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

PHA Plans

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

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

PHA Plan
Agency Identification

PHA Name: Gloucester Housing Authority

PHA Number: MA025

PHA Fiscal Year Beginning: (mm/yyyy) 07/2001

Public Access to Information

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

X 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)

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

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

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

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

X **Standard Plan**

Streamlined Plan:

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

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Gloucester Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. We have adopted the following Mission Statement to guide the activities of the Gloucester Housing Authority:

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

Our 5-Year Plan for the period for July 1, 2000 to June 30, 2005 establishes the following goals:

1. Increase the availability of decent, safe and affordable housing.
2. Improve community quality of life and economic vitality.
3. Promote self-sufficiency and asset development of families and individuals.
4. Ensure equal opportunity in housing for all Americans.

In 2000, the Authority initiated many projects and made every effort toward meeting its goals set forth in the 5-Year Plan and cited above.

A major and very important undertaking was the use of Federal Public Housing Development funds, Project 25-8, to build 8 single-family homes on three sites throughout the City. In order to bring the homes within the HUD Development Cost guidelines we acted as the general contractor. This meant the management and administration of 15 separate contracts from the early demolition contract to the finishing paving and landscaping contracts. The extraordinary effort was rewarded with completion and occupancy of 6 of the 8 homes in December, 2000. In 2001 the homes will be sold to the residents under the HUD Section 5(h) Homeownership Program.

Renovations to our existing public housing is always a priority. In 2000 we executed a contract with New England Builders for $179,600. to do new kitchens and baths, windows and egress improvements to our scattered site programs, 25-6; and playground renovations and boiler room relocation at Willowood Gardens, 25-1.

Our close alliance with the City in meeting our goals brought a $40,000 CDBG program to purchase and install boilers and tot lot equipment at Willowood Gardens, 25-1.

Section 8 Rental Assistance is an important program for Gloucester. In 2000 we applied for and received funding for 50 new Fair Share Housing Choice Vouchers. We applied for but did not receive funding for the Section 8 Mainstream Program. In February, 2000 we opened our Section 8 waiting list for the first time since July, 1998. Over 2000

households applied for help.

In October, as we anticipated issuing vouchers to close to 100 households in the ensuing months, we approved increasing the voucher payment standard to 110% of the HUD Fair Market Rent. We hope this improves the Voucher utilization for the voucher holders.

Management improvements are valued as we strive to meet our goals. Our management team conducted several in-service training sessions during 2000. Additionally, we enhanced the skills of our Assistant Director for Facilities Management and Purchasing Agent through the State Inspector General's course for Certified Public Purchasing Officials. They both successfully completed the course and received certification.

This plan includes a Community Service Plan crafted in accordance with HUD guidelines and adopted by the GHA Board in February, 2000. It also includes a Pet Policy developed along with the Willowood Gardens Tenant Association.

We have detailed a comprehensive Capital Fund Program based on the funded level of $154,444.00.

We have worked closely with the new management at the Cape Ann YMCA toward the development of an effective Drug Elimination Program at the Willwood Gardens Community Center.

We plan to utilize Project-based assistance and homeownership options in this fiscal year to broaden housing opportunities for our tenant-based program participants and increase the number of permanent affordable housing units within our community.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

In summary, we are on course to improve the condition of affordable housing in Gloucester.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

X Admissions Policy for Deconcentration
X 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)
X Other (List below, providing each attachment name)
- a.) Deconcentration Policy
- b.) Section 8 Homeownership Capacity Statement
- c.) Section 8 Project-Based Statement
- d.) Public Housing Resident Community Service Plan
- e.) Statement of Progress in Meeting 5 Year Plan Mission & Goals

f.) Resident Membership of the GHA Governing Board
g.) Membership of the Resident Advisory Board
h.) 5 (h) Homeownership Plan
i.) Public Housing Pet Policy
j.) Maintenance Policy
k.) Capital Fund Plan
l.) Capital Fund 5 Year Action Plan
m.) Capital Fund Annual Statement HUD-52837
n.) PHDEP Plan
o.) CIAP Progress Report HUD-52825 for 1998 & 1999

Optional Attachments:

☐ PHA Management Organizational Chart
X FY 2000 Capital Fund Program 5 Year Action Plan
X Public Housing Drug Elimination Program (PHDEP) Plan
☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing 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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* 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 X 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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy	Annual Plan: Operations

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X 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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(See attachments)
X	Pet Policy for Public Housing	Annual Plan

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-ability	Size	Locatio n
Income <= 30% of AMI	2097	5	4	2	2	3	1
Income >30% but <=50% of AMI	1509	5	4	2	2	3	1
Income >50% but <80% of AMI	1547	5	4	2	2	3	1
Elderly	1083	5	4	2	2	2	1
Families with Disabilities *	1541	5	5	2	5	3	1
Race/Ethnicity W	11,378	5	4	2	2	3	1
Race/Ethnicity B	21	5	4	2	2	3	1
Race/Ethnicity H	126	5	4	2	2	3	1
Race/Ethnicity A	26	5	4	2	2	3	1

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.)

X Consolidated Plan of the Jurisdiction/s
Indicate year: 2000

X 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)

*** The only data available is for persons with disabilities. Number of families with disabilities is unknown. This number, 1541, is persons over 16, non-institutionalized, with mobility or self-care limitations.**

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) X Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,058		78
Extremely low income <=30% AMI	1,759	85%	
Very low income (>30% but <=50% AMI)	299	15%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	1,308	64%	
Elderly families	224	11%	
Families with Disabilities	526	25%	
Race/ethnicity	Black - 391	19%	
Race/ethnicity	Asian - 75	4%	
Race/ethnicity	Hispanic - 411	20%	
Race/ethnicity	White – 1,181	57%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	750	36%	
2 BR	809	39%	
3 BR	431	21%	
4 BR	59	3%	
5 BR	9	1%	
5+ BR			
Is the waiting list closed (select one)? ☐ No X Yes If yes: How long has it been closed (# of months)? 2/19/2000, was open 2/14-2/19, received close to 2000 applications, lottery 3/1/2000 Does the PHA expect to reopen the list in the PHA Plan year? X No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? X No ☒ Yes (Priority #1 & #2 effective 7/1/2001)			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
☐ Section 8 tenant-based assistance
X Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	669		7
Extremely low income <=30% AMI	570	85%	
Very low income (>30% but <=50% AMI)	82	12%	
Low income (>50% but <80% AMI)	17	3%	
Families with children	628	94%	
Elderly families	1	1%	
Families with Disabilities	5	1%	
Race/ethnicity	Black - 258	39%	
Race/ethnicity	Asian - 11	2%	
Race/ethnicity	Hispanic - 74	11%	
Race/ethnicity	White - 326	48%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	41	6%	
2 BR	588	88%	
3 BR	39	6%	
4 BR	1	0%	
5 BR	0	0%	
5+ BR			

Is the waiting list closed (select one)? X No ☐ Yes
If yes:
How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

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

X Employ effective maintenance and management policies to minimize the number of public housing units off-line
X Reduce turnover time for vacated public housing units
X 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
X 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
X 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
X 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
X Leverage affordable housing resources in the community through the creation of mixed - finance housing
X Pursue housing resources other than public housing or Section 8 tenant-based assistance.
☒ Other: (list below) Implement project-based assistance to increase affordable housing opportunities.

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
X 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

X Employ admissions preferences aimed at families who are working
X 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
X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
X 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

X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
X 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
X 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
X Community priorities regarding housing assistance
☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☒ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2001 grants)**		

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
a) Public Housing Operating Fund	$ 170,802.00	
b) Public Housing Capital Fund	$ 151,971.00	
c) HOPE VI Revitalization	$ 0.00	
d) HOPE VI Demolition	$ 0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	$ 3,842,638.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	$ 25,000.00	
g) Resident Opportunity and Self-Sufficiency Grants	$ 36,324.00	
h) Community Development Block Grant	$ 0.00	Public Housing Development
i) HOME	$ 0.00	
Other Federal Grants (list below)	$ 0.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY2000 Capital Fund	$ 116,000.00	
3. Public Housing Dwelling Rental Income	$ 240,852.00	Public Housing Operations
4. Other income (list below)		
Interest on Investments	$ 4,755.00	
Other Operating Receipts	$ 1,000.00	
4. Non-federal sources (list below)		
Total resources	$ 4,591,815.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

☐ When families are within a certain number of being offered a unit: (state number)
X When families are within a certain time of being offered a unit: (90 Days)
☐ Other: (describe)

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

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

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

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

e. ☐ Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either diectly 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)

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

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

X 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)
X One
☐ Two
☐ Three or More

b. X 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 X 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)
X Emergencies
☒ Overhoused
☒ Underhoused
☐ Medical justification
X Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
X Other: (list below) All other transfers will be housed along with new admissions at a ratio of one transfer for every seven admissions.

c. Preferences

1. X 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:

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

Other preferences: (select below)

X Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
X 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

Former Federal preferences:

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

Other preferences (select all that apply)

2 Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
1 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:

X 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)

X The PHA-resident lease
X 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)

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

(6) Deconcentration and Income Mixing

a. ☐ Yes X 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 X 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 X 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)

X 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)

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

B. Section 8

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

(1) Eligibility

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

X Criminal or drug-related activity only to the extent required by law or regulation

☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
☐ Criminal or drug-related activity
☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
X 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)
X PHA main administrative office
☐ Other (list below)

(3) Search Time

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

If yes, state circumstances below:

The initial term of the voucher will be 90 days and will be stated on the Housing Choice Voucher.

The GHA may grant one or more extensions of the term, but the initial term plus any extensions will never exceed 120 calendar days from the initial date of issuance. To obtain an extension, the family must make a request in writing prior to the expiration

date. A statement of the efforts the family has made to find a unit must accompany the request. A sample extension request form and a form for recording their search efforts will be included in the family's briefing packet. If the family documents their efforts and additional time can reasonably be expected to result in success, the GHA will grant the length of request sought by the family or 30 days, whichever is less.

If the family includes a person with disabilities and the family requires an extension due to the disability, the GHA will grant an extension allowing the family the full 120 days search time. If the GHA determines that additional search time would be a reasonable accommodation, the GHA will request HUD to approve an additional extension. The GHA will also consider additional extensions on a case by case basis due to hospitalization or extraordinary circumstances/market conditions.

(4) Admissions Preferences

a. Income targeting

☐ Yes X 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. X 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

X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
X 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
X 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
1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
1 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
2 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
X 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)
X 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
X 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)
X 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?
X Through published notices
X Other (list below) Mailings to applicants and program participants

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---

X 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
X $1-$25
☐ $26-$50

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

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

The GHA has set the minimum rent at $25.00. However, if the family requests a hardship exemption, the GHA will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

A. A hardship exists in the following circumstances:

1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
2. When the family would be evicted as a result of the imposition of the minimum rent requirement;

3. When the income of the family has decreased because of changed circumstances, including loss of employment;
4. When the family has an increase in expenses because of changed circumstances, for medical costs, child care, transportation, education, or similar items;
5. When a death has occurred in the family.

B. No Hardship. If the GHA determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.

C. Temporary Hardship. If the GHA reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90 day period, the minimum rent will be imposed retroactively to the time of suspension. The GHA will offer a repayment agreement in accordance with its ACOP for any rent not paid during the period of suspension. During the suspension period the GHA will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.

D. Long-term hardship. If the GHA determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

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

1. ☐ Yes X 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
X At family option
☐ Any time the family experiences an income increase
X Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) 10%
X Other (list below)

Families currently paying a Flat Rent will not be required to report any increase in income or decreases in allowable expenses between annual reexaminations.

g. ☐ Yes X 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.)

X The section 8 rent reasonableness study of comparable housing
X Survey of rents listed in local newspaper
X 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 below100% of FMR
☐ 100% of FMR
X 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)

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

d. How often are payment standards reevaluated for adequacy? (select one)
X 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)
X Success rates of assisted families
X Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
☐ $0
X $1-$25
☐ $26-$50

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

The GHA has set the minimum rent as $25.00. However, if the family requests a hardship exemption, the GHA will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the GHA can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

1. A hardship exists in the following circumstances:
   a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
   b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
   c. When the income of the family has decreased because of changed circumstance, including loss of employment;
   d. When the family has an increase in expenses because of changed circumstance, for medical costs, child care, transportation, education, or similar items;
   e. When a death has occurred in the family.

2. No Hardship. If the GHA determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.

3. Temporary Hardship. If the GHA reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90 day period, the minimum rent will be imposed retroactively to the time of suspension. The GHA will offer a repayment agreement in accordance with its ACOP for any rent not paid during the period of suspension. During the suspension period the GHA will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.

4. Long-term hardship. If the GHA determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

5 Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

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)

X An organization chart showing the PHA's management structure and organization is attached.

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	78	7
Section 8 Vouchers	503	78
Section 8 Certificates	69	0
Section 8 Mod Rehab	52	10
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	0
Public Housing Drug Elimination Program (PHDEP)	78	0
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)

(2) Section 8 Management: (list below)

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 X 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)

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

B. Section 8 Tenant-Based Assistance

1. ☐ Yes X 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)

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

Select one:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment ***(Attachment "K")*** Capital Fund Plan –

-or-

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

(2) Optional 5-Year Action Plan

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

a. X 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:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment ***(Attachment "L")*** Capital Fund 5 Year Action Plan

-or-

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

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

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

☐ Yes X 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 X 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 X 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 X 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 X 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 ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ 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 X 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 ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) ☐ Part of the development ☐ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

See Attachment H – 5(h) Homeownership Plan

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 X 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: Poplar St., Meadow Lane, Veterans Way & Emerson St. 1b. Development (project) number: MA06-P025-008A
2. Federal Program authority: ☐ HOPE I X 5(h) – See Attachment H – 5(h) Homeownership Plan ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) X Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/29/1996)
5. Number of units affected: 8 (New Construction) 6. Coverage of action: (select one) ☐ Part of the development X Total development

B. Section 8 Tenant Based Assistance

1. X 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 X 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 X 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 X 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)

X Client referrals
X 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

X 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)
Willowood Computer Center	25	Waiting List	GHA Main Office	Both
Family Self Sufficiency	20	Waiting List	GHA Main Office	Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 01/31/01)
Public Housing	0	0
Section 8	20	24

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

C. Welfare Benefit Reductions

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

X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

X Informing residents of new policy on admission and reexamination

X Actively notifying residents of new policy at times in addition to admission and reexamination.

X 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

See Attachment D – Public Housing Resident Community Service Plan

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
X Observed lower-level crime, vandalism and/or graffiti
☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☐ Other (describe below)

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

X Safety and security survey of residents
X 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
X Resident reports
X PHA employee reports
X Police reports
☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☐ Other (describe below)

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

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)

X Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
☐ Crime Prevention Through Environmental Design
X 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)

25-1 Willowood Gardens
25-6 Scattered Sites (Washington/Mason/Sargent/Essex)
25-7 Scattered Sites (Taylor/Prospect)

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
X Police provide crime data to housing authority staff for analysis and action
X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
X Police regularly testify in and otherwise support eviction cases
X 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)

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.

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment I – Public Housing Pet Policy

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X 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. X Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes X 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 X 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)

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

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

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

☐ Attached at Attachment (File name)

☒ Provided below: Advisory boards were particularly interested in Homeownership options and assisted the GHA in the development of both the Pet Policy and Resident Community Service Plan.

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

3. Description of Resident Election Process

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

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance

☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)
☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (City of Gloucester, 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.
X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

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

D. Other Information Required by HUD

1. Substantial Deviation Definition
Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the GHA that fundamentally change mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

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

Attachments

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

A.) Deconcentration Policy
B) Section 8 Homeownership Capacity Statement
C) Section 8 Project-Based Statement
D) Public Housing Resident Community Service Plan
E) Statement of Progress in Meeting 5 Year Plan Mission & Goals
F) Resident Membership of the GHA Governing Board
G) Membership of the Resident Advisory Board
H) 5 (h) Homeownership Plan
I) Public Housing Pet Policy
J) Maintenance Policy
K) Capital Fund Plan
L) Capital Fund 5 Year Action Plan
M) Capital Fund Annual Statement HUD-52837
N) PHDEP Plan
O) CIAP Progress Report HUD-52825 for 1998 & 1999

DECONCENTRATION POLICY
(Attachment "A")

It the Gloucester Housing Authority's (GHA's) policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The GHA will strive to achieve, within a reasonable period of time, a tenant body of families with a Broad Range of Incomes generally representative of the income range of low income families in the GHA's area of operation, as outlined below:

At or below 30% of Area Median Income - 40%
Above 30% of Area Median Income - 60%

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

The GHA may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT
(Attachment "B")

The GHA will 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.

The GHA has demonstrated its capacity to administer the program by:

1. Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family resources.

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

3. Demonstration that the GHA has acquired other relevant experience through the administration of its 5(h) Homeownership Program.

SECTION 8 PROJECT-BASED STATEMENT
(Attachment "C")

The GHA will administer the Section 8 Project-Based Voucher program beginning in this fiscal year. The GHA has determined that the current housing market does not offer a sufficient number of units within the City of Gloucester to satisfy the need of its Section 8 Housing Choice Voucher participants and that by utilizing the Section 8 Project-Based component, participants will be able to locate decent, safe and sanitary affordable units within the city.

In addition, the use of the project-based component will assist in creating additional long-term affordable housing within our community. There is a particular need for affordable lead-free housing for families with children.

The use of Project-Based Section 8 is consistent with both the City of Gloucester and Commonwealth of Massachusetts Comprehensive Plans. The GHA plans to use up to 50 units within its current ACC as project-based units. Project-based units must be located in any census tract within the City of Gloucester.

The GHA shall use the following four methods to select project-based units:

1. Annual solicitation of all multi-family property owners within the City of Gloucester.
2. Ongoing applications from new developers or rehabilitation of existing properties through the City of Gloucester Community Development or Planning offices.
3. Partnership with non-profit entities.
4. Development of additional GHA owned housing.

Project-based units will be assisted for a term of three (3) to ten (10) years subject to the availability of funding. The length of term of assistance for GHA owned units will be negotiated with the City of Gloucester.

The GHA has acquired relevant experience in administering project-based units through its Section 8 Moderate Rehabilitation program and similar state housing assistance programs.

CONTINUED OCCUPANCY AND COMMUNITY SERVICE PLAN
(Attachment "D")

General

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement

Exemptions

The following adult family members of tenant families are exempt from this requirement.

A. Family members who are 62 or older.

B. Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability she or he is unable to comply with the community service requirements.

C. Family members who are the primary care giver for someone who is blind or disabled as set forth in paragraph B above.

D. Family members engaged in work activity.

E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.

F. Family members receiving assistance, benefits or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

Notification of the Requirement

The Gloucester Housing Authority shall identify, through the continued occupancy processes, all adult family members who are apparently not exempt from the community service requirement.

The Gloucester Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Gloucester Housing Authority shall verify such claims. The notification will advise families that their community service obligation will

begin upon the effective date of their first annual reexamination effective on or after July 1, 2001 and that their leases shall be annulled accordingly. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

Volunteer Opportunities

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Gloucester Housing Authority will coordinate with social service agencies, local schools, and the Department of Transitional Assistance in identifying a list of volunteer community service positions. Together with the resident advisory councils, the Gloucester Housing Authority may create additional volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

The Process

At the first annual reexamination on or after July 1, 2001, and each annual or interim reexamination thereafter, the Gloucester Housing Authority will do the following:

A. Identify all non-exempted residents during the recertification process. Provide a list of volunteer opportunities to the family members.

B. Assign non-exempted family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.

C. Provide information about obtaining suitable volunteer positions.

D. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Gloucester Housing Authority whether each

applicable adult family member is in compliance with the community service requirement.

Notification of Non-compliance with Community Service Requirement

The Gloucester Housing Authority will notify any family found to be in noncompliance of the following:

A. The family member(s) has been determined to be in noncompliance;

B. That the determination is subject to the grievance procedure;

C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed at the end of the current lease term; and

D. Note to file, matters of non-compliance that were beyond the family member(s) ability to control.

Opportunity for cure

The Gloucester Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made. The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Gloucester Housing Authority shall take action to terminate the lease.

PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

In implementing the service requirement, the GHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

UPDATE STATEMENT
GLOUCESTER HOUSING AUTHORITY 5 YEAR PLAN
(Attachment "E")

The Gloucester Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. We have adopted the following Mission Statement to guide the activities of the Gloucester Housing Authority.

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

Our 5 Year Plan for the period for July 1, 2000 to June 30, 2005 establishes the following goals:

1. Increase the availability of decent, safe and affordable housing.
2. Improve community quality of life and economic vitality.
3. Promote self-sufficiency and asset development of families and individuals.
4. Ensure equal opportunity in housing for all Americans.

In 2000, the Authority initiated many projects and made every effort toward meeting it goals set forth in the 5 Year Plan and cited above.

A major and very important undertaking was the use of Federal Public Housing Development funds, Project 25-8, to build 8 single-family homes on three sites throughout the City. In order to bring the homes within the HUD Development Cost guidelines we acted as the general contractor. This meant the management and administration of 15 separate contracts from the early demolition contract to the finishing paving and landscaping contracts. The extraordinary effort was rewarded with completion and occupancy of 6 of the 8 homes in December, 2000. In 2001 the homes will be sold to the residents under the HUD Section 5(h) Homeownership Program.

Renovations to our existing public housing is always a priority. In 2000 we executed a contract with New England Builders for $179,600. To do new kitchens and baths, windows and egress improvements to our scattered site programs, 25-6; and playground renovations and boiler room relocation at Willowood Gardens, 25-1.

Our close alliance with the City in meeting our goals brought a $40,000 CDBG program to purchase and install boilers and tot lot equipment at Willowood Gardens, 25-1.

Section 8 Rental Assistance is an important program for Gloucester. In 2000 we applied for and received funding for 50 new Fair Share Housing Choice Vouchers. We applied for but did not receive funding for the Section 8 Mainstream Program. In February, 2000 we opened our Section 8 waiting list for the first time since July, 1998. Over 2000 households applied for help.

In October, as we anticipated issuing vouchers to close to 100 households in the ensuring months, we approved increasing the voucher payments standard to 110% of the HUD Fair Market Rent. We hope this improves the Voucher utilization for the voucher holders.

Management improvements are valued as we strive to met our goals. Our management team conducted several in-service training sessions during 2000. Additionally, we enhanced the skills of our Assistant Director for Facilities Management and Purchasing Agent through the State Inspector General's course for Certified Public Purchasing Officials. They both successfully completed the course and received certification.

This plan includes a Community Service Plan crafted in accordance with HUD guidelines and adopted by the GHA Board in February, 2000. It also includes a Pet Policy developed along with the Willowood gardens Tenant Association.

We have detailed a comprehensive Capital Fund Program based on the funded level of $151,971.00.

We have worked closely with the new management at the Cape Ann YMCA toward the development of an effective Drug Elimination Program at the Willowood Gardens Community Center.

Our annual Plan is based on the premise that if we accomplish our goals and objective we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

In summary, we are on course to improve the condition of affordable housing in Gloucester.

RESIDENT MEMBER ON THE PHA GOVERNING BOARD
(Attachment "F")

1. X Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Barbara McLaughlin

B. How was the resident board member selected: (select one)?

☐ Elected

X Appointed

C. The term of appointment is (include the date term expires):

5/29/98 – 5/28/03

D. Name and title of appointing official(s) for governing board:

Bruce Tobey, Mayor of City of Gloucester

MEMBERSHIP OF THE RESIDENT ADVISORY BOARD
(Attachment "G")

The following individuals comprise the membership of the GHA's Resident Advisory Board for its FY 2001 Agency Plan. All public housing representatives are fully-elected members of our Public Housing Tenant Association. Section 8 representatives are volunteers from a general solicitation of all participants.

James Rowe	Public Housing Resident
Louise Caruso	Public Housing Resident
Donald Muniz	Public Housing Resident
Frank Nettles	Public Housing Resident
Amy O'Dea	Section 8 Participant
Jennifer Stewart	Section 8 Participant

GLOUCESTER HOUSING AUTHORITY
5(h) HOME OWNERSHIP PLAN
(Attachment "H")

(A) A description of the property, including identification of the development and the specific dwellings to be sold.

The Gloucester Housing Authority (GHA) is in the process of selecting sites for the construction of 8 new units under the Section 5(h) Home Ownership Program rather than lease them as Public Housing units. These newly constructed units will be ideal candidates for sale because the repair and maintenance cost to future owners will be very low over the next fifteen to twenty years. Also they will be attractive to banks for financing.

(B) If applicable, a plan for any repair required under 906.6.

No repairs will be necessary as the units sold will be newly constructed.

(C) Purchaser eligibility and selection (see 906.8)

All 8 units will be vacant. The GHA will set up a waiting list through a lottery system. Applications will be accepted during a one week period. Applicants meeting the following criteria will be placed in the lottery pool:

1. An applicant must earn at least $25,000.00 annually.

2. An applicant must satisfy the requirements for admission to public housing.

3. An applicant must be seeking to buy their first home.

As applicants are chosen from the lottery pools they will be listed in numerical order. The first applicant selected will have their choice of units. They may select a unit from those available at that time or wait until another unit becomes available. If they decide to wait for another unit they will not lose their position on the waiting list.

If there are an insufficient number of Federal Public Housing residents who either do not qualify or are not interested in home ownership, the Authority will select additional prospective buyers from families who respond to a general public invitation and meet the other two criteria cited above.

The following order of preference for selection shall be observed.

1. Residents of GHA's Conventional Federal Public Housing.
2. Local residents.
3. Non-Local Residents.

A Local Resident is defined as a person who, at the time of application as well as at the time of determination of eligibility and qualification, is living in the City of Gloucester.

Temporary domicile in the City of Gloucester with relatives or friends does not establish Local Residency unless:

(1) The applicant's last domicile was in Gloucester or
(2) Local Residency is otherwise proven.

The burden of establishing Local Residency is on the applicant. There shall be no minimum time period to establish such residency.

All applicants desiring to purchase a unit under the 5(h) Home Ownership Program must be able to afford a minimum of a $50,000.00 mortgage. No prospective buyer will be allowed to spend more than 35% of their adjusted gross income for mortgage principal, interest, taxes and utilities.

In order for a resident of Federal Public Housing to be eligible for the Section 5(h) Home Ownership Program, they must meet the following criteria:

1. The tenant must be in good standing:
   a. Owing no back rent.
   b. Owing no maintenance charges.
   c. Owing no other miscellaneous charges.
   d. Owing no rent or back rent due to underreporting of income.

2. The tenant must currently be able to meet all lease requirements that apply to their current living situation.

3. The tenant must have paid their rent on time for the prior six (6) consecutive months.

4. The tenant must not have a history of disturbing the peace, or of being disruptive at their current residence. This includes but is not limited to:

   a. Excessive and loud fighting.
   b. Loud parties.
   c. Numerous police visits/intervention.
   d. Uncontrolled guests.
   e. Continual fighting with neighbors.

5. Tenant must not have a history of being involved in the illegal possession, distribution or production of a controlled substance.

6. If the Tenant has entered into a repayment agreement with the GHA, the payments must be up to date and on time. These payments must also have been paid on time for the past consecutive six (6) months.

(D) Terms and conditions for sale (see particularly 906.11 through 906.14)

The units will be sold at the fair market value with the GHA taking a silent second mortgage on a sliding scale. The prospective home buyer, as previously stated, must be able to afford, at bare minimum, a $50,000.00 mortgage. If the prospective home buyer can afford more than a $50,000.00 mortgage, then they must take out the largest mortgage affordable to them. The GHA will take a soft second mortgage for the difference between the prospective buyer's first (1st) mortgage and the sales price less a down payment of 5% of the first mortgage. The GHA will forgive their second mortgage based on a specified percentage over a specified number of years as follows:

For the first five (5) years there will be no forgiveness of the second mortgage. Starting in the sixth (6th) year the GHA will forgive the mortgage at a 5% rate per year over the next twenty (20) years. However, upon any resale of the property, the GHA will receive 50% of the appreciation in the property less any capital improvement made by the owner. The GHA will also have the first right of refusal with regards to any subsequent sale of the property for which a second mortgage held by the GHA is unsatisfied. The unit purchased must be occupied by the family who purchased it. The property may not be leased or rented to another family. The GHA will file on the land records of the City of Gloucester, a Mortgage Deed and Promissory Note for the amount of its second mortgage.

(E) A plan for consultation with residents during the implementation stage (906.5)

All public housing residents will be notified of the proposed 5(h) Home Ownership Program and how they may qualify for the program. The GHA will actively seek input from the interested residents with regard to the 5(h) Home Ownership Program implementation. This input will be sought on their readiness for home ownership. The GHA's Resident Services Staff, well experienced in organizing training for the GHA's Family Self-Sufficiency Program, will develop a training program based on resident input. It will cover areas such as budgeting, money management, building management and maintenance and housekeeping.

(F) A budget estimate showing the costs of implementing the plan and the sources of the funds that will be used.

Preliminary costs for implementing the 5(h) Home Ownership program will be paid for by Low Income Public Housing reserve funds and reimbursed from the sale under the 5(h) Home Ownership Program. Proposed Budget:

Administrative Salaries & Fringe	$35,000.00
Administrative Other	$ 3,400.00
Travel	$ 250.00
Telephone	$ 250.00
Office Supplies	$ 300.00
Copying	$ 100.00
Furniture	$ 2,000.00
Advertising	$ 500.00

Legal costs		$20,000.00
Training Costs		$10,000.00
	TOTAL	$68,400.00

(G) Counseling, training, and technical assistance to be provided in accordance with 906.9.

As previously stated, counseling for financial and maintenance responsibilities of home ownership will be coordinated by the GHA's Resident Services Staff. In addition, detailed presentations will be given to prospective home owners with regard to specific purchase and financing options. Appropriate training and technical services will also be provided to all residents interested in purchasing units under the 5(h) Home Ownership Program. The following workshops will be provided:

1. A financial workshop in the areas of budgeting and money management.

2. A workshop providing instruction in the area of housekeeping and general property maintenance.

3. A workshop explaining the availability of job training and other self-sufficiency programs.

(H) If the plan contemplates sale to residents via an entity other than the GHA, a description of that entity's responsibilities and information demonstrating that the requirements of 906.7(b) have been met or will be met in a timely fashion.

This section is not applicable in the GHA's case. No other entity will be used.

(I) If applicable, a plan for non-purchasing residents in accordance with 906.10.

Not applicable as all units, upon sale, will be vacant, newly constructed units.

(J) An administrative plan, including estimated staffing requirements.

(a) Application Taking

A general public invitation, in addition to individual notification to residents of Gloucester's Federal Public Housing, will be advertised. The application will contain all necessary information for the GHA to determine whether the applicant is eligible for home ownership. Incomplete applications will not be processed. A one-week period will be set aside for receipt of applications.

Three lottery pools will be created from the applications taken during the open week. One pool will consist of current Federal Public Housing residents (Pool A), another pool will be all local applicants (Pool B), and a third pool will be non-local applicants (Pool C). Position on the waiting

list will be determined by lottery number chosen first from Pool A, then from Pool B and finally from Pool C.

(b) Notification

All Federal Public Housing residents will be notified by mail about the 5(h) Home Ownership Program and invited to submit an application as stated above. The applicants will be notified in writing of the determination of their eligibility status based on the criteria already outlined in this plan.

(c) Selection for 5(h) Home Ownership Program

Each applicant will be assigned an appropriate place on the waiting list in sequence based on a lottery drawing. Selection of applicants will be by numerical order.

(d) Orientation of Qualified Potential Home Owners

A full opportunity shall be provided to these potential home owners to ask and receive answers to their questions. In addition, the following orientation/training previously mentioned in the plan will be provided:

(1) Financial training in the area of budgeting and money management.

2) Instruction in the areas of housekeeping and general property maintenance.

(3) Presentation on the availability of job training and other self-sufficiency programs.

(e) General Property Maintenance

All home owners will be required to maintain their property in a condition that is acceptable to the GHA. This will insure that property values remain stable which is a concern of the GHA, as we will be holders of large second mortgages on all properties.

(f) Estimated Staffing Requirements:

Executive Director	5%
Assistant Executive Director	10%
Resident Services Supervisor	25%
Fiscal Department Supervisor	5%
Tenant Selector	10%
Case Manager	33%

(K) An estimate of the sale proceeds and an explanation of how they will be used in accordance with 906.15.

An estimate of $50,000.00 per unit will be received upon the initial sale of each unit. The $50,000.00 per unit for eight (8) units will net a sum of $400,000.00.

These sales proceeds will be used for various housing related activities for low income families. A fund will be set up to repurchase units at the time of resale. As specified in the previous sections of the plan, the GHA has the first right of refusal on any sale. Funds will also be used to administer the Program (Administrative Staff time). These funds will also be used to facilitate the operations of the low income public housing program in the area of resident services, protective services, maintenance, and modernization.

(L) A description of the accounting and reporting procedures to be used included those required to meet the requirements at 906.17.

The Gloucester Housing Authority will maintain the 5(h) Home Ownership Program accounting records along with the accounting records of the entire Authority.

The Authority's accounting system meets the following criteria:

1. Presents and classifies projected historical costs as required and budgeting and evaluation purposes;

2. Provides cost and property control to assure optimal use of funds;

3. Controls funds and other resources to assure that the expenditure of funds and use of property are in conformance with any Federal and State regulations.

4. Provides financial data for planning, control, measurements, and evaluation of direct costs; and meets the prescribed requirements for periodic financial reporting of operations;

5. Reports performance indicators and measures to assess program results, including sale reports which include information on the racial and ethnic characteristics of the purchasers.

Each year the Authority is required to have its records audited by a qualified Certified Public Accounting firm pursuant to the Single Audit Act of 1984.

(M) A replacement housing plan in accordance with 906.16.

It is the GHA's intention to submit an application to HUD for the provision of five-year tenant-based certificates or vouchers under the Section 8 Program.

The certificates or vouchers will then be assigned to applicants on the GHA waiting list in accordance with the GHA's Section 8 Administrative Plan.

(N) An estimated time table for the major steps required to carry out the plan.

The following implementation schedule and time table will be used to carry out the 5(h) Home Ownership Program:

Presuming HUD approval of the 5(h) Home Ownership Plan by November 6, 1995;

- Complete outreach to identify interested families-November 10, 1995.
- Complete Home Ownership application intake-November 17, 1995.
- Complete review of application for determination of applicant viability-December 15, 1995.

For viable home buyers identified:

- Complete establishment of home ownership waiting list-December 29, 1995.
- Complete formation of home buyers' association for education and counseling-January 26,1996.

The units will be newly constructed homes. Concurrent with the above schedule the GHA will be seeking site feasibility approval from HUD and local permit approvals regarding the environmental impact of the housing development. The GHA will also develop a Request for Proposals to build the housing, award a contract and oversee the construction, estimated to start on September 1, 1996. Home Ownership education, counseling and pre-qualifications will be complete by that date. The units will not be ready for occupancy until April 1, 1997. Purchase and Sales Agreements will be executed at that time with sale closings beginning May 1, 1997.

(O) Nondiscrimination Certification

Acting on behalf of the Gloucester Housing Authority as its Authorized Official, I made the following certification to the Department of Housing and Urban Development (HUD) regarding the Home Ownership Plan:

I certify that:

The Gloucester Housing Authority will administer this Home Ownership Plan on a non-discriminatory basis, in accordance with the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Executive Order 11063, and implementing regulations, and will assure compliance with those requirements any other entity that may assume substantial responsibilities for implementing the plan.

_____ _____

Signature of Authorized Official Date

William F. Dugan, Executive Director
Name & Title

FEDERAL HOUSING PET POLICY
(Attachment "I")

EXCLUSIONS

This policy does not apply to service animals that are used to assist persons with disabilities. Service animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

PETS IN PUBLIC HOUSING

The Gloucester Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Gloucester Housing Authority harmless from any claims caused by an action or inaction of the pet.

APPROVAL

Residents must have the prior written approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request. Residents must give the Housing Authority a color picture of the pet so it can be identified if it is running loose. Residents must also supply the following information with their pet application:

a. attending veterinarian's name, address and telephone number;

b. veterinary certificates of spaying or neutering, rabies, distemper combination, parvovirus, feline leukemia testing, feline VRC and other inoculations when applicable;

c. dog licensing certificates in accordance with local and state laws;

d. two (2) alternate adult caretakers, their names, addresses and telephone numbers, who will assume immediate responsibility for the care of the pet should the owner become incapacitated; these caretakers must be verified in writing by signing the Lease Pet Rider, acknowledging their responsibilities as specified;

e. emergency boarding accommodations; and

f. temporary ownership (overnight or short term) shall be registered with Management under the pet rules and regulations.

g. Proof that resident has obtained personal liability, or other appropriate insurance.

h. Certification that resident has completed the Willowood Tenant Organization's "Responsible Pet Ownership Program".

If you are acquiring a new pet you must be a resident in good standing, owing no back rent or other charges and have paid your rent on time for six months and have met all other lease obligations.

TYPES AND NUMBER OF PETS

The Gloucester Housing Authority will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums -not to exceed 20 gallons, or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles). If this definition conflicts with a state or local law or regulations, the state or local law or regulation shall govern. The Gloucester Housing Authority will not allow residents who reside in units that share a common hallway to keep dogs.

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

> Only one pet per unit will be allowed in any GHA Housing Unit, with the exception of caged birds which shall be limited to two per unit, and fish which shall be limited to one 20 gallon aquarium per unit.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed. Pit bulls will not be permitted under any circumstances.

No animal may exceed forty (40) pounds in weight projected to full adult size.

INOCULATIONS

In order to be registered, pets must be appropriately inoculated against rabies, distemper parvovirus, feline leukemia testing, feline VRC and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Gloucester Housing Authority to attest to the inoculations.

PET FEE

A pet fee of $ 160.00 is required at the time of registering a pet. The fee is non-refundable to cover the reasonable operating costs to the development relating to the presence of pets.

FINANCIAL OBLIGATION OF RESIDENTS

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Gloucester Housing Authority reserves the right to exterminate and charge the resident. Pet owners shall also secure personal liability, or other insurance and indemnify the GHA against pet-related litigation or attorney's fees.

NUISANCE OR THREAT TO HEALTH OR SAFETY

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or Gloucester Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

DESIGNATION OF PET AREAS

Pets must be kept in the owner's apartment or on a leash at all times when outside the unit (no outdoor cages may be constructed). Pets cannot be left unattended outside on a leash. Pets will be allowed only in designated areas on the grounds of the property if the Gloucester Housing Authority designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

With the exception of assistive animals no pets shall be allowed in the community room, community room kitchen, laundry rooms, public bathrooms, lobby, beauty shop, hallways or office in any of our sites.

To accommodate residents who have medically certified allergic or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain areas, wings(or floors) in our development(s)/building(s)). This shall be implemented based on demand for this service.

MISCELLANEOUS RULES

Pets may not be left unattended in a dwelling unit for over nine (9) hours. If the pet is left unattended and no arrangements have been made for its care, the Gloucester Housing Authority will have the right to enter the premises and take the un-cared for pet to be boarded at a local animal care facility at the total expense of the resident.

Pet bedding shall not be washed in any common laundry facilities.

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.

Pets cannot be kept, bred or used for any commercial purpose.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner.

A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or other must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Authority's property within 24 hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

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

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

VISITING PETS

No resident may allow their guest to bring a pet onto GHA property. This provision does not apply to service animals that are used to assist persons with disabilities.

REMOVAL OF PETS

The Gloucester Housing Authority, or an appropriate community authority, shall require the removal of any pet from a project/building if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

In the event of illness or death of pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, the Gloucester Housing Authority has permission to call the emergency caregiver designated by the resident or the local Pet Law Enforcement Agency to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.

MAINTENANCE POLICY
(ATTACHMENT "J")

The Facilities Management Department of the Gloucester Housing Authority is responsible for managing the maintenance function in the most cost effective manner possible while maximizing the useful life of Authority properties and providing the best service to Authority residents. The following policy statements are designed to establish the structure of an effective and efficient maintenance system

1.0 COMPONENTS OF A MAINTENANCE SYSTEM

The Gloucester Housing Authority maintenance system shall include certain components:

A. A system of priorities for work requests;

B. Comprehensive working procedures;

C. Performance goals;

D. A work order system;

E. A skills training program; and

F. A long-range planning system.

By developing a maintenance system that has these components in place, the authority will have the tools it needs to control the performance of maintenance work at the Gloucester Housing Authority.

1.1 PRIORITY SYSTEM

The work priorities adopted by the Gloucester Housing Authority exemplify its philosophy of delivering maintenance services. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. Minimizing vacancy loss is part of the cost-effectiveness calculation. The maintenance priorities of the Gloucester Housing Authority are the following:

A. Emergencies

B. Scheduled Operations and Services

C. Vacancy Preparation

D. Resident On-Demand Requests

Placing planned maintenance and vacancy preparation work ahead of resident work requests does not indicate that resident requests are unimportant. It emphasizes the importance of maintaining control of the maintenance work by performing scheduled routine and preventive work first. By doing so the Authority will decrease on-demand work and maintain the property in a manner that will keep and attract good tenants.

1.2 performance standards and goals

The Facilities Management Director uses the following standards to allow the effectiveness of maintenance systems and activities to be evaluated. The Housing Authority will take into consideration:

A. Local housing codes;

B. HUD Housing Quality Standards;

C. Public Housing Assessment System (PHAS) standards;

D. Gloucester Housing Authority Collective bargaining agreements; and

E. Gloucester Housing Authority job descriptions.

Nothing in the documents listed above will prevent the Housing Authority from setting a standard that is higher than that contained in the documents.

These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

1.3 Work Order System

The Gloucester Housing Authority shall have a comprehensive work order system that includes all work request information: source of work, description of work, priority, cost to complete, days to complete, and hours to perform. This information is required for the Authority to plan for the delivery of maintenance services as well as evaluate performance. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work orders.

See Attached Work Order Procedures

1.4 Long-Range Planning

The Gloucester Housing Authority plans long-range maintenance in order to ensure the most cost-effective use of Authority resources and the maximum useful life of Authority properties.

The Facilities Management Director will develop a property-specific long-range planning process that includes the following components:

A. A property maintenance standard;

B. An estimate of the work required to bring the property to the maintenance standard;

C. An estimate of the work required to keep the property at the maintenance standard including routine and preventive maintenance workloads, vacant unit turn-around, inspection requirements and resident on-demand work;

D. A cost estimate to provide the specified capital improvements; and

With this work plan the Authority is able to anticipate its staff, equipment and materials needs. It is also possible to determine need for contracting particular services.

2.0 MAINTAINING THE PROPERTY

All maintenance work performed at Housing Authority properties can be categorized by the source of the work. Each piece of work originates from a particular source -- an emergency, the routine maintenance schedule, the preventive maintenance schedule, a unit inspection, a unit turnover, or a resident request.

2.1 Responding to Emergencies

Emergencies are the highest priority source of work. The Gloucester Housing Authority will consider a work item to be an emergency if the following occur:

A. The situation constitutes a serious threat to the life, safety or health of residents or staff; or

B. The situation will cause serious damage to the property structure or systems if not repaired within twenty-four (24) hours.

If a staff member is unsure whether or not a situation is an emergency, he or she will consult with his or her supervisor. If a supervisor is not available, the employee will use his or her best judgment to make the decision.

For emergencies that occur after regular working hours, the Gloucester Housing Authority shall have a twenty-four (24) emergency response system in place. This response system includes the designation of a maintenance employee and a back

up employee in charge for each day as well as a list of qualified pre-approved contractors, open purchase orders for obtaining required supplies or equipment, and access to Authority materials and supplies. The designated employee shall prepare a work order and report on any emergency within twenty-four hours after abatement of the emergency.

2.2 Prepare Vacant Units for Reoccupancy

It is the policy of the Gloucester Housing Authority to reoccupy vacant units as soon as possible. This policy allows the Authority to maximize the income produced by its properties and operate attractive and safe properties.

The Facilities Management Director is responsible for developing and implementing a system that ensures an average turn-around time of seven (7) calendar days. In order to do so, he or she must have a system that can perform the following tasks:

A. Forecast unit preparation needs based on prior years' experience;

B. Estimate both the number of units to be prepared and the number of hours it will take to prepare them; and

C. Control work assignments to ensure prompt completion.

The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit. A weekly meeting on Wednesday at 8:30 a.m. facilitates this communication.

The Facilities Management Director has the ability to create special teams for vacancy turnaround or to hire contractors when that is required to maintain Authority goals.

2.3 Preventive Maintenance Program

Preventive maintenance is part of the planned or scheduled maintenance program of the Gloucester Housing Authority. The purpose of the scheduled maintenance program is to allow the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventive maintenance program focuses on the major systems that keep the properties operating. These systems include heating, electrical, life safety and plumbing.

A. General Operating Systems

The heart of any preventive maintenance program is a schedule that calls for the regular servicing of all systems. The development of this schedule begins with the identification of each system or item that must be checked

and serviced, the date it must be serviced, and the individual responsible for the work. The servicing intervals and tasks for each system must be included in the schedule. The completion of all required tasks is considered a high priority for the Gloucester Housing Authority.

The systems covered by the preventive maintenance program include but are not limited to:

1. Catch basins
2. Compactors
3. Condensate pumps
4. Electric transformer and emergency generators
5. Elevator equipment
6. Emergency lighting
7. Exhaust fans
8. Exterior lights
9. Fire extinguishers and other life safety systems
10. Heating plants
11. Mechanical equipment and vehicles
12. Sanitary drains

A specific program will be developed for each system. This program shall include a list of the scheduled service maintenance for each system and the frequency and interval at which that service must be performed. The equipment and materials required to perform the service will be listed as well so that they will be on hand when needed. An assessment of the skills or licensing needed to perform the tasks will also be made to determine if an outside contractor must be used to perform the work. The preventive maintenance schedule must be updated each time a system is added, updated, or replaced.

B. Roof Repairs/ Replacement

Maintenance of roofs requires regular inspections by knowledgeable personnel to ensure that there is no unauthorized access to roof surfaces and that there is good drainage, clear gutters and prompt discovery of any deficiencies.

The Facilities Management Director is responsible for the development of a roof maintenance plan that includes these features:

1. The type, area, and age of roof

2. Warranties and/or guarantees in effect

3. Company that installed the roof

4. Expected useful life of roof

5. History of maintenance and repair

6. Inspection schedule

The authority maintenance staff will usually undertake only minor roof repairs. Therefore there should be a list of approved roofing contractors to take on more serious problems for roofs no longer under warranty.

C. Vehicle/Equipment Maintenance

The Gloucester Housing Authority protects the investment it has made in vehicles and other motorized equipment through a comprehensive maintenance program. The vehicles and equipment covered include:

1. Cars, trucks and vans

2. Tractors

3. Snow blowers

4. Weed cutters

5. Lawn Mowers

The Facilities Management Director carries out this plan for routine service as well as servicing for seasonal use.

The Facilities Management Director maintains a system to ensure that any employee that operates a vehicle or piece of motorized equipment has the required license or certification.

D. Lead-Based Paint

The Gloucester Housing Authority is committed to controlling lead-based paint hazards in all its dwellings, especially family dwellings constructed before 1978. If any hazards are discovered, the Authority will develop a

plan to abate the hazard. The Facilities Management Director shall have the authority and responsibility to direct all activities associated with lead hazard control. The control plan will include such activities as:

1. Detecting the possible presence of lead paint;

2. Protection of residents and workers from lead-based paint hazards;

3. Surface protection of non-painted surfaces;

4. Equipment use and care;

5. Paint quality; and

6. Method of application.

Other responsibilities include directing training sessions, issuing special work orders, informing residents, responding to cases of children with elevated blood lead levels, correcting lead-based paint hazards on an emergency repair basis, and any other efforts that may be appropriate.

E. Life Safety Systems

The Gloucester Housing Authority maintains its life safety systems to ensure that they will be fully functional in the case of an emergency. The Facilities Management Director is responsible for the development and implementation of a schedule that includes the inspection, servicing and testing of this equipment. The equipment to be included in the plan includes the following:

1. Fire extinguishers

2. Emergency lighting

3. Smoke detectors

The plan includes the required testing and servicing as required by manufacturer's recommendations.

2.4 Inspection Program

The Gloucester Housing Authority's goals of efficiency and cost-effectiveness are achieved through a carefully designed and rigorously implemented inspection program. This program calls for the inspection of all areas of the Authority's facilities -- the dwelling units, the grounds and building exteriors, and major service systems.

A. Dwelling Unit Inspections

The unit inspection system of the Gloucester Housing Authority has two primary goals:

1. To assure that all dwelling units comply with standards set by HUD and local codes; and

2. To assure that the staff of the Gloucester Housing Authority knows at all times the condition of each unit for which it is responsible.

The achievement of these goals may require more than the annual HUD required inspection. The Facilities Management Director and Assistant Executive Director are responsible for developing a unit inspection program that schedules inspections at the frequency required.

For all non-emergency inspections, the Resident shall be given at least two (2) days written notice of the inspection.

Any work items noted at the time of the inspection will be documented on the Gloucester Housing Authority inspection form. All work items shall be converted to a work order after completion of the inspection. The maintenance staff shall endeavor to complete all inspection-generated work items within 30 days of the inspection.

All maintenance staff is responsible for monitoring the condition of dwelling units. Whenever a maintenance staff member enters a dwelling unit for any purpose, such as completing a resident request for service or accompanying a contractor, he or she shall record on an inspection form any required work he or she sees while in the apartment. These work items shall also be converted to a service request.

B. Building and Grounds Inspections

Regular inspections of the property grounds and building exteriors are required to maintain the curb appeal of the property. This curb appeal is required to maintain the attractiveness of the property for both current and prospective residents. The inspection procedure will specify the desired condition of the areas to be inspected. This defined condition will include any HUD or locally required standards. The existence of these standards shall not prevent the Housing Authority from setting a higher standard that will make the property more competitive in the local market.

Building and grounds inspections covers these areas:

1. Hallways

2. Stairwells

3. Community room and other common space such as kitchens or public restrooms

4. Common entries

5. Basements

6. Grounds

7. Porches or patios

8. Parking lots

11. Sidewalks and fences

12. Lawns, shrubs and trees

13. Trash compactors or collection areas

14. Building foundations

An inspection form will be developed for common areas and building exteriors and grounds. The staff member responsible for the inspection shall note all deficiencies on the form and ensure that these deficiencies are recorded on work order after the inspection. The Gloucester Housing Authority will complete all inspection-generated work items within thirty (30) days of the inspection.

Nothing in this policy shall prevent any Gloucester Housing Authority staff member from reporting any needed work that they see in the regular course of their daily activities. Such work items shall be reported to the site manager of the appropriate property.

C. Systems Inspections

The regular inspection of all major systems is fundamental to a sound maintenance program. The major systems inspection program overlaps with the preventive maintenance program in some areas. To the extent that inspections, in addition to those required for scheduled service intervals, are needed, they will be a part of the inspection schedule. Any work items identified during an inspection shall be converted to a work order and completed within thirty (30) days.

2.5 Scheduled Routine Maintenance

The Gloucester Housing Authority includes in this work category all tasks that can be anticipated and put on a regular timetable for completion. Most of these routine tasks are those that contribute to the curb appeal and marketability of the property.

A. Pest Control/Extermination

The Gloucester Housing Authority will make all efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

The Facilities Management Director will determine the most cost-effective way of delivering the treatments -- whether by contractor or licensed Authority personnel.

The extermination plan will begin with an analysis of the current condition at each property. The Facilities Management Director shall make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention shall be paid to cockroaches. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be informed at least one week and again twenty-four hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bi-lingual to properly notify the resident population.

B. Landscaping and Grounds

The Gloucester Housing Authority will prepare a routine maintenance schedule for the maintenance of the landscaping and grounds of its properties that will ensure their continuing attractiveness and marketability.

Routine grounds maintenance includes numerous activities:

1. Litter control

2. Lawn care

3. Maintenance of driveways, sidewalks and parking lots

4. Care of flower and shrubbery beds and trees

5. Maintenance of playgrounds, benches and fences

6. Snow removal (when required by climate)

C. Building Exteriors and Interior Common Areas

The appearance of the outside of Authority buildings as well as their interior common areas is important to their marketability. Therefore, the Gloucester Housing Authority has established a routine maintenance schedule to ensure that they are always maintained in good condition. The components to be maintained include:

1. Lobbies
2. Hallways and stairwells
3. Elevators
4. Public restrooms
5. Lighting fixtures
6. Common rooms and community spaces
7. Exterior porches and railings
8. Building walls
9. Windows

2.6 Resident On-Demand Service

This category of work refers to all resident generated work requests that fall into no other category. These are non-emergency calls made by residents seeking maintenance service. These requests for service cannot be planned in advance or responded to before the resident calls.

It is the policy of the Gloucester Housing Authority to complete these work requests within seven (7) days. However, unless the request is an emergency or entails work that compromises the habitability of the unit, these requests will not be given a priority above scheduled routine and preventive maintenance. By following this procedure, the Gloucester Housing Authority believes it can achieve both good resident service and a maintenance system that completes the most important work first and in the most cost effective manner.

3.0 CONTRACTING FOR SERVICES

The Gloucester Housing Authority will contract for maintenance services when it is in the best interests of the Authority to do so. When the employees of the Authority have the time and skills to perform the work at hand, they will be the first choice to perform a given task. When the employees of the Authority have the skills to do

the work required, but there is more work than there is time available to complete it, the Housing Authority will determine whether it is more cost effective to use a contractor to complete the work. If the Authority staff does not have the skills to complete the work, a contractor will be chosen. In the last instance, the Authority will decide whether it will be cost effective to train a staff member to complete the work.

Once the decision has been made to hire a contractor, the process set out in the Gloucester Housing Authority Procurement Policy will be used. These procedures vary depending on the expected dollar amount of the contract. The Facilities Management Director will work with the Procurement Department to facilitate the contract award. The Director will be responsible for the contribution of the Maintenance Department to this process. The most important aspect of the bid documents will be the specifications or statement of work. The clearer the specifications the easier it will be for the Authority to get the work product it requires.

(Attachment "K")

CAPITAL FUND PROGRAM FY 2001

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: GLOUCESTER HOUSING AUTHORITY P.O. BOX 1599, 259 WASHINGTON STREET GLOUCESTER, MA 01930-1599	Grant Type and Number Capital Fund Program Grant No: MA06P0255101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001

☐Original Annual Statement ☐Reserve for Disasters/ Emergencies ☐Revised Annual Statement (revision no:)
☐Performance and Evaluation Report for Period Ending: ☐Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	23,971.00			
10	1460 Dwelling Structures	63,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	25,000.00			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	12,473.00			
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: GLOUCESTER HOUSING AUTHORITY P.O. BOX 1599, 259 WASHINGTON STREET GLOUCESTER, MA 01930-1599	Grant Type and Number Capital Fund Program Grant No: MA06P0255101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001

☐Original Annual Statement ☐Reserve for Disasters/ Emergencies ☐Revised Annual Statement (revision no:)
☐Performance and Evaluation Report for Period Ending: ☐Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	154,444.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	25,000.00			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: GLOUCESTER HOUSING AUTHORITY		**Grant Type and Number** Capital Fund Program Grant No: MA06P02550101 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
25-1	LANDSCAPING	1450	1	17,971.00				
25-1	EXTERIOR PAINTING	1460	10	60,000.00				
25-1	COMMUNITY ROOM REPAIRS	1470	1	25,000.00				
25-6	ESSEX ST. RETAINING WALL	1450	1	6,000.00				
25-7	TAYLOR ST. EXT. PAINTING	1460	1	3,000.00				
GHA-WIDE	A/E, BIDS, SPECS ETC.	1430	1	30,000.00				

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

PHA Name: GLOUCESTER HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program No: MA06P02550101 Replacement Housing Factor No:	**Federal FY of Grant:** 2001

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
25-1	09/30/2003			09/30/2004			
25-6	09/30/2003			09/30/2004			
25-7	09/30/2003			09/30/2004			
GHA-wide	09/30/2003			09/30/2004			

Attachment "L"

pital Fund Program Five-Year Action Plan

Part I: Summary

A Name Gloucester Housing hority				☐Original 5-Year Plan ☐Revision No:	
Development umber/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2001 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2002 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2004 PHA FY: 2005
! Willowood	Annual Statement	$95,000	$90,000	$60,000	$120,000
5 Scattered Sites		$21,800	$25,000	$ 8,000	$ 22,000
7 Scattered Sites		$63,000	- 0 -	$85,000	- 0 -
A-wide		$35,000.	$50,000	$50,000	$35,000
TALS		***$214,800.***	***$165,000***	***$203,000***	***$177,000***
Funds Listed for ear planning					
lacement Housing tor Funds					

Capital Fund Program Five-Year Action Plan

rt II: Supporting Pages—Work Activities

ivities for Year 1	Activities for Year :_2___ FFY Grant: 2001 PHA FY: 2002			Activities for Year: _3__ FFY Grant: 2002 PHA FY: 2003		
	Development Name/Number	**Major Work Categories**	Estimated Cost	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	25-1 Willowood	Fencing & Storm Doors	$ 60,000	*25-1 Willowood*	Bathroom Vents	$90,000
		Storm Doors	$ 35,000			
Ann	25-6 Scattered Sites	Essex St. Porches	$ 15,000	25-6 Scattered Sites	Sargent St. Kitchens, Baths & Electrical Upgrades	$22,000
		Mason St. & Washington Sq. Electrical Upgrade	$ 6,800		Sargent St. Electrical Upgrade	$ 3,000
atement	25-7 Scattered Sites	Prospect Sq. Kitchens, Baths, Walkway & Driveway	$ 36,000	GHA-wide	Vehicle	$30,000 -
		Prospect Sq. Walkway & Driveway	$ 12,000	GHA-wide	Computer Upgrade	$15,000
		Prospect Sq. Front Entry & Porch	$ 15,000	GHA-wide	A/E, specs & bids	$ 5,000
	GHA-wide	Vehicle	$ 30,000			
	GHA-wide	A/E, specs, bids	$ 5,000			

Total CFP Estimated Cost			***$214,800***			***$165,000***

Capital Fund Program Five-Year Action Plan

rt II: Supporting Pages—Work Activities

Activities for Year :_4___ FFY Grant: 2003 PHA FY: 2004			Activities for Year: _5__ FFY Grant: 2004 PHA FY: 2005		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
25-1 Willowood	Vinyl Siding	$60,000	*25-1*	Vinyl Siding	$ 60,000
			25-1	Paving	$ 60,000
5-6 Scattered Sites	Mason St. Landscape Improvement	$ 8,000	25-6	Mason St. Floors	$ 15,000
5-7 Scattered Sites	Taylor St. Kitchens & Baths	$45,000	25-6	Washington Sq. Basement Kitchen & Bath	$ 7,000
5-7 Scattered Sites	Taylor St. Exterior Siding	$25,000	GHA-wide	Vehicle	$ 30,000
5-7 Scattered-Sites	Taylor St. Front Entry & porch	$15,000	GHA-wide	A/E fees, specs bid	$ 5,000
GHA-wide	Computer Upgrade	$50,000			

Total CFP Estimated Cost	***$203,000***			***$177,000***

Total estimated cost over next 5 years	**$912,244.00**	

CAPITAL FUND ANNUAL STATEMENT – FY 2000 Performance & Evaluation Report
(Attachment "M")

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: GLOUCESTER HOUSING AUTHORITY P.O. BOX 1599, 259 WASHINGTON STREET GLOUCESTER, MA 01930-1599	Grant Type and Number Capital Fund Program Grant No: MA06P0255100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000

☐Original Annual Statement ☐Reserve for Disasters/ Emergencies ☐Revised Annual Statement (revision no:)
☒Performance and Evaluation Report for Period Ending: 03/31/2001 ☐Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	$ 9,700.00		$9,700.00	$9,700.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	$ 22,500.00			
11	1465.1 Dwelling Equipment—Nonexpendable	$ 35,800.00			
12	1470 Nondwelling Structures	$ 28,000.00			
13	1475 Nondwelling Equipment	$ 20,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve	$ 35,971.00		$35,971.00	$35,971.00
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: GLOUCESTER HOUSING AUTHORITY P.O. BOX 1599, 259 WASHINGTON STREET GLOUCESTER, MA 01930-1599	Grant Type and Number Capital Fund Program Grant No: MA06P0255100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000

☐Original Annual Statement ☐Reserve for Disasters/ Emergencies ☐Revised Annual Statement (revision no:)
☒Performance and Evaluation Report for Period Ending: 03/31/2001 ☐Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	$151,971.00		$45,671.00	$45,671.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: GLOUCESTER HOUSING AUTHORITY		**Grant Type and Number** Capital Fund Program Grant No: MA06P02550100 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA06-P025-001	LANDSCAPING	1450		$20,000.00				
	BUILDING VENT REPLACEMENT	1465.1		$13,000.00				
	HEATING MODIFICATION	1475		$ 7,000.00				
	MAIN OFFICE RENOVATION	1475		$10,000.00				
MA06-P025-006	18 ESSEX ST. HEAT MODIFICATION	1475		$ 3,000.00				
	17 WASHINGTON SQ. REAR FENCE	1450		$ 2,500.00				
	17 WASHINGTON SQ. SIDING REPAIRS	1460		$10,000.00				
	19 MASON ST. REPLACE 2 KITCHENS & BATHS	1460		$ 7,000.00				
MA06-P025-007	10 TAYLOR ST. INSTALL HEAT & HOT WATER EQUIPMENT	1465.1		$15,000.00				
	25 PROSPECT SQ. REPLACE DECK & FIRE ESCAPE	1460		$15,000.00				
	25 PROSPECT SQ. REPLACE FRONT ENTRY & PORCH	1470		$30,000.00				
GHA-WIDE	COMPUTER UPGRADE	1408		$ 9,700.00		$ 9,700.00	$ 9,700.00	
	REPLACEMENT RESERVE	1490		$35,971.00		$35,971.00	$35,971.00	

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

PHA Name: GLOUCESTER HOUSING AUTHORITY		**Grant Type and Number** Capital Fund Program Grant No: MA06P02550100 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

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

PHA Name: GLOUCESTER HOUSING AUTHORITY	**Grant Type and Number** Capital Fund Program No: MA06P02550100 Replacement Housing Factor No:	**Federal FY of Grant: 2000**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA06-P025-001	09/30/2002			09/30/2003			
MA06-P025-006	09/30/2002			09/30/2003			
MA06-P025-007	09/30/2002			09/30/2003			
GHA-wide	09/30/2002			09/30/2003			

Public Housing Drug Elimination Program Plan
(Attachment "N")

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 $25,000.00

B. Eligibility type (Indicate with an "x" N1_____ N2_____ R _____

C. FFY in which funding is requested 2000

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 Common Ground Drop-In Center is a drug prevention program that provides opportunities for positive social interaction, academic enrichment/tutorial and drug education for families in the Willowood Gardens Public Housing Development. In a collaborative effort between the Gloucester Housing Authority and the YMCA, program goals are centered on community building, individual responsibility and activity based learning for children, and their families. The center includes an after school program, evening and weekend programs, and family centered activities. Participants receive memberships to the YMCA and participate in ongoing YMCA activities outside of the public housing development, to increase participation in the larger community.

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)
Willowood Gardens	78	100

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 moths.

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 been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extension 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	$50,000.00	MA06DEP0250195	$ 0.00		
FY 1996	$ 0.00	N/A	$ 0.00		
FY 1997	$50,000.00	MA06DEP0250197	$ 14,895.00		
FY 1998	$50,000.00	MA06DEP0250198	$ 50,000.00		
FY 1999	$25,000.00	MA06DEP0250199	$ 25,000.00		

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 p partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Common Ground Drop-In-Center operates an after school program, evening, weekend and family oriented programming. The overall goals and objectives of the program are to provide a dru free "safe place" for youth and families to participate in activities which promote community and self respect. The facility will be staffed by the Cape Ann YMCA, with oversight by the Resident Services Coordinator of the Gloucester Housing Authority. The YMCA staff and the Resident Services Coordinator will meet on a monthly basis to monitor and evaluate program goals. Daily attendance and activity reports will be kept and reviewed during the monthly meetings. Feedback will be gained from community members through open meetings, community surveys and a suggestion box.

B. PHDEP Budget Summary

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

FY 99 PHDEP Budget Summary	
Budget Line Item	**Total Funding**
9110 - Reimbursement of Law Enforcement	$ 0.00
9120 - Security Personnel	$ 0.00
9130 - Employment of Investigators	$ 0.00
9140 - Voluntary Tenant Patrol	$ 0.00
9150 - Physical Improvements	$ 0.00
9160 - Drug Prevention	$ 25,000.00
9170 - Drug Intervention	$ 0.00
9180 - Drug Treatment	$ 0.00
9190 - Other Program Costs	$ 0.00
TOTAL PHDEP FUNDING	**$ 25,000.00**

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (wher applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHA's are not required to provide information in shaded boxes. Informatio 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: $ 0.00**		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Popula-tion	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					**Total PHDEP Funding: $ 0.00**		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Popula-tion	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators				**Total PHDEP Funding: $ 0.00**			
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Popula-tion	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol				**Total PHDEP Funding: $ 0.00**			
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Popula-tion	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements				**Total PHDEP Funding: $ 0.00**			
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Popula-tion	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							

3.							

9160 - Drug Prevention				**Total PHDEP Funding : $25,000.00**			
Goal(s) Provide Activity Based Center Emphasizing Youth							
Objectives Increase Community Interaction in Positive Envir							
Proposed Activities	# of Persons Served	Target Popula-tion	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Drop-In-Center	70	Youth	1/20/00		$25,000.	$0.00	increase quality of living
2.							
3.							

9170 - Drug Intervention				**Total PHDEP Funding: $ 0.00**			
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Popula-tion	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9180- Drug Treatment				**Total PHDEP Funding: $ 0.00**			
Goal(s)							
Objectives							
Proposed Activities	# of Persons	Target Popula-	Start Date	Expected Complete	PHDEP Funding	Other Funding	Performance Indicators

	Served	tion		Date		(Amount/ Source)	
1.							
2.							
3.							

9190 - Other Program Costs				**Total PHDEP Funds: $0.00**			
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Popula-tion	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 t 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)**
e.g. Budget Line Item #9120	*Activities 1, 3*		*Activity 2*	
9110				$ 0.00

9120				$ 0.00
9130				$ 0.00
9140				$ 0.00
9150				$ 0.00
9160	Activity 1		Activity 1	$25,000.00
9170				$ 0.00
9180				$ 0.00
9190				$ 0.00
TOTAL		**$ 0.00**		**$25,000.00**

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 Pla
and Related Regulations."

CIAP PROGRESS REPORT 52825 for 1998, 1999
(Attachment "O")

On file at HUD and the Gloucester Housing Authority Administrative Office.