedule.
- (c)** – A determination of the family unit size under the HA subsidy standards.
- *(d)** – An HA determination to deny a family’s request for an exception to the HA’s subsidy standards.
- *(e)** – A determination to terminate assistance for a participant family because of the family’s action or failure to act (see 24 CFR 982.552).
- *(f)** – A decision to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under HA policy and HUD rules.

In the cases noted with an * (a, d, e and f), the HA must give the opportunity for an informal hearing before the HA terminates HAP payments under HAP contract.

2. When an Informal Hearing is Not Required

The Housing Authority is not required to provide a participant family an opportunity for an Informal Hearing for any of the following:

- (a) – Discretionary administrative determinations by the HA;
- (b) – General policy issues or class grievances;
- (c) – Establishment of the HA utility allowance schedule;
- (d) – An HA determination not to approve an extension of a suspension of voucher term;
- (e) – An HA determination not to approve a unit or a lease;
- (f) – An HA determination that an assisted unit is not in compliance with HQS. (However, a hearing must be granted if termination is based upon HQS breach *caused by the family* as described in 24 CFR 982.551 (c)).
- (g) – An HA determination that the unit is not in accordance with HQS due to family unit size;
- (h) – A determination by the HA to exercise or not to exercise any right or remedy against the owner under a HAP contract.

3. Notice to Family

- (a) Situations a - c of Section 1, “When an Informal Hearing is Required;” (adjusted income; utility allowances; family unit size): In situation listed in Part 1 numbers a, b, and c of this section, the HA must notify the family that the family may ask for an explanation of the basis of the HA determination and if the family does not agree with the determination, the family may request an informal hearing on the decision.
- (b) – Situations d – f of Section 1, “ When an Informal Hearing is Required;” (exceptions to subsidy standards, termination under 982.552 Family Act, Failure to Act, Absence from the Unit). In cases described in letters d, e, and f of Section 1, set forth previously, the HA will give the family prompt written notice that the family may request a hearing.

The Notice Will:

1. Contain a brief written statement of the reasons for the decision;
2. State that if the family does not agree with the decision, the family may request an Informal Hearing on the decision;
3. State a deadline within which the family must request the Informal Hearing.

4. Hearing Procedures

The hearing will proceed within a reasonably expeditious time parameter after the request is made provided that the request is made within the stated deadline.

The family may examine, before the hearing, any documents that are directly relevant to the hearing. The family may copy any such documents, at the family's expense. If the HA does not make the documents available to the family before the hearing upon request of the family, the documents may not be relied upon at the hearing.

The HA must be given the opportunity to examine any documents the family plans to present at the hearing. The HA may copy such documents at the Housing Authority's expense. If the family does not make the documents available for the HA upon request, the family may not rely on the documents at the hearing.

Documents include records and regulations.

The family may be represented by a lawyer or another representative at the family's own request.

The hearing will be conducted by a person designated by the HA. This person will not be the person who made or approved the decision that is the subject of the hearing or a subordinate of such person. This person will regulate the conduct at the hearing in a manner consistent with HUD regulations. Specifically, he /she will ensure the following:

- 1 – that the HA and the family are given the opportunity to present evidence;
- 2 – that the HA and the family are given the opportunity to question any witnesses;
- 3 – that evidence is considered without regard to the rules of evidence applicable to judicial proceedings; and,
- 4 – that a written decision is issued which states the reasons for the decision and that a copy of the decision is promptly furnished to the family.

Factual determinations shall be based upon a preponderance of the evidence standard.

5. Informal Hearings for Non-Citizen Rule Matters

The Informal Hearing provisions for the denial of assistance on the basis of ineligible immigration status are contained in 24 CFR part 5.

R. The Process for Establishing and Revising Payment Standards

The payment standard may be set by the HA between 90% and 110% of the Fair Market Rent Level.

On an annual basis, the Housing Authority shall review leasing rates and/or the rent burden of assisted families to determine if an adjustment in the payment standard is necessary to assist Section 8 participants. Currently the payment standard is set at: 100% of Fair Market Rent;

S. Method for Determining Rent Reasonableness– 982.503

The HA’s methodology for ensuring that the rent to an owner is reasonable in comparison to similar unassisted units takes into consideration the following factors: location, quality, size, unit type, age, amenities, housing services, maintenance and utilities provided by the owner.

To determine the rent for a unit, the HA will review the following information for the unit in question.

- 1 – Location: (by zip code or neighborhood);
- 2 – Quality: (meets HQS/Exceeds HQS);
- 3 – Size: (average: most rooms are 70-100 square feet: Most rooms are over 100 square feet);
- 4 – Unit type: (duplex / 3 decker / garden / townhouse / single family / high rise);
- 5 – Age: (old: over 10 years; new: less than 10 years);
- 6 – Amenities: (i.e. dishwasher, washer / dryer, newer carpet, refinished hardwood, off street parking, pantry or abundant shelving and cabinets, balcony, patio, deck, porch, alarm system, modern appliances, high quality floors or wall coverings, large and well maintained yard);
- 7 – Housing Services: concierge or other in-house services;
- 8 – Utilities: (highest cost not included in rent / highest cost is included in rent).

This information will then be compared to the information on file at the Housing Authority. Comparables utilized to establish the reasonable rent and will be documented. The reasonable rent will be offered to the owner.

Finally, even when the market comparables on file at the Housing Authority are higher than the rent which is received by an owner for a “like kind” unit within the same building, the HA will only approve a rent equal to that approved for the “like kind” unit within that same building. However, if exceptional circumstances apply (i.e. the unit in question is more desirable because it was recently refurbished or the tenant in the “like kind” unit has been in place for many years, the HA may approve the higher rent).

This same rent reasonableness process will be utilized when:

1 – the owner requests a rent increase;

2 – the Fair Market Rent for the Primary Metropolitan Statistical Area or Metropolitan Statistical Area decreases by more than 10%.

T. Use of Special Housing Types

1 – Reasonable Accommodation

Unless so noted under the specific housing type addressed in Sections 2-7 below, special housing types shall be provided only if the provision of such serves to reasonably accommodate a person with a disability.

Special Housing types include the following:

2 – Single Room Occupancy 24 CFR 602

A single room occupancy unit has special HUD Housing Quality Standard (HQS) modifications as set forth in 24 CFR 982.605.

The payment standard and utility allowance utilized will be 75% of a zero bedroom unit.

3 – Congregate Housing 24 CFR 606

Congregate Housing is housing for elderly persons or persons with disabilities that meet HUD's HQS for congregate housing.

The payment standard utilized will be that of a zero bedroom unit, unless there are two or more rooms (excluding kitchen and bathroom) in such case the one bedroom payment standard will be utilized.

The HQS standards for congregate housing are set forth at 24 CFRE 982.609.

4 – Group Homes 24 CFR 982.610, 612

A Group Home is a dwelling unit that is licensed by the State as a Group Home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities. A group home shall be licensed or certified by the Commonwealth of Massachusetts. It shall house no more than twelve (12) persons. Approval to reside in a group home will be withheld if continuous medical care is required for the individual.

Rental calculations for a group home are set forth in 24 CFR 982.611 and indicate that a person's "pro-rata portion" is derived by dividing the number of assisted persons in the household (including live-in-aides of such assisted persons), by the total number of residents.

Rent reasonableness will be determined according to 24 CFR 282.503 and whether sanitary facilities or food preparation services are common or private, the rent to the owner will not exceed the pro-rata portion of the reasonable rent for the group home.

A one-bedroom payment standard will be utilized unless a live-in-aide is present. The utility allowance will be the pro-rata portion for the group sized home.

24 CFR 982.614 governs Housing Quality Standards for group homes.

5 – Shared Housing 24.CFR 982.615

The HA may approve “shared housing” in which other persons who are assisted or not assisted under the tenant-based program may reside in the “shared housing unit.” While the owner of a shared housing unit may reside in the unit, he/she may not be related to the Section 8 participant.

Further, housing assistance will not be paid on behalf of an owner.

There will be a separate HAP Contract and lease for each assisted family residing in a shared housing unit.

For shared housing, the term “pro-rata portion” means the ratio derived by dividing the number of bedrooms in the private space available for occupancy by a family by the total number of bedrooms in the unit.

The rent to owner for the family may not exceed the pro-rata portion of the reasonable rent for the shared housing dwelling unit.

For a family that resides in a shared housing unit the payment standard is the lower of the payment standard amount on the PHA payment standard schedule for the family unit size or the pro-rata portion of the payment standard amount on the PHA payment standard for the shared housing unit size.

The utility allowance for an assisted family living in shared housing is the pro-rata portion of the utility allowance for the shared housing unit.

24 CFR 982.618 governs HQS for “Shared Housing” unit.

6. Cooperative Housing 24 CFR 982.619

A Cooperative is a dwelling unit shared or owned by a group of individuals who have individual sleeping quarters and share common facilities such as kitchen, living room, and some bathrooms. If it is determined that assistance under the Section 8 Program will help maintain affordability of the cooperative unit for low-income families, the HA may approve residence of a family under the Section 8 Program. The HA will not approve assistance for a family in cooperative housing unless the cooperative has adopted requirements to maintain continued affordability for low-income families, after transfer of a cooperative member’s interest in a cooperative unit.

The rent to owner for this form of housing is the monthly carrying charge under the occupancy agreement/lease between the member and the cooperative. The carrying charge consists of the amount assessed to the member by the cooperative for occupancy of the housing. It includes the member's share of the cooperative's debt service, operating expenses, and necessary payments to cooperative reserve funds. The carrying charge does not include down-payments or other payments to purchase the cooperative unit. Gross rent is the carrying charge plus any utility costs.

The lease and other appropriate documents will stipulate that the monthly carrying charge is subject to limitations on rent to owner.

HQS for cooperative housing are governed by 24 CFR 982.401.

7 – Manufactured Homes

A Manufactured Home is a manufactured structure that is built on a permanent chassis. It must be designed to be used as a principle place of residence and must meet HUD HQS.

A manufactured home must be placed on the site in a stable manner, and must be free from hazards such as sliding or wind damage. A manufactured home must be securely anchored by a tie down device that distributes and transfers the loads imposed by the unit to appropriate ground anchors to resist wind overturning and sliding.

The FMR for a manufactured home space is determined by HUD. The FMR for rental of a manufactured home space is generally 30 percent of the published FMR for a two-bedroom unit. The payment standard is used to calculate the monthly housing assistance payment for a family.

During the term of a Voucher tenancy, the amount of the monthly housing assistance payment for a family will equal the lesser of:

- a** – The payment standard minus the total payment; or
- b** – The rent paid for rental of the real property on which the manufactured home owned by the family is located (the space rent) minus the total tenant payment.

The space rent is the sum of the following as determined by the HA:

- Rent to owner for the manufactured home space;
- Owner maintenance and management charges for the space;
- The utility allowance for tenant paid utilities.

Utility Allowance Schedule for Manufactured Home Space Rental 24 CFR 982.624

If necessary, the HA will establish utility allowances for manufactured home space rental. For the first twelve months of the initial lease term only, the allowances will include a reasonable amount for utility hook-up charges payable by the family, if the family actually incurs the expenses because of a move.

Allowances for utility hook-up charges are not provided, however, utility allowances for manufactured home space will not be applied to cover the costs of digging awell or installation of a septic system.

U. Payments by Families Who Owe Money to the HA– 982.552(b)(6)(7) and (8)

Grounds for denial or termination of Section 8 Assistance include situations in which the family owes money to the Housing Authority.

The Housing Authority may, in its discretion, based on the facts and circumstances of the case, offer the family the opportunity to enter into a repayment agreement.

Factors considered in determining whether a repayment agreement will be offered include, but are not limited to, the following:

- 1** – the amount of money owed;
- 2** – the reason such money is owed and the extent of culpability on the part of family members;
- 3** – the family’s evidence of commitment and ability to make repayment.

Generally, an increased amount such as **1/2** of the “amount due” must be provided at the time of execution of the repayment agreement. Additional payments will generally be due and payable in equal installments on the first of the month for eleven (11) months after the execution of the agreement. An example of an exception is in cases of fraud where a larger up front lump sum, or the entire amount due will generally be required by the Housing Authority.

In the event of breach of the agreement by the family (i.e. late or missed payments), the Housing Authority shall retain the right to terminate the agreement and move forward with termination of Section 8 Assistance on grounds originally available at the time of execution of the repayment agreement and on any additional grounds which have become applicable since the execution of the repayment agreement.

In the event that a family makes one or more late payments which are accepted by the HA, this shall not stop the HA from terminating the agreement at a later date for failure of the family to again make payment within the time parameter set forth in the repayment agreement.

The Housing Authority reserves the right to refuse to enter into a repayment agreement with a family if the HA is of the opinion that such agreements should not be offered based upon the facts and circumstances of the case.

V. Interim Reporting and Processing Policies– 982.516(b)

1 – Mandatory Interim Examination

Interim examinations will be required in the following instances:

When a family receives an increase of more than **10%** in total monthly income; However, the Housing Authority shall be notified of any change in income.

When a family's expenses decrease by more than **10%**

A household member is leaving the dwelling unit.

The family is breaking up.

The family is requesting that a new family member be added to the household composition.

In all cases, the request for an interim examination must be made by the family in writing, to the Housing Authority.

An appointment will be scheduled by the Housing Authority to conduct the interim examination. This interim examination will cover only the new information being reported and accordingly only information related to such changes will be reviewed and verified.

W. Policies that Prohibit or Limit Family Moves During the Initial Year of Assisted Tenancy – 982.314(c).

Currently, the HA only approves leases with an initial term of one (1) year. Thus, the HA will require the family to remain in place during the initial year of an assisted tenancy, except in the following circumstances:

- 1** – the owner is in breach of the Lease Agreement and/or the HAP Contract;
- 2** – extenuating circumstances have been brought to the attention of the HA by the family and the HA determines that it is appropriate to grant approval to allow the family to move during the initial year of the assisted tenancy.

Approval will be provided in writing by the Housing Authority. In cases where written approval is not provided, the family will be in violation of this requirement.

X. Board Approval of Administrative Fee Reserves– 982.155(b)(2)

The Housing Authority must use funds in the administrative fee reserve to pay program administrative expenses in excess of administrative fees paid by HUD for an HA fiscal year. If funds in the administrative fee reserve are not needed to cover HA administrative expenses (to

the end of the last expiring funding increment under the Consolidated ACC), the HA may use these funds for other housing purposes permitted by state and local law. However, HUD may prohibit use of the funds for certain purposes.

The Housing Authority Board of Officials, or other authorized officials have determined that \$2,500.00, may be charged against the administrative fee reserve without specific approval. All monies in excess of this sum will require approval of the HA Board of Officials or other authorized officials.

Y. Procedural Guidelines and Performance Standards for Conducting Required HQS Inspections - 982.405

1 – When Inspection Shall be Performed

Inspections will be performed in the following instances:

a – Initial Inspection: Prior to the execution of a Lease or HAP, the unit in question must pass an initial inspection.

This inspection will take place and the family and owner will be notified of the results within fifteen (15) days of submission of the Request for Lease Approval (RLA) or Request for Tenancy Approval (RTA).

b – Annual Inspection: Inspections will be performed on an annual basis to ensure that the unit is maintained in a manner which is consistent with HUD Housing Quality Standards.

c – Quality Control Inspection: 14 of unit inspections undergo a Quality Control Inspection to ensure that all inspections are performed in accordance with HUD requirements.

d – Upon Request of Tenant: The tenant or the family may request that the Housing Authority perform an inspection to the unit to ensure that the unit is maintained in a manner consistent with HUD's Housing Quality Standards.

e – Upon Request of Owner: The owner may request that the Housing Authority perform an inspection to the unit to ensure that the unit is maintained in a manner consistent with HUD's HQS. The HA will only perform such inspection if the HA determines that performance of such inspection is reasonable.

2 – Standards Utilized

The THA has an obligation to ensure that the unit meets certain Housing Quality Standards adopted by HUD in relation to the Federal Section 8 program. The THA inspector, and its subcontractor(s), performs inspections, taking into consideration HUD HQS. The THA does not inspect using the Massachusetts State Sanitary Code Standards. However, such standards still apply to the unit under Massachusetts law. The HQS inspection and application of such

standards in no way eliminates the landlord's obligation to maintain the unit in accordance with the Massachusetts State Sanitary Code nor does it eliminate any rights or remedies of the tenant for the landlord's lack or failure to maintain a unit in accordance with requirements under State law.

The inspector shall apply the standards set forth by HUD in 24 CFR 982.401 which indicate the standards for the following aspects of Housing Quality: sanitary facilities; food preparation and refuse disposal; space and security; thermal environment; illumination and electricity; structure and materials; interior air quality; water supply; leadbased paint; access; site and neighborhood; sanitary conditions; and smoke detectors.

3 – Time Parameter for Repairs and Consequences of Failure to Repair:

Serious life threatening violations must be corrected within twenty-four (24) hours.

For other HQS violations, corrections must be made within thirty (30) days.

The Housing Authority will provide extensions if necessary based upon the facts and circumstances of each case.

For HA's breach caused by the family, the family must make repairs within the time parameter set forth above otherwise, the HA may terminate assistance to the family. Family caused HQS breach is the following:

- 1 – Family fails to pay for any utilities that the owner is not responsible to pay for, but which are required to be paid by the tenant;
- 2 – Family fails to provide and maintain appliances that the owner is not to provide but which are to be provided by the tenant;
- 3 – Any member of the family or a guest damages the dwelling unit or premises (damages beyond reasonable wear and tear).

For all other HQS breaches the owner must make repairs within the time parameter set forth above or the HA will consider such failure to repair to be a breach of the HAP contract and the HA may take any of the following actions:

- 1 – Termination of HAP;
- 2 – Suspension of HAP payments; or
- 3 – Reduction of HAP payments.

Action taken by the Housing Authority will depend on the facts and circumstances of each individual case. Failure to terminate, suspend, or reduce payments to an owner or to terminate assistance to a participant in one instance shall not stop a HA from taking such action in the

future.

Z. Screening of Applicants for Family Behavior or Suitability for Tenancy – 982.307

The Housing Authority does not screen the family for suitability for tenancy. The only screening performed by the HA is to determine that the family is eligible for Section 8 assistance, which generally means that the family is income eligible and has no recent history of violent or drug related criminal activity. The HA strongly encourages owners to perform screening prior to accepting any new tenant. Legal procedures utilized by owners to screen market tenants should also be utilized by owners to screen Section 8 participants.

III. Additional Administrative Plan Policies

Discretion to Allow Portability Immediately for New Admissions Who Did Not Reside in the PHA's Jurisdiction When Application was Made– 982.353(c)(2)(iii)

The THA will allow new admissions who did not reside in the HA's jurisdiction when application was made to move outside of the HA's jurisdiction upon receipt of the subsidy.

Request for Lease Approval

The PHA will accept only one Request for Lease Approval or one Request for Tenancy Approval at a time from a family for processing. If the unit is rejected, or the family prefers to select another unit, the family may submit another Request for Lease Approval or Request for Tenancy Approval only once the initial Request for Lease Approval has been processed by the HA or withdrawn by the family.

Policy That Establishes Who You Will Allow to be Added to an Existing Family (other Than Additions From Birth, Adoption or Court-Awarded Custody) – 982.551(h)(2)

The THA will allow additions to the family in the following instances:

1. Birth, adoption, court awarded custody; or
2. The landlord has approved the addition of a new household member and to add such member will not cause for overcrowding under HUD's HQS. The Housing Authority will also ensure that the new family member meets all Section 8 eligibility criteria and will perform a Criminal Offender Record check if it is the policy of the Housing Authority to do so.

Policy Concerning Residence by a Foster Child or Live-In-Aide 982.551(h)(4)

The Housing Authority may allow occupancy by a foster child or a live-in-aide under certain limited circumstances. The request for a live-in-aide foster child will be reviewed by the HA on a case by case basis.

Approval of a live-in-aide will generally be granted if:

- a.** it is determined by the HA that the live-in-aide is essential to the care and well being of an elderly person, a near elderly person, or a person with disabilities;
- b.** the live-in-aide is not obligated for the support of the elderly person, and these requirements are properly documented and verified to the HA's satisfaction; and
- c.** the live-in-aide would not be living in the unit except to provide for the care of the person.

Approval of a foster child will generally be granted if:

- (1)** The Department of Social Services has verified that such is an official foster care placement;
- (2)** No extenuating circumstances which would lead the Housing Authority to believe the addition of the foster child would be inappropriate, and;
- (3)** Documentation of the above is provided and verified by the Housing Authority.

Revised 1/2000
Adopted 1/26

“Exhibit A”

These priorities are based upon the needs of the community and enable the Authority to select extremely low income clients. Priorities are defined as follows:

Priority I: _____

The Housing Authority’s intended priorities and local preferences are noted within this document as intended for use. They will be implemented by the Authority only after such time as the HA has complied with HUD requirements for the adoption of such preferences.

SECTION 8 HOMEOWNERSHIP PROGRAM CAPACITY STATEMENT

The Taunton Housing Authority has secured a partnership with Pro Home, a nonProfit agency assisting with first time homebuyers, in the City of Taunton. The authority will demonstrate its capacity to administer the program by employing the following provisions:

- a) Establishing a minimum homeowner down payment requirement of at least 3 percent of the purchase price for participation in its Section 8 homeownership program, and requiring that at least 1 percent of the down payment come from the family’s personal resources;
- b) Requiring that financing for purchase of a home under its Section 8 homeownership program be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

c) The authority will limit the number of Section 8 homeownership to 25.

SECTION 8 HOMEOWNERSHIP PROGRAM CAPACITY STATEMENT

The Taunton Housing Authority has secured a partnership with Pro Home, a nonprofit agency assisting with first time homebuyers, in the City of Taunton. The authority will demonstrate its capacity to administer the program by employing the following provisions:

- a) Establishing a minimum homeowner down payment requirement of at least 3 percent of the purchase price for participation in its Section 8 homeownership program, and requiring that at least 1 percent of the down payment come from the family's personal resources;

- b) Requiring that financing for purchase of a home under its Section 8 homeownership program be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

TENANT ADVISORY GROUP

Residents of the group consist of volunteers and presidents of the tenant associations.
Members of the group are as follows:

- 1) Mary Vieira
- 2) Isabel Majkut
- 3) Shirley Moon
- 4) Christine Allen
- 5) William Albohn
- 6) Catherine Randolph

PROGRESS IN MEETING 5 YEAR PLAN MISSION AND GOALS

The Taunton Housing Authority has successfully increased housing assistance by leasing Mainstream 100 percent by 12/00. Seminars are conducted on a monthly basis to market the Section 8 program. The housing authority has secured a partnership with Pro-Home, a non-profit agency, assisting with first time homebuyers. This agency is especially vital, as the authority moves forward to administer the Section 8 Homeownership Program. Currently Pro-Home provides first time home buying seminars to residents in public housing.

The Authority continues to be very successful in our resident training program. Last year a resident who participated in our training program was hired by the Authority for a full time benefited position. This resident participated in the first time homebuyer seminars and will be owning his own home and moving out of public housing the first of the year. Success stories such as this are the motivation to keep building programs that enhance self-sufficiency.

A Computer learning center has been placed at our family development. Funding through PHDEP enables the authority to hire a full time Resident Coordinator to administer homework clinics, computer training and recreational activities. Due to an overwhelming response, it was necessary to schedule classes per day by grade.

The authority maintains a rate of 95 percent of occupancy consisting of both public and rental assistance programs.

The Authority will enter into a cooperation agreement with the Department of Transitional Assistance by 12/31/00. This will enable the authority to monitor account receivables more accurately, and enforce regulations surrounding community service work requirements.

TAUNTON HOUSING AUTHORITY
30 OLNEY STREET
TAUNTON, MASSACHUSETTS 02780

FEDERAL TENANT GRIEVANCE PROCEDURE

1. APPLICABILITY

The Taunton Housing Authority will hereinafter be referred to as the THA.

- (a) The THA grievance procedure shall be applicable to all individual grievances as defined below between the tenant and the THA provided, that in those jurisdictions which require that, prior to eviction, a tenant be given a hearing in court containing the elements of due process as defined below, the THA may exclude from its procedure any grievance concerning an eviction or termination of tenancy based upon a tenant's creation or maintenance of a threat to the health or safety of other tenants or THA employees.
- (b) The THA grievance procedure shall not be applicable to disputes between tenants not involving the THA or to class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the THA's Board of Commissioners.

2. DEFINITIONS

- (a) "Grievance" shall mean any dispute which a tenant may have with respect to THA action or failure to act in accordance with the individual tenant's lease or THA regulations which adversely affect the individual tenant's rights, duties, welfare or status.
- (b) "Complainant" shall mean any tenant whose grievance is presented to the THA or at the project management office in accordance with Paragraph 3 and 4a.
- (c) "Elements of Due Process" shall mean an eviction action or a termination of tenancy in a state or local court in which the following procedural safeguards are required.
 - 1. Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;
 - 2. Opportunity for the tenant to examine all relevant documents, records and regulations of the THA prior to the trial for the purpose

of preparing a defense;

3. Right of the tenant to be represented by counsel;
 4. Opportunity for the tenant to refute the evidence presented by the THA including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;
 5. A decision on the merits.
- (d) "Hearing Officer" shall mean a person selected in accordance with Paragraph 4 of this subpart to hear grievances and render a decision with respect thereto.
- (e) "Hearing Panel" shall mean a panel selected in accordance with respect thereto.
- (f) "Tenant" shall mean any lessee or the remaining head of the household of any tenant family residing in housing accommodations covered by this part.

3. INFORMAL SETTLEMENT OF GRIEVANCE

Any grievance shall be personally presented, either orally or in writing, to the THA office or to the office of the project in which the complainant resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within 10 calendar days and one copy shall be given to the tenant and one retained in the THA's tenant file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of complaint and the specific reasons therefore, and shall specify the procedure by which a hearing under Paragraph 4 may be obtained if the complaint is not satisfied.

4. PROCEDURE TO OBTAIN A HEARING

- (a) Request for Hearing - The complainant shall submit a written request for a hearing to the THA or to the project office within 5 days after receipt of the summary of discussion pursuant to Paragraph 3. The written request shall specify:
1. The reasons for the grievance; and
 2. The action of relief sought.
- (b) Selection of Hearing Officer or Hearing Panel - Grievance shall be presented before a hearing panel. A hearing panel shall be selected as follows:

1. The hearing officer shall be an impartial, disinterested person selected jointly by the THA and the complainant. If the THA and the complainant cannot agree on a hearing officer, they shall each appoint a member of a hearing panel and the member so appointed shall select a third member. If the members appointed by the THA and the complainant cannot agree on a third member, such member shall be appointed by any other third party agreed upon by the THA and the complainant.
- (c) Failure to Request a Hearing - If the complainant does not request a hearing in accordance with this paragraph, then the THA's disposition of failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest the THA's action in disposing of the complaint in an appropriate judicial proceeding.
- (d) Hearing Prerequisite - All grievances shall be personally presented either orally or in writing pursuant to the informal procedure prescribed in Paragraph 3 as a condition precedent to a hearing under this section, provided that if the complainant shall show good cause why he/she failed to proceed in accordance with Paragraph 3 to the hearing officer or hearing panel, the provisions of this subsection may be waived by the hearing officer or hearing panel.
- (e) Escrow Deposit - Before a hearing is scheduled in any grievance involving the amount of rent as determined by the THA under existing regulations which the THA claims is due, the complainant shall pay to the THA an amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. These requirements may be waived by the THA in extenuating circumstances. Unless by waiver, the failure to make such payments shall result in a termination of the grievance procedure, provided, that failure to make payment shall not a waiver of any right the complainant may have to contest the THA's disposition of his grievance in any appropriate judicial proceeding.
- (f) Scheduling of Hearings - Upon complainant's compliance with paragraphs (a), (d), and (e) of Paragraph 4 of this document, a hearing shall be scheduled by the hearing officer or hearing panel promptly for a time and place reasonably convenient to both the complainant and the THA. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the complainant and the appropriate THA official.

5. PROCEDURES GOVERNING THE HEARING

- (a) The hearing shall be held before a hearing officer or hearing panel, as appropriate.
- (b) The complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include the following have been taken:
 - 1. The opportunity to examine before the hearing and, at the expense of the complainant, to copy all documents, records and regulations of the THA that are relevant to the hearing. Any document not so made available after request therefor by the complainant may not be relied on by the THA at the hearing;
 - 2. The right to be represented by counsel or other person chosen as his or her representative;
 - 3. The right to a private hearing unless the complainant requests a public hearing;
 - 4. The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by the THA or project management and to confront and cross examine all witnesses on whose testimony or information the THA or project management relies; and
 - 5. A decision based solely and exclusively upon the facts presented at the hearing.
- (c) The hearing officer or hearing panel determines that the issue has been previously decided in another proceeding.
- (d) If the complainant or the THA fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing for not to exceed five more business days or may make a determination that the complainant has waived his right to a hearing. Both the complainant and the THA shall be notified of the determination by the hearing officer or hearing panel, provided that a determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest the THA's disposition of the grievance in an appropriate judicial proceeding.
- (e) At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the THA must sustain the

burden of justifying the THA action or failure to act against which the complaint is directed.

- (f) The hearing shall be conducted informally by the hearing officer or hearing panel and oral or documentary evidence pertinent to the facts and issues raised by the complainant may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer or hearing panel shall require the THA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion.

Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

- (g) The complainant or the THA may arrange, in advance and at the expense of the party making the arrangement, for transcript of the hearing. Any interested party may purchase a copy of such transcript.

6. DECISION OF THE HEARING OFFICER OR HEARING PANEL

- (a) The hearing officer or hearing panel shall prepare a written decision together with the reasons therefore, within a reasonable time after the hearing. A copy of the decision shall be sent to the complainant and the THA. The THA shall retain a copy of the decision in the tenant's folder. A copy of such decision, with all names and identifying reference deleted, shall also be maintained on file by the THA and made available for inspection by a prospective complainant, his representative, or the hearing panel or hearing officer.
- (b) The decision of the hearing officer or hearing panel shall be binding on the THA which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the THA Board of Commissioners determines within a reasonable time and promptly notified the complainant of its determination that:
 - 1. The grievance does not concern THA action or failure to act in accordance with or involving the complainant's lease or THA regulations.
 - 2. The decision of the hearing officer or hearing panel is contrary to applicable Federal, State, or local law, HUD regulations or requirements to annual contributions contract between HUD and the THA.

- (c) A decision by the hearing officer, hearing panel, or Board of Commissioners in favor of the THA or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought into the matter.

7. THA EVICTION ACTIONS

If a tenant has requested a hearing in accordance with Paragraph 4 on a complaint involving a THA notice of termination of the tenancy and the hearing officer or hearing panel upholds the THA's action to terminate the tenancy, the THA shall not commence an eviction action in a state or local court until it has served a notice to vacate on the tenant, and in no event shall the notice to vacate be issued prior to the decision of the hearing officer or the hearing panel having been mailed or delivered to the complainant. Such notice to vacate must be in writing and specify that if the tenant fails to quit the premises within the applicable statutory period, or on the termination date stated in the notice of termination, whichever is later, appropriate action will be brought against him/her and he/she may be required to pay court costs and attorney fees.

ADOPTED: December 23, 1975

RETYPED: May 17, 1995

COMMUNITY SERVICE REQUIREMENTS

The Taunton Housing Authority public housing residents, including all members of the family subject to the service requirements, are required to contribute eight hours per month in community service. Those exempted from the work requirement include anyone who is 62 or older, blind, disabled, or employed. Also exempted are those engaged in a work program as part of a state's welfare reform efforts, or those in a family receiving assistance in a state that has a welfare work program and is complying with program requirements. The authority will administer the program by employing the following provisions:

- a) Work requirements incorporated into the lease
- b) Enter into a cooperation agreement with the Department of Transitional Assistance to transfer information to facilitate administration.
- c) Determination of resident compliance, annually, thirty days prior to expiration of the lease.
- d) Non compliance of work requirements are subject to due process of the Taunton Housing Authority and Court System.

DECONCENTRATION EXEMPTION

The Taunton Housing Authority is an exempt agency from the rule to deconcentrate. As stated in Subpart A Deconcentration of Poverty and Fair Housing in Program Admissions, Section 903.2, Section 2 states the following:

“Developments not subject to deconcentration of poverty and income mixing requirements. This subpart does not apply to the following public housing developments:

- (iii) Public housing developments operated by a PHA which consist of only one general occupancy, family public housing development”

Since the Taunton Housing Authority operates only one federally funded family public housing development, the above section is applicable to our agency.