

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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BrooklineHousingAuthority

**PHAPlans**

5YearPlanforFiscalYears2001 -2005

AnnualPlanforFiscalYear **2001**

**MA033v07**

**NOTE:THISPHAP LANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName: Brookline Housing Authority**

**PHANumber: MA033**

**PHAFiscalYearBeginning: 04/ 01/2001**

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2001 -2005**  
[24CFRPart903.5]

**A.Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)      **Attachment A [ MA033a06]**

**B.Goals**

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

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

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

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

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

- PHAGoal: Provide an improved living environment
- Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: **Conduct Analysis on Designated Housing for seniors**

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

- PHAGoal: Promote self-sufficiency and asset development of assisted households
- Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract support services to improve assistances recipients' employability:
  - Provide or attract support services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

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

- PHAGoal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:

- Undertakeaffirmativemeasurestoensureaccesstoassistedhousingregardless ofrace,color,rel igionnationalorigin,sex,familialstatus,anddisability:
- Undertakeaffirmativemeasurestoprovideasuitablelivingenvironmentfor familieslivinginassistedhousing,regardless ofrace,color,religionnational origin,sex,famili alstatus,anddisability:
- Undertakeaffirmativemeasurestoensureaccessiblehousingtopersonswith allvarietiesofdisabilitiesregardless ofunitsizerequired:
- Other:(listbelow)

**OtherPHAGoalsandObjectives : (listbelow)**

**Annual PHA Plan**  
**PHA Fiscal Year 200 1**  
[24CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24CFR Part 903.79(r)]

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

**iii. Annual Plan Table of Contents**

[24CFR Part 903.79(r)]

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

**Table of Contents**

**Annual Plan**

i. Annual Plan Type	4
ii. Executive Summary	4
iii. Table of Contents	4
1. Housing Needs	7
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	23
5. Operations and Management Policies	27
6. Grievance Procedures	28
7. Capital Improvement Needs	29
8. Demolition and Disposition	N/A
9. Designation of Housing	31
10. Conversion of Public Housing	32
11. Homeownership	34
12. Community Service Programs	36
13. Crime and Safety	38

14. Pets(InactiveforJanuary1PHAs)	40
15. CivilRightsCertifications(includedwithPHAPlanCertifications)	40
16. Audit	40
17. AssetManagement	41
18. OtherInformation	41

**Attachments**

Indicatewhichattachmentsareprovidedbyselectingallthatapply.Providetheattachment’sname(A,B,etc.)in thespacetothelleftofthenameoftheattachmen t.Note:Iftheattachmentisprovidedasa **SEPARATE**file submissionfromthePHAPlansfile,providethefilenameinparenthesesinthespacetotherightofthetitle.

**RequiredAttachments:**

- AdmissionsPolicyforDeconcentrat ion
- FY2001 CapitalFundProgramAnnualStatement **AttachmentB** [ MA033b06]
- Mostrecentboard -approvedoperatingbudget(RequiredAttachmentforPHAsthat aretroubledoratriskofbeingdesignatedtroubledONLY)

**OptionalAttachments:**

- PHAManagementOrganizationalChart **AttachmentC** [ MA033c06]
- FY2001 CapitalFundProgram5YearActionPlan **AttachmentD** [MA033d06]
- PublicHousingDrugEliminationProgram(PHDEP)Plan **AttachmentE** [MA033e06]
- CommentsofResidentAdvisoryBoardorBoards(mustbeattachedifnotincludedin PHAPlantext) **AttachmentF** [MA033f06]
- Other(Listbelow,providingeachattachmentname) **Attachments,G,H, I** [MA033g06,MA033h06,MA033i06]

**SupportingDocumentsAvailableforReview**

Indicatewhichdocumentsareavailableforpublicreviewbyplacingamarkinthe“Applicable&OnDisplay” columnintheappropriaterows.Alllisteddocumentsmustbeondispla yifapplicabletotheprogramactivities conductedbythePHA.

<b>ListofSupportingDocumentsAvailableforReview</b>		
<b>Applicable &amp; OnDisplay</b>	<b>SupportingDocument</b>	<b>ApplicablePlan Component</b>
✓	PHAPlanCertificationsofCompliancewiththePHAPlans andRel atedRegulations	5YearandAnnualPlans
✓	State/LocalGovernmentCertificationofConsistencywith theConsolidatedPlan	5YearandAnnualPlans
	FairHousingDocumentation: RecordsreflectingthatthePHAhasexamineditsprograms orproposedprogr ams,identifiedanyimpedimentstofair housingchoiceinthoseprograms,addressedoris addressingthoseimpedimentsinareasonablefashioninview oftheresourcesavailable,andworkedorisworkingwith localjurisdictionstoimplementanyoftheju risdiction’s initiatives toaffirmativelyfurtherfairhousingthatrequire thePHA’sinvolvement.	5YearandAnnualPlans
	ConsolidatedPlanforthejurisdiction/sinwhichthePHAis located(whichincludestheAnalysisofImpedimentstoFair Housing Choice(AI))andanyadditionalbackupdatato	AnnualPlan: HousingNeeds

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	support statement of housing needs in the jurisdiction	
✓	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	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
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent,	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	<b>1872</b>						
Income > 30% but <= 50% of AMI	<b>691</b>						
Income > 50% but < 80% of AMI	<b>488</b>						
Elderly	<b>1073</b>						
Families with Disabilities							
Race/Ethnicity	<b>N/A</b>						
Race/Ethnicity	<b>N/A</b>						
Race/Ethnicity	<b>N/A</b>						
Race/Ethnicity	<b>N/A</b>						

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

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

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- 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	<b>2725</b>		<b>50</b>
Extremely low income <= 30% AMI	<b>1907</b>	<b>70</b>	
Very low income (>30% but <=50% AMI)	<b>682</b>	<b>25</b>	
Low income (>50% but <80% AMI)	<b>136</b>	<b>5</b>	
Families with children	<b>2207</b>	<b>81</b>	
Elderly families	<b>311</b>	<b>11</b>	
Families with Disabilities	<b>207</b>	<b>8</b>	
Race/ethnicity <b>W</b>	<b>950</b>	<b>35</b>	
Race/ethnicity <b>B</b>	<b>790</b>	<b>29</b>	
Race/ethnicity <b>S</b>	<b>427</b>	<b>16</b>	
Race/ethnicity <b>A</b>	<b>446</b>	<b>16</b>	

Race/ethnicity **O 1124**

Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>916</b>	<b>33</b>	
2BR	<b>1199</b>	<b>44</b>	
3BR	<b>540</b>	<b>20</b>	
4BR	<b>60</b>	<b>2</b>	
5BR	<b>10</b>	<b>.3</b>	
5+BR			

Is the waiting list closed (select one)?  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 on the waiting list, even if generally closed?  No  Yes

## C.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthejurisdiction andonthewaitinglist **INTHEUPCOMINGYEAR** ,andtheAgency'sreasonsforchoosingthisstrategy.

### (1)Strategies

**Need:Shortageofaffordablehousingforalleligiblepopulations**

**Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithinit's currentresourcesby:**

Selectallthatapply

- Employeffectivemaintenanceandmanagementpolicies tominimizethenumberof publichousingunitsoff -line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixedfinance development
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8 replacementhousingresources
- Maintainorincreasesection8lease -upratesbyestablishingpaymentstandards that willenablefamiliestorentthroughoutthejurisdiction
- Undertakemeasures toensureaccesstoaffordablehousingamongfamiliesassistedby thePHA,regardless ofunitsizere quired
- Maintainorincreasesection8lease -upratesbymarketingtheprogramtoowners, particularlythoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease -upratesbyeffectiv elyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandevelopmentprocesstoensurecoordinationwith broadercommunitystrategies
- Other(listbelow)

**StudyRDDR equirements**

**Strategy2:Increasethenumberofaffordablehousingunitsby:**

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommuni tythroughthecreation of mixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other: **ProjectBaseSection8withNewHousingDevelopers**

**Need:SpecificF amilyTypes:Familiesatorbelow30%ofmedian**

**Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI**

Selectallthatapply

- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMIin publichousing
- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMIin tenant-basedsection8assistance
- Employadmissionspreferencesaimedatfamilieswiththeeconomichardships
- Adoptrentpoliciesstosupportandencouragework
- Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian**

**Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI**

Selectallthatapply

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciesstosupportandencouragework
- Other: **ProvideServicestoimproveJobSkills**

**Need:SpecificFamilyTypes:TheElderly**

**Strategy1: Targetavailableassistancetotheelderly:**

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecome available
- Other:(listbelow)  
**StudyneedtoDesignateHousing**

**Need:SpecificFamilyTypes:FamilieswithDisabilities**

**Strategy1: TargetavailableassistancetoFamilieswithDisabilities:**

Selectallthatapply

- Seekdesignat ionofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504Needs AssessmentforPublicHousing
- Applyforspecial -purposevoucherstargetedtofamil ieswithdisabilities,shouldthey becomeavailable
- Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswithdisabilities
- Other:(listbelow)

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing and 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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY2001 grants)</b>		
a) Public Housing Operating Fund	<b>795,000</b>	<b>Operating Costs</b>
b) Public Housing Capital Fund	<b>647,099</b>	<b>Modernization/Mgmt Improvements</b>
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>4,708,876</b>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<b>107,367</b>	<b>Computer Classes Peer Leadership Security Hardware</b>
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	<b>215,000</b>	<b>High St. Courtyard High St. Vets Learning Ctr High St. Vets, Courtyard</b>
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Service Coordinator	<b>41,895</b>	<b>Services – Elderly &amp; disabled</b>
<b>3. Public Housing Dwelling Rental Income</b>	<b>1,430,473</b>	
<b>4. Other income (list below)</b>		
Misc. Tenant Income	<b>20,000</b>	
<b>4. Non-federal sources (list below)</b>		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
State Conventional	2,241,090	Operating subsidy
State Rental Assistance	353,097	Rental Assistance
State Modernization	45,384	Modernization
Total resources	11,615,438	

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

[24CFR Part 903.79(c)]

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

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

##### (1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: **6 Months**
- Other: (describe)

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

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

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

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

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

##### (2) Waiting List Organization

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

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

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

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

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

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

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? **All Eligible programs**

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admission stops to public housing to families at or below 30% of median area income? **50%**

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s) **ResidencyPreferences**

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”inthe spacethatrepresentsyourfirstpriority,a“2”intheboxrepresentingyoursecondpriority,and soon.Ifyougiveequalweighttooneormoreofthesechoices(eitherthroughanabsolute hierarchyorthroughapointsystem),placethesamenumbernexttoeach.Thatmeansyou canuse“1”morethanonce,“2”morethanonce,etc.

### 1 DateandTime

FormerFederalpreferences:

- 2 InvoluntaryDisplacement(Disaster,GovernmentAction,Actionof Housing Owner,Inaccessibility,PropertyDisposition)
- 2 Victimsofdomesticviolence  
Substandardhousing  
Homelessness  
Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’families
- 3 Residentwholiveand/orworkinthejurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobility programs
- 3 Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- 2 Victimsofreprisalsorhatecrimes
- Otherpreference(s)  
**Naturaldisaster,notcausedbyApplicantorhousehold**

4.Relationshipofpreferencetoincometargetingrequirements:

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeetincome targetingrequirements

### (5)Occupancy

a.Whatreferencematerialscanapplicantsandresidentsusetobtaininformationabouttherulesofoccupancyofpublichousing(selectallthatapply)

- ThePHA -residentlease

- ThePHA'sAdmissionsand(Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource(list)

b.HowoftenmustresidentsnotifythePHAofchangesinfamilycomposition? (selectall thatapply)

- Atanannualreexaminationandleaserenewal
- Anytimefamilycomposition changes
- Atfamilyrequestforrevision
- Other(list)

**(6)DeconcentrationandIncomeMixing**

a.  Yes  No:DidthePHA'sanalysisofitsfamily(generaloccupancy)developmentsto determineconcentrationsofpovertyindicatetheneedformeasuresto promotedeconcentrationofpovertyorincomemixing?

b.  Yes  No:DidthePHAadoptanychangestoits **admissionspolicies** basedonthe resultsoftherequiredanalysisoftheneedtopromotedeconcentration ofpovertyortoassureincomemixing?

c.Iftheanswertobwasyes,whatchangeswereadopted?(selectallthatapply)

- Adoptionofsite basedwaitinglists  
Ifselected,listtargeteddevelopmentsbelow:
- Employingwaitinglist"skipping"toachievedeconcentrationofpovertyorincome mixinggoalsattargeteddevelopments  
Ifselected,listtargeteddevelopmentsbelow:
- Employingnewadmissionpreferencesattargeteddevelopments  
Ifselected,listtargeteddevelopmentsbelow:
- Other(listpoliciesanddevelopmentstargetedbelow)

d.  Yes  No:DidthePHAadoptanychangesto **otherpolicies** basedontheresultsof therequiredanalysisoftheneedfordeconcentrationofpovertyand incomemixing?

e.Iftheanswertodwasyes,howwouldyoudescribethesechanges?(selectallthatapply)

- Additionalaffirmativemarketing

- Actionstoimprovethearketabilityofcertaindevelopments
- Adoptionoradjustmentofceilingrentsforcertaindevelopments
- Adoptionofrentincentivestoencouragedeconcentrationofpovertyandi ncome-mixing
- Other(listbelow)

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

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

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

- Not applicable: result 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, certificate s).

### (1) Eligibility

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

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

#### **Credit & Court Records**

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

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

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

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

- Criminal or drug -related activity
- Other (describe below)

**None**

**(2)WaitingListOrganization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3)SearchTime**

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

If yes, state circumstances below

**(4)AdmissionsPreferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 2**  Veterans and veterans' families
- 1**  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)

**Natural disaster**

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

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

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

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

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

- The PHA applies preferences within income tiers  
 Not applicable: the pool of applicant families ensure 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 admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

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

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

- Through published notices  
 Other (list below)

**BHA Newsletter**

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

[24 CFR Part 903.79(d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

- ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetoquestionb.)

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent determination:

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

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

**Change in family size**

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12-month

disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies .

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

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

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

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

- Other(listbelow)  
**HUDApprovedexceptionrents**

c.IfthepaymentstandardishigherthanFMR,whyhasthePHAchosenthislevel?(selectall thatapply)

- FMRsarenotadequate toensuresuccessamongassistedfamiliesinthePHA's segmentoftheFMRarea  
 Reflectsmarketorsubmarket  
 Toincreasehousingoptionsforfamilies  
 Other(listbelow)

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually  
 Other(listbelow)

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadquacyofitspayment standard?(selectallthatapply)

- Successratesofassistedfamilies  
 Rentburdensofassistedfamilies  
 Other(listbelow)

## **(2)MinimumRent**

a.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

b.  Yes  No:Has thePHA adoptedanydiscretionaryminimumrenthardship exemptionpolicies?(ifyes,listbelow)

## **5.OperationsandManagement**

[24CFRPart903.79(e)]

ExemptionsfromComponent5:HighperformingandsmallIPHAsarenotrequiredtocompletethissection. Section8onlyPHAsmustcompletepartsA,B,andC(2)

### **A.PHAManagementStructure**

DescribethePHA'smanagementstructureandorganization.

(selectone)

- AnorganizationchartshowingthePHA'smanagementstructureandorganizationis attached. **AttachmentC**

- A brief description of the management structure and organization of the PHA follows:  
**Centralized operation with decentralized site management.**

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<b>438</b>	<b>20</b>
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

**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:
- (2) Section 8 Management:

**6. PHA Grievance Procedures**

[24 CFR Part 903.79(f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan Attachment (state name) **Attachment B - Capital Improvement Needs**  
-or-

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

## **(2) Optional 5 - Year Action Plan**

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

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

b. If yes to question a, select one:

The Capital Fund Program 5 - Year Action Plan is provided as an attachment to the PHA Plan Attachment **D - 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 there)

## **B. HOPEVI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

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

Yes  No: a) Has the PHA received a HOPEVI 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 HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

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

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

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

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

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

## **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

### 2. Activity Description

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

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

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

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>          (DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24CFR Part 903.79(j)]

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

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

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

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)

3.  Yes  No: Is a Conversion Plan required? (If yes, goto block 4; if no, goto 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**

[24CFR Part 903.79(k)]

**A. Public Housing**

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

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 11 B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete streamlined submission due to **small PHA** or **high**

**performingPHA** status.PHAscompletingstreamlinedsubmissions  
mayskiptocomponent11B.)

2.ActivityDescription

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table?(If “yes”,skiptocomponent12.If“No”,completetheActivity Descriptiontablebelow.)

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

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Home ownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If “No”,skiptocomponent12;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** mayskiptocomponent12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA - established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list the criteria below:

## **12. PHA Community Service and Self -sufficiency Programs**

[24CFR Part 903.79(1)]

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

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

1. Cooperative agreements:

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

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

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

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

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

#### **(1) General**

a. Self -Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	<b>50</b>	<b>8</b>

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

If no, list steps the PHA will take below:

The BHA continues to market the Federal Self-Sufficiency Program to participants and folks involved in their housing search. The program's success has been difficult due to town rents and age of participants. This was acknowledged by HUD in October 1997. BHA continues to take all feasible efforts to expand the program.

### C. Welfare eBenefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S.

Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

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

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

### 13. PHA Safe ty and Crime Prevention Measures

[24CFR Part 903.79(m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply) 11

- High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug-related crime
- Other (describe below)

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

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

3. Which developments are most affected?

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

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

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

2. Which developments are most affected? **MA3301**

**C. Coordination between PHA and the police**

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action

- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above - baselinelawenforcementservices
- Other activities (list below)

2. Which developments are most affected?

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

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: **PHEDP2001**)

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

**Attachment G – One page summary of Pet Policy**

**15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

**16. Fiscal Audit**

[24CFR Part 903.79(p)]

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

## **17.PHA Asset Management**

[24CFRPart903.79(q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

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

## **18. Other Information**

[24CFRPart903.79(r)]

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

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

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

- Attached at **Attachment F – Resident Advisory – Community Meeting**
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
**Attachment H - Pets**
- Other:

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

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

### 3. Description of Resident Election Process

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

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

#### 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 assistance)-based
- Representatives of all PHA resident and assisted family organizations
- Other (list)

## C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) **Town of Brookline, MA**

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- ThePHAhasconsulte dwiththeConsolidatedPlanagencyduringthedevelopmentof thisPHAPlan.
- ActivitiestobeundertakenbythePHAinthecomingyearareconsistentwiththe initiativescontainedintheConsolidatedPlan.
- Other:(lis tbelow)

4.TheConsolidatedPlanofthejurisdictionssupportsthePHAPlanwiththefollowing actionsandcommitments:(describebelow)

**D.OtherInformationRequiredbyHUD**

UsehissectiontoprovideanyadditionalinformationrequestedbyHUD.

## Attachments

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

- Attachment A - BHA Mission Statement
- Attachment B - Capital Improvements Needs
- Attachment C - BHA Organization Chart
- Attachment D - 5 Year Action Plan for Capital Fund
- Attachment E - Public Housing Drug Elimination Program Plan
- Attachment F - Resident Advisory Community Meeting
- Attachment G - Resident Advisory list of Members
- Attachment H - Pet Policy
- Attachment I - Substantial Deviations Modifications
- Attachment J - Progress Report on Mission Statement
- Attachment K Performance & Evaluation Report FY 00
- Attachment L Performance & Evaluation Report FY 99
- Attachment M Performance & Evaluation Report FY 98

**TableLibrary**

## **BHAMissionStatement**

The Brookline Housing Authority is committed to providing the highest quality affordable housing and making every effort to develop additional affordable housing options in the Town of Brookline.

We shall partner with businesses, landlords, other housing agencies, **Town Departments and our residents to achieve this mission.**

We shall carry out all activities in a public, fiscally efficient, non-discriminatory, ethical and professional manner. We do this with pride and commitment to excellence.

To achieve our mission we challenge ourselves to these goals:

- ▲ To manage the agency in full compliance with all applicable laws, regulations and statutes.
- ▲ To manage the agency to be a HUD High Performer under Public Housing Management Assessment & Section Eight Management Assessment and other Regulatory Compliance Audits.
- ▲ To increase availability of affordable options and safe homes for eligible families, seniors and persons with disabilities.
- ▲ To promote an efficient customer-friendly environment through capable and trained employees committed to excellence in public service.
- ▲ To develop service components for residents in need so they may maintain their apartment or Rental Assistance Certificate.
- ▲ To provide resources for residents to achieve self-sufficiency.
- ▲ Through all our actions, to become the affordable housing landlord of choice for eligible residents in the community.
- ▲ To provide economic & social diversity within the Public housing community.

**AnnualStatement/PerformanceandEvaluationReport  
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary**

<b>PHAName:</b> BrooklineHousingAuthority	<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo: MA06P033501-01 ReplacementHousingFactorGrantNo:	<b>FederalFYofGrant:</b> 2001
--	--	----------------------------------

OriginalAnnualStatement     ReserveforDisasters/Emergencies     RevisedAnnualStatement(revisionno: )  
 PerformanceandEvaluationReportforPeriodEnding:     FinalPerformanceandEvaluationReport

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	5,000			
3	1408ManagementImprovementsSoftCosts	110,000			
	ManagementImprovementsHardCosts				
4	1410Administration	64,000			
5	1411Audit	1,500			
6	1415LiquidatedDamages				
7	1430FeesandCosts	40,000			
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures	411,500			
11	1465.1DwellingEqu ipment—Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActiviti es				
19	1502Contingency	15,099			
20	<b>AmountofAnnualGrant:(sumoflines2 –19)</b>	\$647,099			
	Amountofline20RelatedtoLBPActivities				
	Amountofline20RelatedtoSection504compliance				
	Amountofline20RelatedtoSecurity –SoftCosts				
	AmountofLine20RelatedtoSecurity – HardCosts				
	Amountofline20RelatedtoEnergyConservationMeasures				
	CollaterizationExpensesorDebtService				

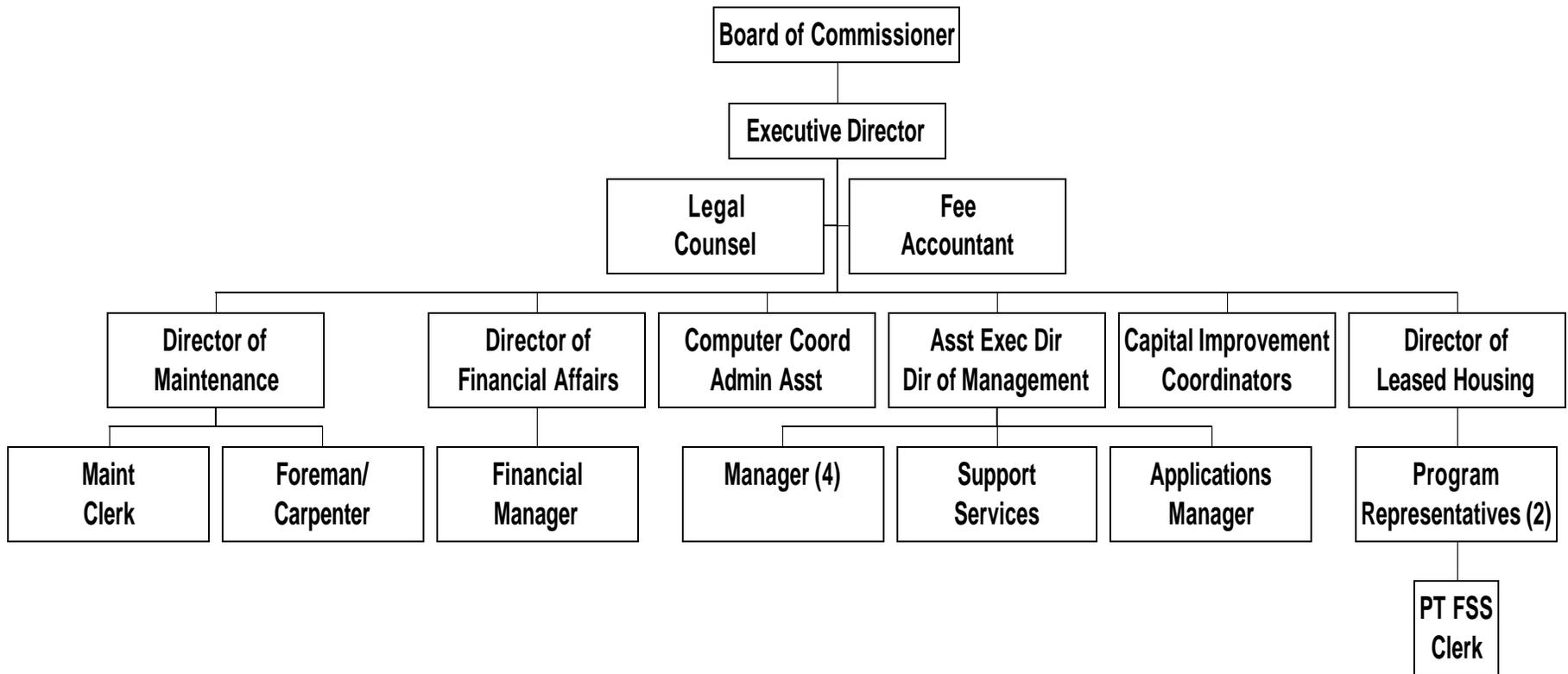
**Annual Statement/Performance and Evaluation Report**  
**Capital Fund and Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-01 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	Obligated	Expended	
MA33 -1	Install new roof, high -rise bldg.	1460		120,000				
Walnut St. Apts.	Install unit interior doors upon vacancy	1460		5,000				
	Remove VAT, install VCT upon vacancy	1460		5,000				
	Install new windows, 3 low -rise bldgs.	1460	32 apts.	170,000				
MA33 -2	Install new awning windows in bedrooms	1460	34 apts.	28,000				
Sussman House	Remove VAT, install VCT upon vacancy	1460		3,500				
MA33 -3	Now work planned							
O'Shea House								
MA33 -5	Install new windows in bedrooms	1460	99 apts.	80,000				
Morse Apts.								
MA33 -7	Now work planned							
Kickham Apts.								





# Brookline Housing Authority



## CapitalFundProgramFive -YearActionPlan PartI:Summary

PHAName BrooklineHousingAuthority		<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:			
Development Number/Name/HA- Wide	Year1  Annual Statement	WorkStatementforYear2 FFYGrant:2002 PHAFY:2003	WorkStatementforYear3 FFYGrant:2003 PHAFY:2004	WorkStatementforYear4 FFYGrant:2004 PHAFY:2005	WorkStatement forYear5 FFYGrant:2005 PHAFY:2006
MA33 -1,Walnut		119,000	260,000	10,000	10,000
MA33 -2,Sussman		195,500	3,500	3,500	29,500
MA33 -3,O'Shea		10,000	111,000	342,000	0
MA33 -5,Morse		76,000	15,000	0	207,000
MA33 -7,Kickham		20,000	0	0	149,000
HA-WideActivities AndCosts		226,599	257,599	291,599	251,599
CFPFundsListedfor 5-yearplanning		\$647,099	\$647,099	\$647,099	\$647,099
ReplacementHousing FactorFunds					

**Capital Fund Program Five - Year Action Plan  
Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2002 PHAFY: 2003			Activities for Year: <u>3</u> FFY Grant: 2003 PHAFY: 2004		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual Statement	MA33 -1 Walnut St. Apts.	Concrete repairs	49,000	MA33 -1	Fire Sprinkler System	250,000
		Trash chute, compactor	60,000	Walnut St. Apts.	Replace VAT (vacancy)	5,000
		Replace VAT (vacancy)	5,000		Replaced doors (vacancy)	5,000
		Replaced doors (vacancy)	5,000		<b>SUBTOTAL</b>	<b>260,000</b>
		<b>SUBTOTAL</b>	<b>119,000</b>			
				MA33 -2	Replace VAT (vacancy)	3,500
	MA33 -2 Sussman House	ADA upgrades, 2 units	140,000	Sussman House	<b>SUBTOTAL</b>	<b>3,500</b>
		Repave parking, walks	10,000			
		Trash compactor	16,000	MA33 -3	Kitchen & baths phase 1	85,000
		Replace VAT (vacancy)	3,500	O'Shea House	Emergency generator	14,000
		Paint common areas	26,000		Trash compactor	12,000
		<b>SUBTOTAL</b>	<b>195,500</b>		<b>SUBTOTAL</b>	<b>111,000</b>
	MA33 -3	Repave parking, walks	10,000	MA33 -5	Terrace, landscaping	15,000
	O'Shea House	<b>SUBTOTAL</b>	<b>10,000</b>	Morse Apts.	<b>SUBTOTAL</b>	<b>15,000</b>
	MA33 -5	Paint common areas	26,000	MA33 -7	(no work planned)	0
	Morse Apts.	Install 1.6 gal. toilets	50,000	Kickham Apts.	<b>SUBTOTAL</b>	<b>0</b>
		<b>SUBTOTAL</b>	<b>76,000</b>			
	MA33 -7	Carpeting in corridors	10,000			
	Kickham Apts.	Clean site contamination	10,000			
		<b>SUBTOTAL</b>	<b>20,000</b>			
	<b>Total CFPE Estimated Cost</b>		Cont. next page			Cont. next page







# Public Housing Drug Elimination Program Plan

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

## Annual PHDEP Plan Table of Contents:

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

## Section 1: General Information/History

A. Amount of PHDEP Grant **\$107,367**

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

C. FFY in which funding is requested **2001**

### D. Executive Summary of Annual PHDEP Plan

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

### 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)
33-1-7		
22 High Street	100	
50 Pleasant Street	100	
90 Longwood Avenue	100	
61 Park Street	99	
190 Harvard Street	39	

### F. Duration of Program

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

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

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs havenot been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant#	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY1995					
FY1996					
FY1997	<b>217,900</b>	<b>MADEP0330197</b>	<b>-0-</b>		<b>3/00</b>
FY1998					
FY1999	<b>96,114</b>	<b>MADEP0330199</b>	<b>85,580</b>	<b>NA</b>	<b>12/00</b>
<b>FY2000</b>	<b>100,170</b>	<b>MADEP0330100</b>	<b>100,170</b>	<b>NA</b>	<b>7/02</b>

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

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

### B. PHDEP Budget Summary

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

FY__ 2001__ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 -Reimbursement of Law Enforcement	
9120 -Security Personnel	
9130 -Employment of Investigators	
9140 -Voluntary Tenant Patrol	
9150 -Physical Improvements	<b>10,000</b>
9160 -Drug Prevention	<b>76,167</b>
9170 -Drug Intervention	
9180 -Drug Treatment	
9190 -Other Program Costs	<b>21,200</b>
<b>TOTAL PHDEP FUNDING</b>	<b>107,367</b>

**C. PHDEP Plan Goals and Activities**

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

<b>9110 -Reimbursement of Law Enforcement N/A</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

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

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

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

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$10,000</b>		
Goal(s)							
Physical Security Upgrade							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
<b>1. Replace Common doors</b>			<b>7/02</b>	<b>12/02</b>			
<b>2. Improve Lighting</b>			<b>7/02</b>	<b>12/02</b>			
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$76,167</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
<b>1. Youth Computer</b>	<b>50</b>	<b>Youth</b>	<b>7/02</b>	<b>12/03</b>	<b>12,791</b>		
<b>2. Adult Computer</b>	<b>50</b>	<b>Adult</b>	<b>7/02</b>	<b>12/03</b>	<b>12,792</b>		
<b>3. Adult Learning</b>	<b>25</b>	<b>Adult</b>	<b>7/02</b>	<b>12/03</b>	<b>12,792</b>		
<b>4. Teen Learning</b>	<b>25</b>	<b>Teens &amp; Older</b>	<b>7/02</b>	<b>12/03</b>	<b>12,792</b>		
<b>5. Peer Leadership</b>	<b>35</b>	<b>Youth/Teens</b>	<b>7/02</b>	<b>12/03</b>	<b>25,000</b>		

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

<b>9180 -DrugTreatment N/A</b>					<b>TotalPHDEPFunding:\$</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

<b>9190 -OtherProgramCosts</b>					<b>TotalPHDEPFunds:\$ 21,200</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
<b>1.PHDEPCoordinator</b>			<b>7/02</b>	<b>12/03</b>	<b>21,200</b>		
2.							
3.							

### Section3:Expenditure/ObligationMilestones

IndicatebyBudgetLineItemandtheProposedActivity(basedontheinformationcontainedinSection2PHDEPPlanBudgetand Goals),the%offundsthatwillbeexpended(atleast25%ofthetotalgrantaward)andobligated(atleast50%ofthetotalgrant award)within12monthsofgrantexecution.

BudgetLine Item#	25%Expenditure ofTotalGrant FundsByActivity #	TotalPHDEP Funding Expended(sumof theactivities)	50%Obligation ofTotalGrant FundsbyActivity #	TotalPHDEP Funding Obligated(sumof theactivities)
<i>e.gBudgetLine Item#9120</i>	<i>Activities1,3</i>		<i>Activity2</i>	
9110				
9120				
9130				
9140				
9150		<b>10,000</b>	<b>Activity1&amp;2</b>	
9160	<b>Activity1,2,3,4,5</b>	<b>76,167</b>		
9170				
9180				
9190		<b>21,200</b>	<b>Activity1</b>	
<b>TOTAL</b>		<b>\$107,367</b>		<b>\$</b>

Page1, **Section 1D**  
**Executive Summary**

PHDP funds are used to create positive alternatives to youth and adults. The funds also are to be used to staff, coordinate and develop programs at Computer Learning Center at 22 High Street. The grant will fund Summer Peer Leadership Program through Brookline Health or School Department for public housing youth. Lastly a small amount is projected to improve area lighting and building security doors in common areas.

Page2, **Section 2A**

The Plan Summary is to create and promote positive alternatives to youth and adults. Through the programs at the Computer Learning Center, participants are able to access current technology for studies, skill enrichment, general knowledge and special projects. The Center offers structured classes, open access and one on one tutoring at 22 High Street (MA 33 -01). The Peer Leadership is a summer internship to expose teen to decision making in structural circumstances. This is a six week 24 hour per week curriculum taught by Brookline High School Guidance/Brookline Health Department Educators. It is modeled similar to the SADD (Students Against Destructive Decisions) Program.

Modernization and Security Door lighting issues compliment BHA effort to improve both security and perception of safety in the high population areas of BHA properties around Coolidge Corner (33, 2, 3, 5 & 7)

Page5, **Section 9190 Proposed Activities**

Program monitoring, timely obligation of expenses and reporting.

## **Section4:Certifications**

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

## **Section2:PHDEPSummary**

The focuses of PHDEP funds for FY2001 are programs to create positive alternatives to drugs and violence. Through the development of peer leadership and good decision programs, the continued access to the computer learning center for school assistance and tutoring and improvement of linkages with high school guidance and college placement administrators drug prevention will appear less attractive. The BHA will continue to partner with the Brookline School Community Partnership to coordinate activities around the Learning Center. The BHA will continue to partner with the Brookline High School and the Public Health Department for activities to connect youth to the SADD (Students Against Destructive Decisions) Program and Peer Leadership Programs. In addition the Learning Center will continue adult education and skills enhancements for residents needing or looking for effectiveness and evaluation. Factors used in evaluation will include: number of youth on honor roll in grammar school and high school, number of youth of college age enrolled in post high school education, violent crimes either in area or committed by residents, and property vandalism.

### **9160 PROPOSED ACTIVITIES (P.4)**

Goals: Develop positive educational and skill opportunities at Learning Center.

1. Learning Center Activities: activities to provide computer technology access to area youth for education, recreation and socialization.
2. Learning Center Activities for adults to learn computer technology for skill development and job related success.
3. Learning Center Activities for special events and workshops (job fairs, resume writing)
4. Learning Center Activities for purposes of furthering likelihood of post high school learning.
5. Peer Leadership Activities for assisting teens (13 to 17) in decision making, confidence building ect.

### **9190 PROPOSED ACTIVITIES (P.5)**

Goal: Coordinate and administer PHDEP funds between BHA residents and partnerships

1. General Program Administration of PHDEP

**5 – Year Plan**

**90 Longwood Ave, Morse Apartment  
Brookline, Massachusetts, 02446**

**Brian – Explained difficulties of leasing up under the Section 8 program in Brookline & Greater Boston. Last year's PHA Plan:**

- **Mission Statement**
- **Change in tenant selection practices to give some preference to those with higher incomes (conventional housing).**
- **Change in tenant selection practices to give some preference to Veterans & disabled (Sec. 8).**
- **Flat rents**
- **Pets**
- **PHDEP**
- **Mod. Grant**
- **Role of Resident Advisory Board**

**Resident Selection**

- Ms. Lamphier thought that residency preference might conflict with our Mission Statement goal "To provide economic & social diversity within the public housing community."
- Ms. Dugan said that it is hard to attract minorities to Fed. Elderly. However, we are seeing gradual increases in diversity.
- Ms. Morrison asked how Russian Immigrants get housed so quickly?

**Mr. Cloonan said that percentages were over 50% of placements in early & mid 90's, has changed & slowed down.**

- Ms. McNally asked about 10% local on the waitlist; do we outreach to locals?

**Mr. Cloonan said that we need to do a better job.**

- Ms. McNally asked if we are reaching all Brookline residents in need.

**Mr. Cloonan said that even for locals, there is a 1 -year wait. Think we are reaching them. Mr. Baronas discussed our marketing effort when we opened the waiting list last year; we did extensive local outreach.**

- Ms. Rogers said that we need to keep in mind the need of the applicant whom might hesitate to apply because of preconceptions. Ms. Warshaw asked if we can screen for those who can't take care of themselves.

**Mr. Cloonan said what we do for one; we must do for all.**

- Ms. Rogers said that it is tough on our residents when someone with mental disabilities starts acting strongly.

It was agreed we have good success in court and that we also have done a good job developing SRO housing. Brains said that HUD defines disabled & agreed the same: elderly biggest conflict is lifestyle. Very few young disabled get aggressive & confrontational to their neighbors. Ms. Rogers noted that it is a different issue when a person goes off meds, then when a hiemars is setting in.

There was general discussion on Designated Housing (has to be non-discriminatory) and establishing a cap like the State does.

- Ms. Rogers likes the idea. Ms. Warshaw would prefer more marketing to attract over 62 applicants.

NadejaKolher  
24WalnutStreet,#4  
Brookline,MA02445

FlorenceDwyer  
50PleasantStreet,#8M  
Brookline,MA02446

RitaMcNalley  
90LongwoodAve.,#6LL  
Brookline,MA02446

Mrs.TerraceJames  
40WalnutStreet,#2  
Brookline,MA02445

SuzanneDewar  
50PleasantStreet,#9C  
Brookline,MA02446

YolandaBledsoe  
90LongwoodAve.,#8D  
Brookline,MA02446

JuliaKashalena  
22HighStreet,#65  
Brookline,MA02445

ValenciaSparrow  
50PleasantStreet,#8H  
Brookline,MA02446

BarbaraMorrison  
90LongwoodAve.,#10 C  
Brookline,MA02446

ChristinaCromartie  
22HighStreet,#12  
Brookline,MA02445

DottieHinds  
61ParkStreet,#8d  
Brookline,MA02446

DorrenVittori  
190HarvardStreet,#500  
Brookline,MA02445

LisaCollins  
22HighStreet,#39  
Brookline,MA02445

DebbieMcKane  
61ParkStreet,#9H  
Brookline,MA02446

JoanLamphier  
190HarvardStreet,#507  
Brookline,MA02445

CarmelCalixte  
22HighStreet,#70  
Brookline,MA02445

FionaCortland  
61ParkStreet,#5H  
Brookline,MA02446

JohnRubin  
190HarvardStreet, #200H  
Brookline,MA02445

LorminaDauphin  
36WalnutStreet,#1  
Brookline,MA02445

EllenSimmons  
90LongwoodAve.,#3D  
Brookline,MA02446

BarbaraDugan  
8WalnutStreet,#1  
Brookline,MA02445

BerniceSpeen  
50PleasantStreet,#2K  
Brookline,MA02446

EthelRabin  
90LongwoodAve.,#5J  
Brookline,MA02446

AgnesRogers  
99KentStreet  
Building7,Suite#512  
Brookline,MA02445

SteveDaisy  
50PleasantStreet,#8B  
Brookline,MA02446

JeanWinn  
90LongwoodAve.,#5G  
Brookline,MA02446

EleanorWendler  
50PleasantStreet,#2G  
Brookline,MA02446

PhyllisKristal  
90LongwoodAve.,#6C  
Brookline,MA02446

BROOKLINE HOUSING AUTHORITY PET POLICY  
HUD ANNUAL PLAN

The BHA has a pet policy conforming to HUD regulations. To comply with this policy, a tenant must fully register their animal with the BHA before bringing it onto the premises. Tenants are given a copy of the written policy and registration form and must sign and acknowledge the following: the right of the BHA to enter the registered pet owner's dwelling unit when there is evidence that an animal left alone is in danger or distress; that they have received a copy of all animal -related requirements and restrictions administered by the BHA; that failure to abide by any animal -related requirement or restriction constitutes a violation of a BHA tenant's lease and is grounds for lease termination.

The pet policy defines animals that are not permitted. It mandates compliance with state and local ordinances. It also lists registration requirements including evidence that all cats or dogs have been spayed or neutered and designation of an alternate pet care giver. Other restrictions include limits on numbers of pets according to the size of the unit and weight limits for pets.

The pet policy defines ongoing tenant responsibilities including proper pet waste disposal, restraint and confinement of pets, the requirement of the pet owner to prevent the pet from interfering with BHA management and maintenance functions, proper care of the pet, restrictions on housing stray animals, liability for property damage or personal injury caused by a pet, requirement to exterminate for fleas, ticks or other animal -related pests, and pet noise restrictions.

The full BHA pet policy is incorporated as a supporting document to this Annual Plan.

## **Substantial Deviations Modification**

### **HUD Deficiency – Substantial Deviations Modification**

A substantial change in policy would include any change to policies impacting tenancy status as applicant. Should BHA make any changes in selection or occupancy the RAB will be notified 30 days prior to proposed adoption by the Board of Commissioners. The RAB will be allowed opportunity to speak or write comments prior to con.

Modifications during year will be given as Agenda Item on RAB meetings for the following year Annual Plan which again allows a more formal process for comment \*1.

Introduction of new proposals for funds or programs which the BHA will be received at next cycle of RAB meetings. Changes in BHA organizational chart.

Changes in programs funded by HUD Capital Fund, PHDEP, and FSS if they exceed 25% of the grant or 100% of the work item dropped from plan or moved 3 years back will be sent to the RAB for comments 30 days prior to Board consideration. Written or oral comment will be noted and all changes discussed at next cycle RAB.

The BHA quarterly Newsletter also alerts all residents of changes in policies, timetables, personnel and resources.

Included issues are Admissions, eligibility and selection policies, rent determinations, operational management, and conversion, homeownership, demolition disposition, community service and pets.

### **HUD Deficiency - FSS**

The BHA continues to market the Federal Self Sufficiency Program to participants and folks involved in their housing search. The program's success has been difficult due to town rents and age of participants. This was acknowledged by HUD in October 1997. BHA continues to take all feasible efforts to expand the program.

## **Progress Report on Mission Statement**

The BHA in year 1999 -2000 continued effort to achieve goals consistent with our Mission Statement. The agency continued to operate without fiscal or regulatory finding conducted though independent audit.

BHA was a Standard Performer under the Management Assessment System. This evaluation has been reviewed to "how can we learn from this tool and do better" despite the flawed and contentious assessment system.

The BHA continues to work with public officials to develop Affordable Housing Opportunities. Unit set aside section 8, project based section 8 and transitional housing for adolescent in distress are anticipated for late 2001.

Three residents have completed contract for Section 8 Family Self Sufficiency. In addition the BHA will begin discussion with the RAB for considering designated housing or alternatives and development of an assisted or enhanced service building.

All items, included in the 504 Transition Plan including policy review, and physical modification have been completed.

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHAName:</b> Brookline Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P033501-00 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2000
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Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 6 -30-00   
  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	0			
3	1408 Management Improvements Soft Costs	70,000			
	Management Improvements Hard Costs				
4	1410 Administration	55,000			
5	1411 Audit	1,500			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	45,293			
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000			
10	1460 Dwelling Structures	437,500			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	<b>Amount of Annual Grant: (sum of lines 2 -19.)</b>	634,293			
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance	13,000			
	Amount of line 20 Related to Security --Soft Costs				
	Amount of Line 20 Related to Security --Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHAName: <b>Brookline Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>MA06P033501-00</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2000</b>		
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	Obligated	Expended	
MA33 -1	Sitework, pave parking areas & walks	1450		25,000				Awaiting
Walnut St. Apts.	Upgrade unit electric breaker panels	1460		35,000				Approval
	Upgrade alarm panels, smoke detectors	1460		35,000				Of Annual
	Remove VAT, install VCT upon vacancy	1460		5,000				PHA Plan
	Replace unit interior doors upon vacancy	1460		5,000				
MA33 -2	Install lighting & switches in bedrooms	1460		20,000				
Sussman House	Upgrade domestic hot water system	1460		40,000				
	Upgrade heat, cooling in community rm.	1460		20,000				
	Upgrade alarm panels, smoke detectors	1460		15,000				
	Remove VAT, install VCT upon vacancy	1460		3,500				
	Upgrade community room entrance	1460		8,000				
MA33 -3	Install lighting & switches in bedrooms	1460		15,000				
O'Shea House	Upgrade kitchens & baths, phase 1	1460		140,000				
MA33 -5	Install lighting & switches in bedrooms	1460		15,000				
Morse Apts.	Install GFI in kitchens & baths	1460		13,000				
MA33 -7	Install lighting & switches in bedrooms	1460		8,000				
Kickham Apts.	Upgrade HVAC in offices & comm. rm.	1460		30,000				
	Upgrade boiler controls	1460		30,000				





# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHAName:</b> Brookline Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P03370799 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1999
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Original Annual Statement   
 Reserve for Disasters/Emergencies   
 Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending: 6 -30-00   
 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 Soft Costs	104,843	81,000	11,500	1,500
	Management Improvements Hard Costs				
4	1410 Administration	52,421	52,421	52,421	31,541
5	1411 Audit	1,500	1,500	0	0
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	43,154	19,330	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	210,000	232,743	125,243	0
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non dwelling Structures				
13	1475 Non dwelling Equipment	116,000	113,400	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	14,454	0		
20	<b>Amount of Annual Grant: (sum of lines 2 -19.)</b>	524,218	524,218	208,494	33,041
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security --Soft Costs				
	Amount of Line 20 Related to Security --Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHAName: <b>Brookline Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>MA06P03370799</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>1999</b>			
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	Obligated	Expended		
MA33 -1	Upgrade Parking Lot Ramp	1450		0	5,500	0	0	From '98	
Walnut St. Apts.	Handrails at Retaining Wall	1450		0	3,000	0	0	From '98	
	Repair & Upgrade Roof	1460		0	42,000	0	0	From '97	
MA33 -2	Community Room Upgrade	1460		15,000	15,000	0	0	In Design	
Sussman House	Community Room Equipment	1475		12,000	12,000	0	0	Obtaining Prices	
	Upgrade Kitchens & Baths, phase 3	1460		60,000	125,243	125,243	0	In Progress	
MA33 -3	A/E for Kitchens and Baths	1430		25,000	19,500	0	0	No Action	
O'Shea House	Thermostats	1460		22,500	0			Alt. Funding	
	Community Room Upgrade	1460		15,000	15,000	0	0	In Design	
	Community Room Equipment	1475		12,000	12,000	0	0	Obtaining Prices	
	Lower Elevator Controls in Cab	1460		0	10,000	0	0	From '98	
MA33 -5	Common Area HVAC	1460		80,000	77,400	0	0	In Design	
Morse Apts.	"LL" Unit Upgrade	1460		60,000	0			Deleted	
	Thermostats	1460		22,500	0			Alt. Funding	
	Community Room Upgrade	1460		15,000	15,000	0	0	In Design	
	Community Room Equipment	1475		12,000	12,000	0	0	Obtaining Prices	
	Install Magnetic Door Holds	1460		0	1,200	0	0	From '98	
MA33 -7	Install Magnetic Door Holds	1460		0	800	0	0	From '98	
Kickham Apts.	A/E for Oil Tank/Site Clean -up	1430		0	23,654	19,330	0	In Progress	





# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Brookline Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P03370698 Replacement Housing Factor Grant No:	Federal FY of Grant: 1998
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 6/30/00  
  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 Soft Costs	54,879	61,018	61,018	61,018
	Management Improvements Hard Costs				
4	1410 Administration	45,416	45,416	45,416	45,416
5	1411 Audit	1,519	1,519	0	0
6	1415 Liquidated Damages				
7	1430 Fees and Costs	28,001	40,000	40,000	36,019
8	1440 Site Acquisition				
9	1450 Site Improvement	8,500	0		
10	1460 Dwelling Structures	312,072	306,212	306,212	166,303
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment	3,778	0		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	<b>Amount of Annual Grant: (sum of lines 2 -19.)</b>	454,165	454,165	452,646	308,756
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHAName: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P03370698 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MA33 -1	Automatic Entry Doors	1460	2	6,000	2,789	2,789	2,789	Completed	
Walnut St. Apts.	Upgrade Parking Lot Ramp	1450		5,500	0			Delay to '99	
	Handrails at Retaining Wall	1450		3,000	0			Delay to '99	
MA33 -2	Security Entry System	1460		6,000	0			Deleted	
Sussman House	Automatic Entry Doors	1460	2	12,000	2,571	2,571	2,571	Completed	
	Kitchen & Bathroom Upgrade, phase 2	1460	98	220,591	290,539	290,539	150,630	In Progress	
MA33 -3	Security Entry System	1460		6,000	0			Deleted	
O'Shea House	Automatic Entry Doors	1460	3	12,000	4,092	4,092	4,092	Completed	
	Lower Elevator Controls in Cab	1460	2	15,000	0			Delay to '99	
MA33 -5	Security Entry System	1460		6,000	0			Deleted	
Morse Apts.	Automatic Entry Doors	1460	3	10,481	3,705	3,705	3,705	Completed	
	Install Magnetic Door Holds	1460	2	3,500	0			Delay to '99	
MA33 -7	Security Entry System	1460		5,500	0			Deleted	
Kickham Apts.	Automatic Entry Doors	1460	2	6,000	2,516	2,516	2,516	Completed	
	Install Magnetic Door Holds	1460	1	3,000	0			Delay to '99	
	A/E Fees for Oil Tank/Site Clean -Up	1430		28,001	38,404	38,404	34,423	In Progress	
HA-Wide	MIS Software, Training & Support	1408		48,879	55,018	55,018	55,018	Completed	
	Technical Assistance in CGP Planning	1408		6,000	6,000	6,000	6,000	Completed	
	A/E Fees, Misc. Fees & Costs	1430		0	1,596	1,596	1,596	Completed	
	CGP Administration	1410		45,416	45,416	45,416	45,416	Completed	
	Audit	1411		1,519	1,519	0	0		
	MIS Hardware	1475		3,778	0			Alt. Funding	

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

PHAName: Brookline Housing Authority		Grant Type and Number Capital Fund Program No: MA06P03370698 Replacement Housing Factor No:					Federal FY of Grant: 1998	
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		
MA33 -1	6/30/00		6/30/00	12/31/01	6/30/00	6/30/00	Completed prior to original target date	
MA33 -2	6/30/00		6/30/00	12/31/01				
MA33 -3	6/30/00		6/30/00	12/31/01	6/30/00	6/30/00	Completed prior to original target date	
MA33 -5	6/30/00		6/30/00	12/31/01	6/30/00	6/30/00	Completed prior to original target date	
MA33 -7	6/30/00		6/30/00	12/31/01				
<b>HA-Wide:</b>								
Mgmt. Imp.	6/30/00		6/30/00	12/31/01	6/30/00	6/30/00	Completed prior to original target date	
Fees & Costs	6/30/00		6/30/00	12/31/01				
Audit	6/30/00		6/30/00	12/31/01				