

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

PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006
Annual Plan for Fiscal Year 2002

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

PHA Plan Agency Identification

PHA Name: MALDEN HOUSING AUTHORITY

PHA Number: MA022

PHA Fiscal Year Beginning: (10/2002)

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2002 - 2006

[24 CFR Part 903.5]

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)

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 targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces 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 on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

It is the goal of the Malden Housing Authority to create partnerships with various local housing and service providers to assist homeless and disabled individuals and families. The Malden Housing Authority will partner with agencies such as Tri-City Homeless Task Force, Inc., Tri-Cap, Shelter Inc. and the Departments of Mental Health and Mental Retardation. The Malden Housing Authority will Project Base approximately 5-10% of its voucher allocation to provide housing to the clients of the above referenced agencies.

Annual PHA Plan
PHA Fiscal Year 2002

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

II. Executive Summary of the Annual PHA Plan

The Malden Housing Authority embarked upon a major planning initiative in 1999 in preparation of its Five-Year and Annual Plan as required by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA)

The Executive Director attended a NAHRO sponsored training on QHWRA and the requirements of the Five-Year Plan. In the preparation of the Plan, Malden Housing Authority Department Heads were consulted. City of Malden officials such as the Police Chief, Fire Chief, Building Inspector, Mayor, Plumbing Inspector and Electrical Inspector were also enlisted to assess the condition of the current public housing inventory and what improvement might be made therein.

Additionally, the Malden Redevelopment Authority, the local anti-poverty agency, a homeless shelter provider and members of the local housing task force were consulted to assist with the assessment of the local housing needs.

Finally, the Resident Advisory Board (RAB), the residents of the Malden Housing Authority and the community at large played a critical role in the development of the plan

The Plan as developed is a consolidated "blue print" for the operation of the Malden Housing Authority. The plan addresses the requirements such as **Flat Rents**, **Pest Control**, and **Pet Policy**, etc.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2002 Capital Fund Program Annual Statement – Attachment F
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart - Attachment W

- FY 2002 Capital Fund Program 5 Year Action Plan – Attachment G
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – Attachment S & T
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the | Annual Plan: Rent |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Determination |
| X | Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| | 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 |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| | | |

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

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

| 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 | 3,671 | 5 | 5 | 2 | 2 | 1 | 1 |
| Income >30% but <=50% of AMI | 2,629 | 5 | 5 | 2 | 2 | 1 | 1 |
| Income >50% but <80% of AMI | 2,911 | 5 | 4 | 2 | 2 | 1 | 1 |
| Elderly | 1,163 | | | | | | |
| Families with Disabilities | 1,676 | | | | | | |

| | | | | | | | |
|-------------------------|--------------|--|--|--|--|--|--|
| Race/Ethnicity/Black | 114 | | | | | | |
| Race/Ethnicity/Asian | 105 | | | | | | |
| Race/Ethnicity/Hispanic | 85 | | | | | | |
| Race/Ethnicity/White | 3,219 | | | | | | |

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: 2002
- 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)
Comprehensive Housing Affordability Strategy Databook Bay Area Economics, 2002

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

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

| Housing Needs of Families on the Waiting List | | | |
|--|---|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input type="checkbox"/> | Section 8 tenant-based assistance | | |
| <input type="checkbox"/> | Public Housing | | |
| <input checked="" type="checkbox"/> | Combined Section 8 and Public Housing | | |
| <input type="checkbox"/> | Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 4774 | 100% | |
| Extremely low income <=30% AMI | 3243 | 68% | |

| | | | |
|--|-------------|---------------------|--|
| Very low income (>30% but <=50% AMI) | 1202 | 25% | |
| Low income (>50% but <80% AMI) | 329 | 7% | |
| Families with children | 2608 | 55% | |
| Elderly families | 745 | 15% | |
| Families with Disabilities | 275 | 6% | |
| Race/ethnicity/white | 2672 | 55% | |
| Race/ethnicity/Hisp. | 770 | 16% | |
| Race/ethnicity/Black | 1369 | 29% | |
| Race/ethnicity/Indian | 84 | 2% | |
| Race/ethnicity/Asian | 649 | 14% | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 1651 | 51% | |
| 2 BR | 1055 | 32% | |
| 3 BR | 476 | 15% | |
| 4 BR | 78 | 2% | |
| 5 BR | 1 | Less than 1% | |
| 5+ BR | 0 | 0% | |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? 3 Months | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|---------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2002 grants) | | - |
| a) Public Housing Operating Fund | 1,483,000 | - |
| b) Public Housing Capital Fund | 2,173,218 | - |
| c) HOPE VI Revitalization | - | - |
| d) HOPE VI Demolition | - | - |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 5,613,000 | - |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | - | - |
| g) Resident Opportunity and Self-Sufficiency Grants | - | - |
| h) Community Development Block Grant | - | - |
| i) HOME | - | - |
| Other Federal Grants (list below) | - | - |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| | - | - |
| | - | - |
| | - | - |
| 3. Public Housing Dwelling Rental Income | 3,646,000 | |
| Non Dwelling Income | 54,000 | |
| Excess Utilities | 34,500 | |
| 4. Other income (list below) | | |
| Interest | 140,000 | |
| Misc. | 28,000 | |
| 4. Non-federal sources (list below) | | |
| | | |

| Financial Resources: Planned Sources and Uses | | |
|--|-------------------|--------------|
| Sources | Planned \$ | Planned Uses |
| | | |
| | | |
| Total resources | 13,171,718 | |
| | | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
10
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

"2" 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
- (1) Veterans and veterans' families
- (1) Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
 - None

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below: **At request of Voucher Holder**

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

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

Date and Time

Former Federal preferences

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

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

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

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

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

6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
 - Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
 - Briefing sessions and written materials
 - Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
 - Other (list below) Local Access TV

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)
 - A. Any time there is a change in family composition
 - B. Any time there is an income decrease

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

A. As a reasonable accommodation for a person with disabilities.

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|--------------------------|
| Public Housing | 987 | 100 |
| Section 8 Vouchers | 670 | 103 |
| Section 8 Certificates | N/A | |
| Section 8 Mod Rehab | N/A | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | N/A | |
| Public Housing Drug Elimination Program (PHDEP) | 85 | N/A |
| | | |
| | | |
| Other Federal Programs(list individually) | N/A | |
| | | |
| | | |

C. Management and Maintenance Policies

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

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

Management and Maintenance Policies:

- 1. Public Housing Maintenance Management**
 - **Drug Free Workplace**
 - **Personnel Policy**
 - **Sexual Harassment Policy**

- **Family and Medical Leave Policy**
- **Procurement Policy**
- **Tenant Selection and Admission Policy**
- **Investment Policy**
- **Disposition Policy**
- **Grievance Policy**
- **Vehicle Usage Policy**
- **Transfer Policy**
- **Resident Handbook**
- **Pest Control Policy**
- **Preventative Maintenance Policy**
- **Pet Policy**
- **Capitalization Policy**
- **Administration of a Community Service and Economic Self-Sufficiency Program**

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing

procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

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

Capital Fund Grant Number MA06P02250102 FFY of Grant Approval: (06/2002)

Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | 0 |
| 2 | 1406 Operations | 0 |
| 3 | 1408 Management Improvements | 8,000 |
| 4 | 1410 Administration | 40,000 |
| 5 | 1411 Audit | 0 |
| 6 | 1415 Liquidated Damages | 0 |
| 7 | 1430 Fees and Costs | 80,000 |
| 8 | 1440 Site Acquisition | 0 |
| 9 | 1450 Site Improvement | 0 |
| 10 | 1460 Dwelling Structures | 1,745,218 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 300,000 |
| 12 | 1470 Nondwelling Structures | 0 |
| 13 | 1475 Nondwelling Equipment | 0 |
| 14 | 1485 Demolition | 0 |
| 15 | 1490 Replacement Reserve | 0 |
| 16 | 1492 Moving to Work Demonstration | 0 |
| 17 | 1495.1 Relocation Costs | 0 |
| 18 | 1498 Mod Used for Development | 0 |
| 19 | 1502 Contingency | 0 |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | 2,173,218 |
| 21 | Amount of line 20 Related to LBP Activities | 0 |
| 22 | Amount of line 20 Related to Section 504 Compliance | 0 |
| 23 | Amount of line 20 Related to Security | 7,000 |
| 24 | Amount of line 20 Related to Energy Conservation Measures | 0 |

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

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|--|----------------------------|----------------------|
| MA 22-1 Newland Street | Complete renovations to 250 bathrooms | 1460 | 1,680,000 |
| MA 22-2 Suffolk Manor | Install an elevator | 1470 | 300,000 |
| MA 22-5 120 Mountain Ave. | Replace Refrigerators in all units (124) | 1460 | 45,218 |
| HA Wide | Extermination of insects and pigeon control | 1460 | 20,000 |

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

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|---|--|---|
| MA 22-1 Newland Street | 3/31/2003 | 3/31/2004 |
| MA 22-2 Suffolk Manor | 6/30/2003 | 12/31/2003 |
| MA 22-5 120 Mountain Ave. | 9/30/2002 | 12/31/2002 |
| HA Wide | 12/31/2002 | 12/31/2002 |

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

**Capital Fund Program Five-Year Action Plan
Part I: Summary**

| PHA Name: Malden Housing Authority | | <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: | | | |
|---|---------------------|---|--|--|--|
| Development Number/Name/HA- Wide | Year 1 | Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2003 | Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2004 | Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2005 | Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2006 |
| | Annual Statement | | | | |
| MA 22-3 | | 8,000 | 8,000 | 8,000 | 8,000 |
| HA – Wide | | 20,000 | 20,000 | 20,000 | 20,000 |
| Site Acquisition Senior Center | | 2,000,000 | | | |
| CFP Funds Listed for 5-year Planning | | | 28,000 | 28,000 | 28,000 |
| Replacement Housing Factor Funds | | 0 | 0 | 0 | 0 |
| | Total | 2,028,000 | | | |

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

| Activities for Year 1 | Activities for Year : 2 FFY Grant: 2003 PHA FY: 2003 | | | Activities for Year: 3 FFY Grant:2004 PHA FY: 2004 | | |
|-------------------------|--|-----------------------------------|----------------|--|-----------------------------------|----------------|
| | DEVELOPMENT NAME/NUMBER | MAJOR WORK CATEGORIES | ESTIMATED COST | DEVELOPMENT NAME/NUMBER | MAJOR WORK CATEGORIES | ESTIMATED COST |
| See | MA 22-3 | | | MA 22-3 | | |
| Annual Statement | 630 Salem St. | Security Guard | 8,000 | 630 Salem St. | Security Guard | 8,000 |
| | HA Wide | Extermination (Insect control) | 20,000 | HA Wide | Extermination (Insect control) | 20,000 |
| | Site Acquisition Senior Center | 1440 | 2,000,000 | | | |
| | | | | | | 3 |
| | | | | | | . |
| | | | | | | |
| | | TOTAL CFP ESTIMATED COST | \$2,028,000 | | | \$28,000 |

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

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

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| MA 22-1,22-2, 22-3,22-5,22-6, 22-9 | PHA Wide | 8 | 1% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Extermination of insects and pigeon control | | | 20,000 | 10/1/2002 |
| Total estimated cost over next 5 years | | | 100,000 | |

| Optional 5-Year Action Plan Tables | | | | |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| MA 22-3 | 630 Salem Street | 2 | 1% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Utilization of a security guard in the evenings | | | 8,000 | 10/1/2002 |
| Total estimated cost over next 5 years | | | 40,000 | |

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

| Demolition/Disposition Activity Description |
|---|
| 1a. Development name: |
| 1b. Development (project) number: |
| 2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/> |
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u> |
| 5. Number of units affected: |
| 6. Coverage of action (select one) |

| |
|---|
| <input type="checkbox"/> Part of the development |
| <input type="checkbox"/> Total development |
| 7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: |

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

| Conversion of Public Housing Activity Description |
|--|
| 1a. Development name: 1b. Development (project) number: |
| 2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below) |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) |

4. Status of Conversion Plan (select the statement that best describes the current status)

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

Units addressed in a pending or approved demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)

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

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

Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for

each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs

- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

The MHA has met with and cooperated with the local TANF agency. Although no formal cooperative agreement exists, we are partners in a variety of working programs.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

| Services and Programs | | | | |
|--|-------------------|--|--|--|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| Family Self Sufficiency | 20 | Section 8 Participants | PHA Main Office | Section 8 + Public Housing |

| | | | | |
|--|--|--|--|--|
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| | | | | |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|--|--|
| Program | Required Number of Participants (start of FY 2002 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | N/A | N/A |
| Section 8 | 31 | 20: as of 06/01/02 |

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

MA022-1 Newland Street

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

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

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

A.) Community Policy Patrols

B.) Drug Education & Awareness Programs

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

MA022-1 Newland Street

C. Coordination between PHA and the police

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

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

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

MA022-1 Newland Street

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ma022bb01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:

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

 Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

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

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
 Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)
- b. Eligible candidates: (select one)
 Any recipient of PHA assistance
 Any head of household receiving PHA assistance
 Any adult recipient of PHA assistance
 Any adult member of a resident or assisted family organization
 Other (list)

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **North Suburban Consortium, consisting of the following seven (7) cities and towns: Malden, Melrose, Medford, Chelsea, Arlington, Revere and Everett**

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

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

Other: (list below)

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

A.) Certification

D. Other Information Required by HUD

The Malden Housing Authority's definition of a Substantial Deviation, Significant Amendment or Modification to the Plan is the following:

1. Changes to rent or admissions policies, or organization of the waiting list;
2. Addition of non-emergency work items (items not included in the current Annual Statement or 5 Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
3. Additions of new activities not included in the current PHDEP Plan; and/or
4. Any change with regard to demolition or disposition, designation, homeownership, program or conversion activities.

Attachments

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

- Attachment A – Eligibility and Admissions Policy
 - Attachment B – Administrative Plan for Section 8 Program
 - Attachment C – Personnel Policy
 - Attachment D – Procurement Policy
 - Attachment E – Pet Policy
 - Attachment F*– Capital Fund Program Annual Statement
 - Attachment G*– Capital Fund Program 5-Year Action Plan
 - Attachment H – Pest Control Policy
 - Attachment I – Sexual Harassment Policy
 - Attachment J – Investment Policy
 - Attachment K – Capitalization Policy
 - Attachment L – Vehicle Use Policy
 - Attachment M – Transfer Policy
 - Attachment N – Tenant Grievance Policy
 - Attachment O – Preventative Maintenance Plan
 - Attachment P – FSS Annual Report
 - Attachment Q – Certification of Consistency with the Consolidated Plan
 - Attachment R – PHA Certification of Compliance
 - Attachment S – RAB Meeting Notes
 - Attachment T – Tenant Comments
 - Attachment U – Tenant Handbook
 - Attachment W – PHA Management Organization Chart
 - Attachment X – Administration of Community Service and Economic Self-Sufficiency Policy
 - Attachment Y – Annual Statement/Performance and Evaluation Report
 - Attachment Z - Deconcentration and Income Mixing
 - Attachment AA - Performance and Evaluation Report for MA06PO22708-99 Program, MA06P02250100, MA06P02250101
 - Attachment BB - Voluntary Conversion Statement
 - Attachment CC - Statement of Progress
 - Attachment DD – Resident Membership of the PHA Governing Board
- * - Indicates included in Actual Plan (not an attachment)

ATTACHMENT P

FAMILY SELF-SUFFICIENCY

FYE 02 ANNUAL REPORT MALDEN HOUSING AUTHORITY

To be submitted by the 15th of the following month of the HA's FYE

**1. Section 8
Certificates**

Number of Certificates awarded FFY 1992: 25

Date of award notification:

Number of Certificates awarded FFY 1993: 25

Date of award notification:

Number of Certificates awarded in FFY 1994:

Vouchers

Number of Vouchers awarded on FFY 1992:

Date of award notification:

Number of Vouchers awarded on FFY 1993:

Date of award notification:

Number of Vouchers awarded on FFY 1994:

Date of award notification

2. Mandatory Minimum Program Size:

Reduced mandatory number of FSS slots: N/A

Date exception granted by Field Office: N/A

3. Describe activities that are carried out under this program:

Implementation: Family Self-Sufficiency participants become involved in a variety of activities based on their individual needs and goals. All families participate in at least three meetings with the FSS Family Resource Coordinator (FRC) to define goals and develop a service plan. The service plan and FSS contract are then reviewed, signed and appropriate referrals are contacted as the first few steps of the plan are identified. The FRC may initially meet weekly with new families until the plan is under way. All participants are required to meet with the FRC at least every three months. Support and guidance are critical for most families as they begin to make changes in their lives. Highlighting achievements, sharing resources and discussing issues all may be a part of these meetings. The escrow statements are distributed and reviewed yearly.

Recruitment Activities: Upon recertification each year, all Section 8 recipients receive an FSS informational flyer and the opportunity to meet with the FRC to clarify the FSS program benefits. Whenever possible, new Section 8 families are introduced to the FRC and given an overview of the program. This initial face-to-face contact is one of the best ways to develop a rapport with families that hopefully leads to eager FSS participation. The section 8 staff also notifies the FRC when they become aware of changes in a family situation that may facilitate participation in the program. When a family becomes unemployed or mentions a desire to go back to school, they are referred to the FRC.

Community Outreach: The FRC contacts public and private agencies on a regular basis to coordinate services, address needs of the FSS clients and share community concerns and issues. Remaining abreast of constantly changing services in the area is key to providing families with appropriate and timely referrals.

Program Incentives: The program participants frequently receive flyers and referrals to workshops and trainings available in the area. We are able to notify families of many opportunities that they most likely would never find out about on their own. We also distribute a quarterly newsletter sharing motivational information on client successes as well as articles addressing common issues and concerns that families share. We have developed a "Job Search" packet that helps participants prepare for a well thought out job search. This packet is reviewed with the FRC and often includes interview skills and role-playing. Similarly, we review a "Keeping a Job" packet within a few weeks after a client begins a new job. This packet goes over basic employer expectations as well as some problem solving skills and tips on how to deal with difficult people.

North Shore Task Force Meetings: The FRC meets bi-monthly with coordinators for the FSS program in other communities. These meetings offer the chance to share resources, discuss case management issues and share ideas that have enhanced the FSS experience for families in each community.

4. Program effectiveness coordinating community's resources assisting families:

Several families participating in FSS have successfully accessed services in the community. The FRC is a critical liaison for many connections. The process of connecting families to appropriate resources varies depending on the individuals, some need only be made aware of what's available and others need a "liaison" to accompany them for the initial visit. The FRC receives several flyers and pamphlets on trainings and resources and spends a significant amount of time keeping up contact with community resources. The FSS program has an opportunity to present this information to a unique population actually in search of it.

One FSS participant this year was able to leave an unhealthy relationship with the help of a community agency that she never knew existed. She had tried in the past to end the relationship but was unsuccessful until the FRC referred her to Respond, a community resource that offered support, guidance and counseling throughout the process. She is currently living on her own with her two children. She is interested in completing a training of some kind and beginning employment before the end of the year. She has been working closely with the FRC exploring the training possibilities within the local area. A hair design school is one option she was referred to that is within walking distance from her home. The FRC accompanied the client on the initial visit to the school and has provided guidance and referrals throughout the process of finding an appropriate training opportunity.

Another participant who is working toward a Registered Nursing degree received a NAHRO scholarship after receiving and completing the application provided to her through the FSS program.

5. Program effectiveness assisting families in achieving economic independence and Self-Sufficiency:

Many families have made steps toward achieving self-sufficiency. Although these steps are sometimes small they are all significant to a family striving to become independent of government assistance.

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Positive changes in family income are an obvious indicator of progress toward self-sufficiency. Here are some examples of the increases we have seen:

| | <i>Initial Income from FSS contract</i> | <i>Current Income or income when exiting program</i> |
|----|---|--|
| GG | \$10,878. | \$51,150. |
| JP | \$11,500. | \$33,100. |
| ES | \$10,920. | \$27,712. |
| HT | \$13,297. | \$57,169. |
| PW | \$12,651. | \$22,984. |
| AD | \$20,748. | \$26,499. |
| CD | \$19,564. | \$32,532. |

Three families have become totally self-sufficient during this reporting period and are no longer receiving federal or state assistance, including section 8. All three are seriously pursuing home ownership. (CE, GG, HT)

One of these families joined the program in 1998 with a total family income of \$13,297. It was difficult for the family of four, including a special needs child to make ends meet. Beginning with classes to improve English skills, and ending with a Massachusetts Pharmacist License this year, the participant was able to successfully complete all the goals listed in the contract and secure employment as a pharmacist. The family income is currently \$57,169 and they are planning to use the escrow money (close to \$10,000.) they receive to purchase a home of their own. They are no longer receiving Section 8 assistance.

6. Recommendations for legislative changes to improve FSS Program:

Some of the families most able to realistically think about home ownership are missing out on the opportunity to save in the escrow accounts. Families with an income over the "low income" level are ineligible for an escrow but actually are the candidates most likely to be approved for a mortgage. I think all families involved with the FSS program that meet the Section 8 income guidelines should be eligible for escrow.

7. Dates for all FSS Program Coordinating Committee meetings:

Sept. 13th, Dec. 13th, Mar. 7th, June 6th

8. Program statistics as of June 30, 2002:

| | |
|---|----|
| (a) Current number of participants: | 16 |
| (b) Participants entering escrow status during this period: | 4 |
| (c) Participants forfeiting escrow: | 1 |
| (d) Participant completing program: | 9 |
| (e) Participants receiving escrow balance: | 9 |
| (f) Participants terminated: | 3 |

9. Provide the following information for each FSS participant currently enrolled in the FSS Program:

1. TA; Contract dates: 4/1/99 – 5/1/05; Last Meeting: 3/14/02; Escrow: 0
Researching funding and trainings for starting a non-profit business,
Recovering from major back surgery
2. BB; Contract dates: 2/1/01 – 1/31/06; Last Meeting: 4/3/02; Escrow: \$1,348.
Working as a unit secretary for rehab. hospital; attending school part-time for nursing.
3. PD; Contract dates: 6/1/01 – 5/31/06; Last Meeting: 5/15/02; Escrow: 0
Completed home study course on opening a home day care; 4th child born in January with physical special needs
4. DG; Contract dates: 6/1/01 – 5/31/06; Last Meeting: 5/29/02; Escrow: \$648.
Began working full-time and started escrow account.
5. JH; Contract dates: 6/1/99 – 5/31/04; Last Meeting: 3/27/02; Escrow: \$1,674.
Worked most of the year, then out with work related injury, a serious car accident in January; working with Mass. Rehabilitation agency around finding a training program for September
6. CM; Contract dates: 12/1/98 – 11/31/03; Last Meeting: 3/21/02; Escrow: \$5,172.
Designed and printed new business cards for cleaning company; increased clientele for business
7. RM; Contract dates: 1/1/99 – 12/31/04; Last Meeting: 3/20/02; Escrow: 0
Special needs child settled into new school; looking for work utilizing Culinary Arts degree.

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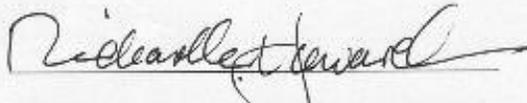
8. HP; Contract dates: 9/1/99 – 8/31/04; Last Meeting: 5/14/02; Escrow: \$2,620.
Worked full-time most of the year; out on disability after work related car accident, recently started back to work full-time
9. ES; Contract dates: 8/1/99 – 7/31/04; Last Meeting: 5/15/02; Escrow: \$2,713.
Completed LPN program 7/01; began RN program 9/01; working part-time as an LPN; received NARHO scholarship for school expenses
10. FM; Contract dates: 8/1/99-7/31/04; Last Meeting: 5/29/02; Escrow: \$2,730.
In and out of work throughout the year; plan to return to school in Sept. to complete LPN program, currently looking for work
11. SI; Contract dates: 12/1/01-11/30/06; Last Meeting: 3/11/02; Escrow: 0
Frustrating search for quality childcare for one-year-old child; looking for full-time employment; contemplating move back to North Carolina
12. AD; Contract dates: 5/1/00-4/30/05; Last Meeting: 5/14/02; Escrow: \$819.
Transfer from Metro Boston Housing Partnership; working full-time, Attending school part-time for BA in History
13. CD; Contract dates: 2/1/02-1/31/07; Last Meeting: 4/10/02; Escrow: 0
Working full-time; applying for any promotions within the company
14. JS; Contract dates: 2/1/02-1/31/07; Last Meeting: 5/22/02; Escrow: 0
Left domestic violence situation with help from community agency; Researching training opportunities to begin in Sept.
15. JK; Contract dates: 5/1/02-4/30/07; Last Meeting: 5/1/02; Escrow: unavailable
Began full-time employment 5/6/02; plans to attend school in Sept for teaching degree
16. DS; Contract dates: 10/1/99-9/30/04; Last Meeting: 5/14/02; Escrow: \$4,744.
Currently unemployed, going to school full-time working toward a degree in substance abuse;

ATTACHMENT Q

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

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, Richard C. Howard the Mayor of the City of Malden certify
that the Five Year and Annual PHA Plan of the Malden Housing Authority is
consistent with the Consolidated Plan of North Suburban Consortium prepared
pursuant to 24 CFR Part 91.


Signed / Dated by Appropriate State or Local Official
06/19/2002

ATTACHMENT R

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

**PHA Certifications of Compliance with the PHA Plans
and Related Regulations
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning 10/01/2002 hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
 - Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
 - Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);
 - Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;
 - Coordination with other law enforcement efforts;
 - Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
 - All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.
14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
17. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

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

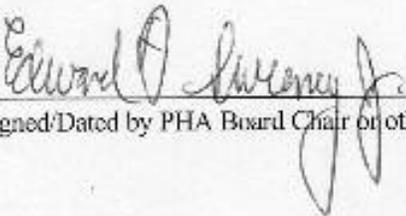
22. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Malden Housing Authority

MA022

PHA Name

PHA Number

 June 18, 2007

Signed/Dated by PHA Board Chair or other authorized PHA official

ATTACHMENT S



Malden Housing Authority

630 Salem Street P. O. Box 365

Malden, Massachusetts 02148-0930

(781) 322-9460 • TDD 1-800-545-1833 x103 (24 hrs) • FAX (781) 322-4838



Minutes from Resident Advisory Board meeting November 26, 2001 in conference room called by Jack Daly. Meeting started at 1:00 p.m.

In attendance: Jack Daly, Executive Director
Diane McNelis, Section 8
Jack Brajak, 630 Salem Street
Calire Bannon, 557 Pleasant Street
Ann Bucci, 89 Pearl Street
Carol Ames, Suffolk Manor

Executive Director started the meeting by thanking those in attendance for their time. He explained that the Housing Authority Board of Commissioners has voted to adopted a "Veterans' Preference" for the MHA federal housing programs in light of the recent tragedy of September 11.

The Housing Authority with the Resident Advisory board in conjunction with the five year plan states that any changes or "significant modification" or "deviance" needs to be voted on.

This vote will allow any Malden resident who is a veteran (honorably discharged or medically discharged) of the United States Armed Services, spouse of a veteran or a widow of a veteran to have first preference when applying for any of the Federal Public Housing sites (both family and elderly/disabled).

Everyone in attendance agreed to the idea.

Jack Brajak motioned to accept the idea, Carol seconded the motion, every one is in favor, and the vote is unanimous.

Resident Advisory Board
May 13, 2002 Meeting

Present: John R. Daly, Jr., Executive Director, MHA
Ann Bucci, 89 Pearl Street resident
Helen Foreman, 89 Pearl Street resident
Carol Ames, Suffolk Manor resident
John Brajak, 630 Salem Street resident

After thanking the Resident Advisory Board (RAB) members for attending this meeting, Mr. Daly provided an overview of the purpose of the Board. He explained how Federal overseers, approximately three years ago, decided that residents should be more involved in determining the setting of policy as well as how modernization funds are allocated; the Board is strongly encouraged to suggest modernization projects as well as policy changes, although only the Board of Commissioners can actually change policy. Mr. Daly noted that residents have an 'inside view' which management does not; this insider's perspective can be of tremendous value since the Malden Housing Authority is "always trying to improve the quality of life for its residents."

Regarding concerns which were raised last year, some matters have been resolved while others are in the process of resolution. A major RAB concern at 120 Mountain Avenue was the unreliability of the hot water system; a new hot water system is now in place to provide a reliable supply of hot water to the residents. A concern at Suffolk Manor had involved the mailboxes, and these have now been enlarged to accommodate current needs. An on-going concern throughout the MHA property is that of safety, and Mr. Daly discussed the merits of the newly installed camera systems which now allow residents to see visitors who ring their doorbells. He remarked that such changes are simply part of a never-ending process to provide a safe, decent place to live.

Ms. Ames suggested that the maintenance workers could bear some form of identification; maintenance workers are often shuffled from one site to another, and the residents are not familiar with MHA workers who are legitimately on the property. Some contractors have been requested to wear uniform caps to help identify them, and it was suggested that MHA workers wear badges. Mr. Brajak wondered if a T-shirt would be a better identifier, since many residents cope with low-vision.

Ms. Bucci voiced concerns about a resident of 89 Pearl St., a woman who is developmentally disabled whose behavior can be unsettling. Mr. Daly indicated that MHA is seeking family involvement in this matter. Ms. Foreman stated that speeding vehicles are a menace to the residents of 89 Pearl Street, that drivers enter from Pearl Street and race around the building to exit onto Hubbard Street; there have been many episodes of near misses. Mr. Daly suggested that a letter could be sent to residents of 89 Pearl Street and to the Citizens' Club regarding safer driving.

Ms. Ames proposed that residents receive a notice about opening their doors carefully because bikers and skateboarders travel on the walkways around the property; people do not yell at the skateboarders and bikers because they fear retaliation.

Mr. Brajak suggested that security could be heightened by installing cameras which could be randomly activated. The MHA is currently seeking proposals for this purpose.

As for an elevator for Suffolk Manor, Mr. Daly noted that when Suffolk Manor was built in 1984, the government would fund an elevator for buildings with three stories but not with only two stories. He said that MHA would determine if the government would allow an elevator to go to the 2nd floor under the auspices of the Capital Modernization monies.

Mr. Daly mentioned that MHA and the City of Malden were working in unison towards a new Senior Center in the future. The Senior Center in Saugus was cited as a model, having rooms for the pool, cards, bridge, health, etc.

All in-house modernization projects will be taken care of before entertaining the idea of building a Senior Center.

Regarding the Capital Funds, most buildings have new roofing and are in decent physical shape. The Newland Street residences, however, need the bathrooms refurbished. The “tiny” bathrooms cannot be enlarged, but they can be made to be watertight against leaks from above or adjoining units.

Ms. Bucci mentioned that a carpet cleaning company was doing some work at 89 Pearl Street but that the work seemed incomplete. Mr. Daly explained that this is a maintenance company which does not do a rug shampoo each visit.

Regarding concerns that trash room etiquette is not observed at many of the sites, Mr. Daly stated that a team effort is needed so that disposal of trash is handled appropriately and completely.

Ms. Foreman questioned why so many cars parked at 89 Pearl Street. Mr. Daly explained that this site is the only MHA property which has more parking spaces than units. Noting that a lot of new tenants have cars, visitors will be encouraged to park in back of the building. When unauthorized cars are found parked on the property, they will be towed.

Minutes by: Colleen L. Sarasin
MHA Clerk

ATTACHMENT T



Malden Housing Authority

630 Salem Street P. O. Box 365
Malden, Massachusetts 02148-0930



(781) 322-9460 • TDD 1-800-545-1833 x103 (24 hrs) • FAX (781) 322-4838

630 Salem Street
Community Room
2:00 PM, Thursday, June 6, 2002

Public Hearing
Re: Five Year Plan

Attendees: John Brajak, Commissioner; John R. Daly, Jr., Executive Director; Joseph Lawless, Deputy Director

At the appointed time at the announced site, Malden Housing Authority Executive Director John R. Daly, Jr., welcomed all present and, there being no objection, declared the public hearing open.

Director Daly noted that adequate notice of said hearing had been published in newspapers of local circulation, posted at Government Center and other public places, posted at all MHA sites, and had been repeatedly broadcast on local cable access television (MATV) throughout the weeks preceding this date.

Director Daly then introduced a copy of the most recent Plan for demonstration and attendee review. Said document was circulated to all attendees and is available for public review at the MHA office and the Malden Public Library (84 Salem Street) during normal business hours.

Director Daly then reviewed the mission statement of the Malden Housing Authority.

The current economic dynamics present in the community were reviewed also. Director Daly noted the rapid escalation of rents and the consequent drain upon affordable housing. The aging in place factor was also cited as an additional pressure upon public housing resources.

Director Daly delineated the need for all supplies of housing – family, elderly/disabled, voucher-certificate, transitional programs, and assisted living. It was noted that the MHA had applied for funding to respond to domestic abuse circumstances in the community.

Director Daly then described extant MHA holdings and activities and reaffirmed the Authority's commitment to quality housing and concomitant social services within a framework of equal opportunity, reasonable accommodation, and accessibility.

It was noted that the City of Malden possesses an enviable record of sensitivity to local housing needs. This perspective is demonstrated in the fact that Malden has one of the highest per capita ratios of assisted housing in the Commonwealth. (Malden ranks thirteenth in population, yet is seventh throughout the state in subsidized units.) It was also demonstrated that Malden is one of the few cities in Massachusetts in compliance with Chapter 40B requirements regarding the provision of housing aid.

Director Daly noted, however, that despite the aforementioned commitment, housing needs persist. Approximately 3,671 families in Malden are considered to be devoting in excess of fifty percent of total monthly income for housing costs. The current MHA waiting list encompasses 3,198 individuals, of which seventy-two percent qualify as low-income. The majority of the waiting list, approximately 2,000 applicants, is seeking one-bedroom units. The preponderance of these applicants are elderly and exhibit circumstances common thereto.

Director Daly noted it was the intention of the MHA to service the indigenous population, thus recognizing historical continuity, while welcoming those of diverse ethnicity who are new to the community as well as those with special needs. The configuration of disabled/handicapped units throughout the MHA and recent advances were reviewed.

Director Daly then reviewed the sources of revenue, major and minor, available to the Authority. The disposition of said funds and investment policy were depicted.

Various elements of Public Housing Authority administration were then reviewed. The constituency and function of the Resident Advisory Board and the purpose of the Resident Satisfaction Survey were reviewed. The use of the CORI system to promote resident safety was also of interest. Veterans' Preference in applicability was also discussed.

A number of administrative processes were also defined, including the nature and depth of waiting lists, the determination of individual rent payments, the range of monthly rents due to income disparities, the transfer process, the annual recertification process, and average monthly and yearly vacancy rates.

Maintenance standards, policy formulation, and grievance procedure as well as Commissioner roles were also discussed.

Director Daly noted that informed and consistent communication among all the aforementioned parties was essential to progress.

The validity of public housing as a source for social good, the concept and application of community policing techniques, and the annual audit process were considered. (It was noted that no findings were made in the latter case, and that the MHA had been ranked among the top performance percentiles in PHA assessments.)

The Plan formulation process and submittal and approval procedures were then reviewed. Attendees were encouraged to contribute to all stages.

Director Daly then opened the public hearing to generic and specific resident comments and observations.

The need for a full traffic light in front of 630 Salem Street was advocated. It was noted that the Malden Traffic Commission had studied and approved the

MHA request but that erection had been postponed due to lack of funds. Possible state and/or federal support/contributions were suggested. It was noted that additional inquiries would be directed to the appropriate authorities. (Estimated cost - \$33,000+.)

The matter of security cameras was promoted and significant attendee support was registered. Director Daly provided an update of works in progress and in the planning stage.

The issue of welcome mats and potential hazards therein was discussed. Acknowledging the matter, Director Daly stated that the incident of complaint and damage would be assessed and the whole matter taken under advisement.

The smoke and fire alarm systems were also discussed. The possibility of increased audio alarm strength was reviewed. (Visual and operative sensing systems were considered adequate.)

Complaints were then registered regarding the frequency of replenishment of vending machines in the 630 Salem Street community room. Notably, the vending supply purveyors had already been notified and all systems were at capacity that very afternoon. Attendees were encouraged to contact the Main Office should any problems persist.

A variety of common security procedures were then reviewed upon participant inquiry.

There being no other questions, Director Daly noted that additional resident and general citizenry input was encouraged and could be submitted verbally or in writing. All such comments would be included in the hearing record.

Director Daly then thanked all present for their patience, participation, and caliber of observations.

There being no objection, this facet of the public hearing process was considered concluded.

Attendance list affixed.



Malden Housing Authority



630 Salem Street P. O. Box 365

Malden, Massachusetts 02148-0930

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Tuesday, June 4, 2002
630 Salem Street
Malden, Massachusetts 02148

Public Hearing
Re: Capital Fund and Resident Service and Satisfaction Survey

Present:

John Brajak, Commissioner, Malden Housing Authority; John R. Daly, Jr., Executive Director, Malden Housing Authority; Joseph Lawless, Deputy Director, Malden Housing Authority.

I.

At the duly appointed time, Executive Director John R. Daly, Jr., called the public hearing to order, there being no objection thereto.

The reasons for said hearing were reviewed. It was demonstrated that hearing notice had been extensive, including newspaper publication, notices in public places, individualized notice to Malden Housing Authority residents and general continual broadcast upon local access television. (It is estimated that in excess of 250 Malden Access Television broadcast notices preceded the hearing date.) Extensive outreach to disabled/handicapped persons with requisite accommodation thereto was an integral facet of all notice endeavors. No objection to the modes, content, or frequency of notice was registered either prior to or at the invitation of said hearing (see affixed number 1).

There being no objection thereto, Director Daly opted to review and discuss the Housing and Urban Development Resident Service and Satisfaction Survey first.

Director Daly then reviewed the history of said survey, terming the program "a recipe for improved services." It was noted that the MHA goals were total quality management and resident satisfaction.

A full review of the questionnaire was then undertaken (see affixed number 2).

The randomness and confidentiality of the process was stressed. It was noted that no participant needed to notify the MHA or in any way sign or indicate

participation. Attendees were urged to be candid and comprehensive in commentary should they be included in the survey.

A number of prior improvements in part predicated upon survey input were rated, including major grounds lighting improvements, addition of the televised security, installation of new carpets, and development of a successful extermination and infestation monitoring program.

Consequent to said review, questions and comments were solicited. There being no inquiries, it was noted that survey implementation timeframes were not yet fixed but that all eligible resident names had been entered for random selection.

630 Salem Street resident George Bayers (Apartment 912) then circulated the sample questionnaire for attendee review.

II.

At the conclusion of the review, a discussion of the Capital Fund Program was initiated. Director Daly reviewed the notice policy and which had been utilized, including unit written notices in various sites – as well as print and electronic media outreach.

The funding formula was then described and a total of \$2,173,218 was finalized.

Director Daly then reviewed improvements most recently undertaken through said funding. Among items cited were: new kitchens, new rug replacements, improved railings for walkways and balconies, and improved sites throughout the system.

The plan to assist the Malden YMCA was reviewed and community and individual resident benefits delineated.

Director Daly then reiterated that the aforementioned betterments were the sum product of the input of Commissioners, staff, maintenance crews, residents, and citizens.

Plans for the new Program year were then reviewed. Among items included were major renovations to family unit kitchen areas at Newland Street, and major refrigeration improvements at 120 Mountain Avenue (elderly/disabled). Development of an elevator system at Suffolk Manor to assist residents with mobility problems was included.

Director Daly noted that the Resident Advisory Board (RAB) had also reviewed the proposed betterments and that a tenant observation/recommendation had been the impetus for the inclusion of an elevator for Suffolk Manor in the plan.

It was noted that the plan was not immutable, but rather an evolving response to developing needs.

In review, it was noted that a small surplus would remain from the planned expenditures (\$2 million plus) and that said surplus would provide for site-specific emergencies and unforeseen expenses.

Director Daly then discussed the need for a new community senior center. It was noted that a survey of MHA residents revealed few being serviced by the current resources. (Resident George Bayers, President of the local AARP Chapter, affirmed this circumstance.) The current site was described as cramped,

windowless, lacking adequate accessible parking, having inadequate cooking facilities, and suffering from a poor location for elders.

Other potential sites within the City were then reviewed, including two temples and former hospital property.

Otherwise, it was noted, most major problems within the MHA have been or are being addressed. However, it was observed that contingency funding was necessary for unforeseen problems.

A discussion of general safety matters then ensued. It was noted that security cameras are being installed at various sites (630 Salem Street, 89 Pearl Street, 120 Mountain Avenue, and 557 Pleasant Street, etc.).

It was affirmed by Director Daly that individual and site safety will remain a priority. Various appropriate responses to numerous circumstances were there reviewed (reportage to maintenance, informing MHA staff, contacting local police, EMT and 911 emergency responses, individual safety activities, direct deposit, vial of life, etc.).

Safety advances were deemed a product of partnership between MHA personnel, residents, and the community at large. Non-confrontational dispute resolution between residents was also advocated and reviewed.

Community policing, elder police liaison and Project TRIAD were reviewed. (In response to attendee wishes, Sgt. David Morse, Malden Police Department Elder Officer, was contacted and visited 630 Salem Street the next day to review resident observations.)

III.

Resident Commentaries

Director Daly then opened the public hearing to attendee questions, complaints, criticisms, and other statements.

Numerous residents (M. Brown, R. Lamphier, P. Lynch) addressed the issue of excessive street noise caused by motorcycles in the late evening. Means of responding to said issue were discussed and it was determined that contacts would be made to the City Ombudsman and Malden Police Traffic Division (see affixed number 3).

Resident Peter Barrett then introduced the issue of pedestrian crossing safety and motorist non-compliance. It was noted that the MHA had initiated crosswalk safety notices and emergency vehicle-only parking requirements. Additionally, the efforts of state and local officials were recognized regarding the creation of Senior Safety Zones encompassing area elderly/disabled developments.

It was noted that the particular 630 Salem Street noise problems as well as general motor vehicle/pedestrian issues would be brought to the attention of the Municipal Traffic Commission and germane law enforcement personnel.

Resident P. Barrett then broached the issue of provision of individual plungers to all residents for self-remediation of plumbing problems.

After discussion, it was decided that not all residents possess the physical ability or plumbing knowledge to conduct repairs and such matters should be within

the maintenance domain. (It was noted that a personal plunger will be provided to Mr. Barrett at his convenience.)

The issue of a Service Coordinator for elderly/disabled residents was addressed. The need for such services was uniformly endorsed.

The matter of parking was then discussed. Illegal use of fire lanes and handicapped-designated areas was noted. Director Daly reaffirmed MHA policy regarding parking infractions and noted that residents should notify the main office regarding offenders. Notice and towing were discussed as remedies.

Improper use of emergency zones and description of traffic flow were also discussed.

A complaint was then registered regarding cleaning of balconies by residents and the careless disposal of cleaning residues.

MHA smoking policy was then reviewed. It was noted that smoking is prohibited in all common areas, passageways, elevators, and gatherings. The health and safety hazards therein were reviewed.

The issue of permissible pets in MHA buildings was also discussed. It was suggested that disposable air scents and/or air fresheners for carpets could be utilized.

Director Daly noted he would review this matter with maintenance personnel.

Another resident suggestion was positioning of a No Smoking sign in the lobby over the mail depository area.

Director Daly then noted that additional suggestions and/or written commentary germane to the public hearing could be submitted to the 630 Salem Street office. Efforts would be made to accommodate said observations which would be included as part of the hearing record.

Director Daly then solicited additional comments and any questions regarding the hearing process and subject matter.

There being no additional attendee commentary, and not objection thereto, this part of the public hearing was deemed closed.

Director Daly reminded all present that additional opportunities for comments would be available at another public forum scheduled for the near future.

Those present were urged to attend this pending meeting and to advise fellow residents and the public at large of this additional opportunity for dialogue.

On behalf of the Commissioners and MHA staff, Director Daly extended collective appreciation to all involved in the process.

Attendance sheet affixed.

ATTACHMENT X

THIS PROGRAM HAS BEEN SUSPENDED PER HUD REGULATIONS.

POLICY

Administration of a Community Service and Economic Self-Sufficiency Program

In order to comply with 27CFR Part 960 Subpart F 960.605, the Malden Housing Authority will review data currently on file of all adult (18 – 62 years) members of households residing in the federal family units under the jurisdiction of the Malden Housing Authority.

Those individuals who do not meet the exempt status as outlined below shall be sent a copy of the regulation and a notice of a meeting to discuss the regulation and its implementation.

Residents will be informed that exemption may be confirmed by any of the following third party forms of verification: doctor's letter(s), employer's letter, birth certificate, social security award letter, letter from DTA, letter from self-sufficiency program(s).

Residents will be notified that the community service and self-sufficiency requirement will go into effect on June 15, 2001 and will continue until further notice from the federal government.

Residents will be made aware of the fact that non-compliance with these regulations is subject to the Malden Housing Authority's administrative grievance procedure and that, unless the resident enters into an agreement to correct the non-compliance, the lease of the family of which the non-compliant adult is a member may not be renewed. If the non-compliant adult moves from the unit, however, the lease may be renewed.

Prior to the expiration of the lease term, the Malden Housing Authority will offer the resident an opportunity to cure the noncompliance during the next twelve month period; such a cure includes a written agreement by the noncompliant adult to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the 12 month term of the lease.

Community service is the performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance

resident self-sufficiency, or/and increase the self-responsibility of the resident within the community in which the resident resides. Political activity is excluded.

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

In implementing the community service agreement, the Malden Housing Authority will not replace a job at any location where community work requirements are performed.

The Malden Housing Authority will administer the community service directly and will ensure that the programs are accessible to persons with disabilities.

The Malden Housing Authority will annually review and determine the compliance of residents with the requirements at least 30 days before the lease term expires. The Malden Housing Authority will determine any changes to each adult family member's exempt or nonexempt status on an annual basis.

The Malden Housing Authority shall retain reasonable documentation of community service participation or exemption in participant files.

In operating these programs, the Malden Housing Authority will comply with the civil rights requirements in 24 CFR part 5.

The Malden Housing Authority may amend this policy by a majority vote of the Malden Housing Authority Board of Commissioners.

An exempt individual is an adult who:

1. is 62 years or older;
2. (i) is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or
(ii) is a primary caretaker of such individual;
3. is engaged in work activities;

4. meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or
5. is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

Approved Bd Meeting

6/12/01

JRD Jr.

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part I: Summary

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

MA06P02270899

Comprehensive Grant Number
 MA06P02270899

FY of Grant Approval
 1996

OMB Approval No. 2577-0157
 (exp. 3/31/2002)

Original Annual Statement
 Revised Annual Statement/Revision Number _____
 Performance and Evaluation Report for Program Year Ending 6/30/2002
 Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Original Total Estimated Cost | Revised 1 | Original Total Actual Cost 2 | Expended |
|----------|---|-------------------------------|-----------|------------------------------|----------|
| 1 | Total Non-CGP Funds | | | | |
| 2 | 1406 Operations (May not exceed 10% of line 20) | | | | |
| 3 | 1408 Management Improvements | 7000 | 6930 | 6930 | 6930 |
| 4 | 1410 Administration | 39000 | 39050 | 39050 | 39050 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 100000 | 99912 | 99912 | 99912 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 2013907 | 2057821 | 2057821 | 2057821 |
| 11 | 1465.1 Dwelling Equipment-Non-expendable | 120000 | 76090 | 76090 | 76090 |
| 12 | 1470 Non-dwelling Structures | 7000 | 7104 | 7104 | 7104 |
| 13 | 1475 Non-dwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1498 Mod Used for Development | | | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | | | | |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | 2286907 | 2286907 | 2286907 | 2286907 |
| 21 | Amount of line 20 Related to LBP Activities | | | | |
| 22 | Amount of line 20 Related to Section 504 Compliance | 6000 | | | |
| 23 | Amount of line 20 Related to Security | | | | |
| 24 | Amount of line 20 Related to Energy Conservation Measures | | | | |

Signature of Executive Director: *[Signature]* Date (mm/dd/yyyy): 07/18/2002
 Signature of Public Housing Director: _____ Date (mm/dd/yyyy): _____

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Work 2 |
|---|--|----------------------------|--------------|----------------------|-----------|-------------------|------------------|---------------------------|
| | | | | Original | Revised 1 | Funds Obligated 2 | Funds Expended 2 | |
| MA 22-2 | Repoint brickwork and seal masonry | 1460 | 100 units | 221608 | 221608 | 221608 | 221608 | complete |
| | Upgrade fire alarms | 1460 | 100 units | 100000 | 0 | 0 | 0 | complete |
| | Boiler replacement | 1460 | 100 units | 0 | 26500 | 26500 | 26500 | complete |
| | Install new carpets in corridors | 1460 | 1 bldg | 210907 | 190998 | 190998 | 190998 | complete |
| MA 22-3 | Kitchen light fixtures | 1460 | 434 fixtures | 25000 | 12571 | 12571 | 12571 | complete |
| | Install automatic doors | 1460 | 2 doors | 100000 | 1115 | 1115 | 1115 | complete |
| | Seal masonry - exterior | 1460 | 1 bldg | 100000 | 233445 | 233445 | 233445 | complete |
| | Intracom Video system | 1460 | 217 units | 350000 | 225303 | 225303 | 225303 | complete |
| MA 22-5 | Install new carpets in corridors | 1460 | 8 floors | 190000 | 0 | 0 | 0 | complete |
| | Seal masonry - exterior | 1460 | 1 bldg | 75000 | 323144 | 323144 | 323144 | complete |
| | Handrails & Panels on balconies | 1460 | 1 bldg | 150000 | 168062 | 168062 | 168062 | complete |
| MA 22-6 | Kitchen cabinets/counters/sinks | 1460 | 172 units | 400000 | 14420 | 14420 | 14420 | complete |
| | Auto doors in rear entrance | 1460 | 1 door | 3000 | 8760 | 8760 | 8760 | complete |

Signature of Executive Director

[Handwritten Signature]

Date (mm/dd/yyyy)

07/18/2001

Signature of Project Housing Director

[Handwritten Signature]

1 To be completed by the Performance and Evaluation Report or a Revised Annual Statement
 2 To be completed by the Performance and Evaluation Report.

Please see action its details

Annual Statement of Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

| Development Number/Line-Item-Wide Activities | General Description of Major Work Categories | Development Account Number | Quantity | Total Estimated Costs | | Total Actual Cost | | Status of Proposed Work ² |
|--|--|----------------------------|-----------|-----------------------|----------------------|------------------------------|-----------------------------|--------------------------------------|
| | | | | Original | Revised ¹ | Funds Obligated ² | Funds Expended ² | |
| MA 22-6 | Seal masonry - exterior | 1460 | 1 bid | 0 | 384820 | 384820 | 304020 | complete |
| MA 22-9 | Repair/replace leaking windows | 1460 | 400 wind | 150000 | 150000 | 150000 | 150000 | complete |
| | Repair/replace fire doors | 1460 | 30 doors | 50000 | 7295 | 7295 | 7295 | complete |
| | Replace piping | 1460 | 5000 ft | 20000 | 4359 | 4359 | 4359 | complete |
| HA wide | Furniture on landings | 1460 | 5 floors | 45000 | 63017 | 63017 | 63017 | complete |
| | Bird extermination | 1460 | | 20000 | 20403 | 20403 | 20403 | complete |
| MA 22-9 | Replace stoves and refrigerators | 1465 | 124 units | 120000 | 76090 | 76090 | 76090 | complete |
| | Outside Benches | 1470 | 4 benches | 7000 | 7104 | 7104 | 7104 | complete |

Signature of Executive Director

Date (mm/dd/yyyy)

Signature of Public Housing Director

Date (mm/dd/yyyy)

[Handwritten Signature]

02/12/2003

Page 3 of 3

Previous edition is obsolete

Form HUD-52837 (3/98)
 ref Handbook 4415.3

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
²Topic completed for the Performance and Evaluation Report.

**Actual Comprehensive Grant
Cost Certificate**
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157
(Exp. 3/31/2002)

| | |
|---|---|
| PHA/PIHA Name MALDEN HOUSING AUTHORITY | Comprehensive Grant Number MA06P02270899 |
| | FY of Grant Approval 1999 |

The PHA/PIHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

| | |
|---|--------------|
| A. Original Funds Approved | \$ 2,286,907 |
| B. Revised Funds Approved | \$ 2,286,907 |
| C. Funds Advanced | \$ 2,286,907 |
| D. Funds Expended (Actual Modernization Cost) | \$ 2,286,907 |
| E. Amount to be Recaptured (A-D) | \$ -0- |
| F. Excess of Funds Advanced (C-D) | \$ -0- |

2. That all modernization work in connection with the Comprehensive Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| | |
|--|--------------------|
| Signature  | Date 07/18/2002 |
|--|--------------------|

For HUD Use Only

The Cost Certificate is approved for audit.

Approved for Audit (Director, Public Housing Division)

Date

The audited costs agree with the costs shown above.

Verified (Director, Public Housing Division)

Date

Approved (Field Office Manager)

Date

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPHF) Part 1: Summary

PIHA Name: MALDEN HOUSING AUTHORITY
 Grant Type and Number: CFP MA06P02250101
 Capital Fund Program: Capital Fund Program
 Replacement Housing Factor Grant No:

Original Annual Statement
 Performance and Evaluation Report for Period Ending: 6/30/02
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CIP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | 7,000 | | 0 | 0 |
| 4 | 1410 Administration | 40,000 | | 0 | 0 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Injunctive Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1460 Site Acquisition | 2,000,000 | | 0 | 0 |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 110,000 | | 0 | 0 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | 56,946 | | 0 | 0 |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1498 Mod Used for Development | | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant (sum of lines 2-19) | 2,213,946 | | 0 | 0 |
| 21 | Amount of line 20 Related to LBP Activities | | | | |
| 22 | Amount of line 20 Related to Section 504 Compliance | | | | |
| 23 | Amount of line 20 Related to Security | 7,000 | | 0 | 0 |

Table Library

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

| | | | | | |
|--|---|--|--|---------------------------------|--|
| PHA Name: MALDEN HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program: CFP MA08FD02250101 Capital Fund Program Replacement Housing Factor Grant No: | | Federal FY of Grant: FY 2001 | |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Performance by Development Account | | <input type="checkbox"/> Final Performance and Evaluation Report <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| 24 | Amount of line 20 Related to Energy Conservation Measures | | | | |

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| | | | | | |
|---|---|--|---------|---|-----------|
| PIHA Name: MALDEN HOUSING AUTHORITY | | Grant Type and Number: Capital Fund Program: CFP MA06P02250100 Capital Fund Program: Replacement Housing Factor Grant No: | | Federal FY of Grant: FY 2000 | |
| <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02 | | <input type="checkbox"/> Reserve for Disasters' Emergencies <input type="checkbox"/> Final Performance and Evaluation Report | | <input type="checkbox"/> Revised Annual Statement (revision no:) | |
| 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 | 7,000 | | 7,000 | 6,090 |
| 4 | 1410 Administration | 45,000 | | 45,000 | 33,132 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Injunctive Damages | | | | |
| 7 | 1430 Fees and Costs | | 100,000 | 100,000 | 82,724 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 2,002,710 | | 2,002,615 | 1,489,617 |
| 11 | 1465.1 Dwelling Equipment Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | 10,000 | | 10,000 | 0 |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1498 Med Use/ for Development | | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant (sum of lines 2-19) | 2,164,710 | | 2,164,615 | 1,611,563 |
| 21 | Amount of line 20 Related to LHP Activities | | | | |
| 22 | Amount of line 20 Related to Section 504 Compliance | | | | |
| 23 | Amount of line 20 Related to Security | 7,000 | | 7,000 | 6,090 |

Table Library

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

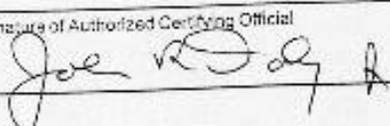
| | | | | |
|---|---|--|--|---------------------------------|
| PHA Name: BALDWIN HOUSING AUTHORITY | | Grant Type and Number Capital Fund Program: CFP MA06P02250100 Capital Fund Program Replacement Housing Factor Grant No: | | Federal FY of Grant: FY 2000 |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: | | <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost |
| 24 | Amount of line 20 Related to Energy Conservation Measures | | | |

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

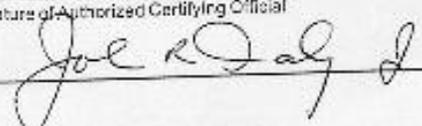
| Development Number Name/FA Wide Activities | Original | | Revised | | Actual | | Original | | Revised | | Actual | | Federal FY of Grant: FY 2000 Reasons for Revised Target Dates |
|--|----------|---------|---------|----------|---------|---------|----------|---------|---------|---------|---------|-----------------------------------|---|
| | Original | Revised | Actual | Original | Revised | Actual | Original | Revised | Actual | | | | |
| MA 22-1 (Roofs) | 3/31/01 | | 3/31/01 | 9/30/01 | 3/31/02 | 3/31/02 | 9/30/01 | 3/31/02 | 3/31/02 | 3/31/02 | 3/31/02 | Weather Delays | |
| MA 22-3 (Bi-folds) | 6/30/01 | | 6/30/01 | 12/31/01 | 9/30/02 | 9/30/02 | 9/30/01 | 9/30/02 | 9/30/02 | 9/30/02 | 9/30/02 | Project took longer than expected | |
| MA 22-5 (Bi-folds) | 6/30/01 | | 6/30/01 | 12/31/01 | 9/30/02 | 9/30/02 | 9/30/01 | 9/30/02 | 9/30/02 | 9/30/02 | 9/30/02 | | |
| MA 22-6 (Bi-folds) | 6/30/01 | | 6/30/01 | 12/31/01 | 9/30/02 | 9/30/02 | 9/30/01 | 9/30/02 | 9/30/02 | 9/30/02 | 9/30/02 | | |
| MA 22-9 (Roofs) | 3/31/01 | | 3/31/01 | 9/30/01 | 3/31/02 | 3/31/02 | 9/30/01 | 3/31/02 | 3/31/02 | 3/31/02 | 3/31/02 | | |
| MA 22-9 (Scattered Sites) | 3/31/01 | | 3/31/01 | 9/30/01 | 3/31/02 | 3/31/02 | 9/30/01 | 3/31/02 | 3/31/02 | 3/31/02 | 3/31/02 | | |
| HA-wide (Extermin.) | 3/31/01 | | 3/31/01 | 3/31/02 | 3/31/02 | 3/31/02 | 3/31/01 | 3/31/02 | 3/31/02 | 3/31/02 | 3/31/02 | | |
| MA 22-1 (Doors) | 3/31/01 | | 3/31/01 | 9/30/01 | | | 9/30/01 | | | | | | |
| MA 22-6 and MA 22-9 (Pire Suppression) | 9/30/01 | | 9/30/01 | 9/30/02 | | | 9/30/01 | | | | 6/30/02 | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

FINANCIAL STATUS REPORT

(Short Form)
(Follow instructions on the back)

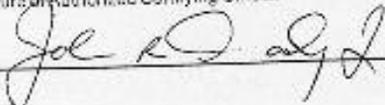
| | | | | | | |
|---|--|---|--|--|----------------------|---|
| 1. Federal Agency and Organizational Element to Which Report is Submitted US Department of Housing & Urban Development | | 2. Federal Grant or Other Identifying Number Assigned By Federal Agency MA06DEP0220199 | | OMB Approval No. 0348-0039 | Page 1 | of 1 pages |
| 3. Recipient Organization (Name and complete address, including ZIP code) Malden Housing Authority 630 Salem Street Malden, MA 02148 | | | | | | |
| 4. Employer Identification Number 046003230 | | 5. Recipient Account Number or Identifying Number | | 6. Final Report <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 7. Basis <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual |
| 8. Funding/Grant Period (See Instructions) From: (Month, Day, Year) 10/1/99 | | To: (Month, Day, Year) 6/30/2002 | | 9. Period Covered by this Report From: (Month, Day, Year) 1/1/2002 | | To: (Month, Day, Year) 6/30/2002 |
| 10. Transactions | | | | I Previously Reported | II This Period | III Cumulative |
| | | | | 195591.46 | 21489.54 | 217081.00 |
| a. Total outlays | | | | | | |
| b. Recipient share of outlays | | | | | | |
| c. Federal share of outlays | | | | | | 217081.00 |
| d. Total unliquidated obligations | | | | | | |
| e. Recipient share of unliquidated obligations | | | | | | |
| f. Federal share of unliquidated obligations | | | | | | |
| g. Total Federal share (Sum of lines e and f) | | | | | | 217081.00 |
| h. Total Federal funds authorized for this funding period | | | | | | 217081.00 |
| i. Unobligated balance of Federal funds (Line h minus line g) | | | | | | 0 |
| 11. Indirect Expense | | | | | | |
| a. Type of Rate (Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed | | | | | | |
| b. Rate | | c. Base | | d. Total Amount | | e. Federal Share |
| 12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. FINAL REPORT | | | | | | |
| 13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents. | | | | | | |
| Typed or Printed Name and Title John R. Daly, Jr. Executive Director | | | | Telephone (Area code, number and extension) (781) 322-9460 | | |
| Signature of Authorized Certifying Official  | | | | Date Report Submitted 07/15/2002 | | |

FINANCIAL STATUS REPORT
(Short Form)
(Follow instructions on the back)

| | | | | | | |
|---|--|---|-----------------------------|--|-------------------|---|
| 1. Federal Agency and Organizational Element to Which Report is Submitted US Department of Housing & Urban Development | | 2. Federal Grant or Other Identifying Number Assigned By Federal Agency MA06DEP0220100 | | CMS Approval No. 0348-0039 | Page 1 | of 1 pages |
| 3. Recipient Organization (Name and complete address, including ZIP code) Malden Housing Authority 630 Salem Street Malden, MA 02148 | | | | | | |
| 4. Employer Identification Number 046003230 | | 5. Recipient Account Number or Identifying Number | | 6. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 7. Basis <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual |
| 8. Funding/Grant Period (See instructions) From: (Month, Day, Year) 10/1/00 | | To: (Month, Day, Year) 6/30/02 | | 9. Period Covered by this Report From: (Month, Day, Year) 1/1/2002 | | To: (Month, Day, Year) 6/30/2002 |
| 10. Transactions | | | I Previously Reported | II This Period | III Cumulative | |
| a. Total outlays | | | 0 | 150931.45 | 150931.45 | |
| b. Recipient share of outlays | | | | | | |
| c. Federal share of outlays | | | | | 150931.45 | |
| d. Total unliquidated obligations | | | | | | |
| e. Recipient share of unliquidated obligations | | | | | | |
| f. Federal share of unliquidated obligations | | | | | | |
| g. Total Federal share (Sum of lines c and f) | | | | | 150931.45 | |
| h. Total Federal funds authorized for this funding period | | | | | 226243.00 | |
| i. Unobligated balance of Federal funds (Line h minus line g) | | | | | 75311.55 | |
| 11. Indirect Expense | | | | | | |
| a. Type of Rate (Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed | | | | | | |
| b. Rate | | c. Base | | d. Total Amount | | e. Federal Share |
| 12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. | | | | | | |
| 13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents. | | | | | | |
| Typed or Printed Name and Title John R. Daly, Jr. Executive Director | | | | Telephone (Area code, number and extension) (781) 322-9460 | | |
| Signature of Authorized Certifying Official  | | | | Date Report Submitted 07/18/2002 | | |

FINANCIAL STATUS REPORT

(Short Form)
(Follow instructions on the back)

| | | | | | | |
|---|---|---|-----------------------------|--|-------------------|---|
| 1. Federal Agency and Organizational Element to Which Report is Submitted US Department of Housing & Urban Development | | 2. Federal Grant or Other Identifying Number Assigned by Federal Agency MA06DEP0220101 | | OMB Approval No. 0348-0039 | Page 1 | of 1 pages |
| 3. Recipient Organization (Name and complete address, including ZIP code) Malden Housing Authority 630 Salem Street Malden, MA 02148 | | | | | | |
| 4. Employer Identification Number 046003230 | | 5. Recipient Account Number or Identifying Number | | 6. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 7. Basis <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual |
| 8. Funding/Grant Period (See Instructions) From: (Month, Day, Year) 10/1/01 | | To: (Month, Day, Year) 6/30/02 | | 9. Period Covered by this Report From: (Month, Day, Year) 1/1/2002 | | To: (Month, Day, Year) 6/30/2002 |
| 10. Transactions | | | I Previously Reported | II This Period | III Cumulative | |
| a. Total outlays | | | 0 | 0 | 0 | |
| b. Recipient share of outlays | | | | | | |
| c. Federal share of outlays | | | | | 0 | |
| d. Total unliquidated obligations | | | | | | |
| e. Recipient share of unliquidated obligations | | | | | | |
| f. Federal share of unliquidated obligations | | | | | | |
| g. Total Federal share (Sum of lines e and f) | | | | | | |
| h. Total Federal funds authorized for this funding period | | | | | 242498.00 | |
| i. Unobligated balance of Federal funds (Line h minus line g) | | | | | 242498.00 | |
| 11. Indirect Expense | a. Type of Rate (Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed | | | | | |
| | b. Rate | c. Base | d. Total Amount | | e. Federal Share | |
| 12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. | | | | | | |
| 13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents. | | | | | | |
| Typed or Printed Name and Title John R. Daly, Jr. Executive Director | | | | Telephone (Area code, number and extension) (781) 322-9460 | | |
| Signature of Authorized Certifying Official  | | | | Date Report Submitted 07/18/2002 | | |

ATTACHMENT BB

COPY

Ms. Ellen Bradley, Public Trust Officer
U.S. Department of Housing and Urban Development
Massachusetts State Office
Thomas P. O'Neill, Jr., Federal Building
10 Causeway Street
Boston
MA 02222 - 1092

Re: Malden Housing Authority
Voluntary Conversion Assessment

October 18, 2001

Dear Ms. Bradley,

Please be advised that in compliance with 972-200 the Malden Housing Authority has conducted its Voluntary Conversion Initial Assessment(s):

- a. Only one of the MHA developments is subject to the Required Initial Assessment (MA22-1, Newland Street, 250 units).
- b. Five of the MHA developments are not subject to the Required Initial Assessment based on exemption as elderly and/or disabled developments (MA22-2, MA22-3, MA22-5, MA22-6, MA22-9).
- c. One assessment was conducted for the MHA's covered development.
- d. Based on the Required Initial Assessment, the MHA has determined that MA22-1 is inappropriate for conversion because removal of the development would not meet the necessary conditions for voluntary conversion.

If you have any questions or require additional information, please contact me at (781)322-9460.

For the Board,

John R. Daly, Jr.
Executive Director

Component 10 (B) Voluntary Conversion Initial Assessments

- a) How many of the PHA's developments are subject to the Required Initial Assessments?
- b) How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?
- c) How many Assessments were conducted for the PHA's covered developments?
- d) Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

| Development Name | Number of Units |
|------------------|-----------------|
| | |
| | |
| | |

- e) If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

This information must be provided as a required attachment to the PHA Plan template.

Use of Section 18 Authority to Remove Units from Inventory

Although there is no regulatory provision to carry out a Voluntary Conversion at this time, individuals within the industry have expressed the view that PHAs must have this option available to effectively carry out their portfolio management responsibilities. To meet this need in the absence of final regulations, the Department offers an interim alternative by which voluntary conversion can be accomplished using a disposition application under Section 18. Under this approach, PHAs would complete the analysis described in the Appendix to Part 971-Assessment of the Reasonable Revitalization Potential of Certain Public Housing Required by Law. In addition to showing that tenant based assistance is less costly than operating the development as public housing, PHAs would also need to meet all of the other requirements of a Section 18 application. Once approved, the PHA could relocate residents using housing vouchers and sell the public housing development. As always, the availability of vouchers will be dependent on the levels of funding provided the Department, and a PHA will need to demonstrate that it has sufficient voucher and relocation resources on-hand to obtain a Section 18 approval. It is imperative to stress that to use this approach, a PHA will have to meet all of the current requirements of a Section 18 disposition application. The Disposition activity will also have to be part of an approved PHA Plan.

For additional information regarding Required Initial Assessments for Voluntary Conversion, contact:

HA Plan Resource Desk
Phone: (866) 359-3608
Fax: (301) 652-3635
E-mail: PHAPlan_Help@abtassoc.com

For additional information on disposition, contact: Ainars Rodins, Director of HUD Special Operations Center, (312) 886-9754.

Attachment DD

Resident Membership of the PHA Governing Board

The Malden Housing Authority does have a resident of a federal development serving on its Board of Directors.

His name is John Brajak, and he resides at 630 Salem Street, Apartment 713, Malden, MA 02148 (MA 22-3).

Mr. Brajak was appointed on January 23, 2001, to fill an unexpired term of another federally subsidized tenant (Frederick Juliano) who passed away. This term expires May 1, 2003.

Mr. Brajak was appointed by the Mayor of Malden, Richard C. Howard, who reviewed names of residents submitted to him by resident councils/clubs, other city officials and/or any interested parties.

ATTACHMENT B

MALDEN HOUSING AUTHORITY
ADMINISTRATIVE PLAN
SECTION 8 CERTIFICATE/VOUCHER
PROGRAM

REVISED: 2/1/2000

**STATEMENT OF OVERALL APPROACH AND OBJECTIVES IN ADMINISTERING THE
SECTION 8 CERTIFICATE PROGRAM**

The Malden Housing Authority, hereinafter called LHA, is committed to providing low-income housing opportunities to persons who qualify under the rules and regulations that govern eligibility for both state and federal housing program. In its effort to achieve this goal, the LHA has explained to its local governing body, Civic Groups, Landlords and Realtors, the housing programs being administered by the LHA. Most importantly, they have explained who may qualify, what types of housing each program provides, and how effectively these programs have been put into operation for the benefit of the community.

The Executive Director monitors the overall administration of all programs. (The Section 8 Supervisor carries out the day to day administration of the program, reviews the leases and other Section 8 related documents, conducts briefing sessions, does all verification of eligibility and inspections, maintains all records, and reports directly to the Executive Director. An Accountant maintains the books, financial records and reports of the Authority and reports directly to the Executive Director.) Full time clerical staff persons support the Section 8 existing operation, as well as a full time housing inspector.

The Malden Housing Authority has worked closely with the Malden Redevelopment Authority for the development of an overall housing strategy for City of Malden. The local Housing Assistance Plan (Comprehensive Housing Affordability Strategy) was considered in determining our unit allocation request. This strategy took cognizance of the existing housing stock, planned new rehabilitated units and those units expected to be removed from inventory.

The overall approach for the existing program is to maximize the use of standard, existing stock, and provide equal housing opportunities for very low-income households by providing housing assistance payments. The status of the need and availability of existing units will be closely monitored, and attempts will be made to satisfy this need as rapidly as possible, consistent with the availability of funds, staff and vacancy rates. The LHA shall, in its policies and procedures, attempt to address the housing needs of its community, and also obtain community support for its programs.

Efforts will be taken to promulgate all aspects of the program to families and to owners.

Administrative controls will be implemented as needed, to ensure full adherence to statutory and regulatory requirements, and proper management procedures. The Administrative Plan will apply to the Section 8 Certificate Program.

The LHA will comply with all federal statutes and currently required regulations, as applicable, in administering said Certificate program, including 24 CFR Part 982 (Certificate and Vouchers) and 24 CFR Part 983 (Project-Based Certificates). This Plan is intended only to provide, therefore, information relative to LHA discretionary policies, as the LHA shall comply with all required laws and regulations, as they are current and in effect.

The LHA's previously adopted Equal Opportunity Housing Plan is merged and incorporated herein and shall be part of this Administrative Plan.

1. **OUTREACH AND ADVERTISING**

Outreach to Families and Contact with Owners

The approach to contact families and owners is as follows:

A **Paid advertisements in local media. All outreach efforts include minority population and reaches residents within surrounding communities. The EHO logo will be used in all advertisements. These newspapers are as follows:**

1. Herald-American or Boston Globe, or other regional newspaper of general circulation
2. Local, Daily or Weekly Newspaper. (Observer-City Press)
3. Bay State Banner
4. El Mundo
5. An appropriate and equivalent publication may be substituted for any of the above.

In addition, the LHA will send notices and informational packets to outreach agencies, such as the following:

1. Public Welfare Office
2. Council on Aging
3. Neighborhood Centers -Churches

- b. BI-lingual materials will be provided as needed, and where practical and feasible.
- c. Outreach to owners and real estate agents to inform them of the Section 8 Program will also be made. Efforts will be undertaken to assure that owners and brokers of rental housing have a working knowledge of the Section 8 Program. Owners will be informed that it will be their responsibility to screen potential tenants; LHA responsibility will be to ensure that they are income-eligible.
- d. The opening and closing of the Waiting List will be advertised in local media.

Special Outreach Adjustments - Families

Adjustment will be made in the outreach procedures as, and if, needed, and by added media necessary, on information basis. The LHA anticipates that due to the significant number of eligible applicants from the lower income level groups, as well as those on public assistance in the City of Malden, a large volume of applicants will be covered by our present outreach procedure.

However, if after initial efforts, the flow of applications becomes too slow, the LHA will make additional effort to contact those agencies and organization, which provide services oriented toward households in need of rental assistance. If the flow should become too rapid in relation to the availability of funds, and the agency's leasing schedule, an advertisement will be run stating that taking of applications will be suspended.

If the flow of applications should become too rapid in relation to the agency's staff capacity to process applications, consideration will be given to hiring additional staff commensurate with available funding. The taking of applications may also be suspended and/or the waiting list closed if the LHA deems that it has a sufficient number of applications for the near future based on the number of current applicants and the current availability of funds.

Special Outreach Efforts - Owners

Owners are given a briefing session on the Section 8 Program, if requested. The LHA, however, will hold these sessions on an "as needed" basis for all landlords who are entering the Section 8 Program. At that time, information will be made available to all interested landlords or real estate agents.

After briefing with a landlord, the Section 8 Administrator will make the determination as to whether the units discussed qualify under the Section 8 Program. A preliminary inspection is made, if necessary. When listings are available the Section 8 Administrator will compile a list of "Available Dwelling Units under Section 8", and maintain it in the office. This list will give the location, number of bedrooms, contract rent, utilities, and the person to be contacted. A list will also be maintained, where practical, of available handicapped accessible units.

Special Effort Outreach - Tenants

Household types who are least likely to apply, such as the very old, shut-ins, minorities, and working families will be reached through "Special Efforts".

These efforts are as follows:

Elderly - The Council on Aging will be solicited to aid in bringing the information of the Section 8 Program to their clients.

Minorities - The LHA will inform other Public Agencies in the hope that they will notify those minorities they are serving about the program. As in the past, all advertisements will include the Equal Opportunity Logo.

Working Families - The LHA advertisement for applicants for the Section 8 Program includes the income limits for eligibility. This is done in hopes of encouraging the working person or persons of very low income.

Staffing Adjustments - If additional staffing is needed to handle the application-taking period, part-time help will be employed, where appropriate, and as affordable.

2. COMPLETION OF APPLICATION, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES

Applications:

A pre-application will be utilized and stamped with the receipt date when it is accepted. Individuals and families may apply by mail or in person at the LHA office, or have a family representative “stand-in” for them on the initial day of applications. (Stand-in must produce a signed letter of authorization from the applicant.) A “line number” ticket system may be used on the original application days. All persons in line will be given a “line number”, and applications will be filled out in the order of their line number. Applications shall be accepted until notice of discontinuation is published in the same media as was used to announce the taking of applications. Basic information will be taken at the time of application. Personal interviews for detailed information and verification of income to determine eligibility under the guidelines provided by HUD are scheduled per “Determination of Eligibility” further explained in this plan. “Stand-ins” will only be allowed because of extreme hardship circumstances or medical difficulty, or reasonable accommodation as required by law, documentation of which may be required.

Eligible applicants will be issued Certificates on a first-come, first-served basis, within LHA adopted preferences and priorities, as per the steps outlined in “Determination of Eligibility”. Those who will not be issued a Certificate immediately will be placed on a Waiting List. The Waiting List is in a bound pre-numbered book, and indicates the date of application, and control number of applicant. These applicants will not be required to re-verify their application information until such time as the LHA is preparing to issue a Certificate. This will allow the Family Contribution computations to be based on the most current data possible.

Information regarding the Section 8 Program and how to apply is given to all interested persons.

Determination of Eligibility

The LHA will inform the family of the eligibility criteria, including applicable income limits, and other facts, such as family size and type which may effect the family’s eligibility. In addition, the family is provided general information relative to the Section 8 Program.

Applicants are told to immediately inform the LHA of change of address. Applicants are told it is their responsibility to inform, in writing, the LHA of address or other changes, and that LHA notifications returned undeliverable will cause their application to be withdrawn.

Applicants are informed of the Waiting List process and its approximate length, and the priorities governing the issuance of Certificates.

Notification of Eligibility

Upon request, each applicant will be informed of his/her control number upon making application or within a reasonable time thereafter. Applicants will be notified of their eligibility as soon as the Authority staff has reviewed their applications and made a determination therein.

Applicants are also informed that the issuance of Certificates is subject to several factors beyond the LHA's control (e.g., turnover rates, funding increases, decreases, and leasing schedules).

Selection of Families

The LHA shall determine eligibility of families per HUD definition of families whose annual income meets the Section 8 Very Low Income Eligibility Limits for its area. Eligible families include those listed below:

Family - "Family" includes, but is not limited to (a) an Elderly Family or eligible Single Person as defined in this part, (b) the remaining member of a tenant family, and (c) a Displaced Person, as required by 24 CFR 982.201 (c).

Single Person - An eligible single person is defined as one who is elderly, handicapped, disabled, or a remaining member of a tenant family, or any other single person as defined in 24 CFR 982.201(c)(4).

Single individuals, with no other children, who are pregnant or in the process of securing legal custody of any individual under the age of 18 years, constitute families under Section 3 (a) of the United States Housing Act of 1937 (Housing Act) and are not subject to the limitations on admission of single persons contained in Section 3 (b) of that Act.

Disabled, handicapped, or elderly person is defined in 24 CFR 5.403.

Selection of Families and Priorities

- a. Selection shall be made among applicants in the following order of preference:
 1. Local residents - non-resident applicants who are working in Malden or have been notified that they are hired to work in Malden.
 2. All other applicants by date and time of filing.

The LHA has determined that its jurisdiction, for the purpose of implementing a residency preference, is that area within the city limits of the city of Malden. The LHA has adopted a residency preference that establishes the City of Malden as a residency preference area. The residency preference shall apply to all families residing within the LHA's residency preference area.

The residency preference shall also apply to families with a member who works or has been hired to work in the LHA residency preference area. The residency preference shall not be based on how long the applicant has resided in or worked in the LHA residency preference area.

Notification to Issue Certificate

When an applicant's name reaches the top of the Waiting List, they shall be so notified. The notice will include a date (within 7 days) in which the applicant must supply updated verification of income and other circumstances in order to be issued a Certificate.

Those applicants who fail to respond within the prescribed period of time shall be removed from the Waiting list, unless documented evidence is provided that the family was unable, due to health reasons, to comply with the deadline requirements. All notices returned undeliverable shall cause applicant's name to be withdrawn.

When an applicant is eligible for a Certificate, the date the Certificate is issued is logged in the Waiting List Book. The applicant shall be scheduled for a Briefing Session.

Determination of Ineligibility and/or Denial of Certificate

The LHA shall determine applicants, or other family members, ineligible who are over income, who present a conflict of interest as outlined in HUD regulations, who were past participants in the Section 8 Program or other LHA housing program, and while in the program failed to satisfy liability for unpaid rent or damages for which a PHA paid out moneys to an owner, or who misrepresented information regarding income or family composition. In addition, the LHA may consider ineligible any tenant of the LHA's other housing programs who has failed to satisfy liability to the LHA for unpaid rent or damages, or has violated family obligations under said other programs.

Other possible grounds for finding an applicant ineligible include, but are not limited to, the following:

1. Combined family income exceeds the allowable maximum yearly income for family size.
2. 30% of combined family income exceeds the F.M.R. (or HUD approved exceptions up to 120 % of F.M.R.) limit for family size;
3. Past participant of any Housing Authority's Section 8 Program or Public Housing Program, who failed to satisfy liability for unpaid rent or damages in connection with that Program.
4. Head of household is under 18 years of age, and cannot demonstrate capability to fulfill obligations of Certificate of Family Participation (example: minors not emancipated) and/or does not have legal capacity to enter into a lease under State or local law.
5. Misrepresentation of income or household members or any other significant or required information on application;

6. In the event that it is found that the applicant or other family member owes back rent or charges for Housing Authority programs or units, they may be notified accordingly and allowed, at LHA discretion, to pay the outstanding amount in full. Failure to make repayment will result in the applicant being ineligible.
7. Failure to allow inspection of the dwelling unit proposed for Housing Assistance.
8. Violation of family obligations or destruction of a previously occupied unit under another housing program.
9. Illegal drug-related or violent criminal activity by any family members.
10. Eviction from a public housing program by any family member.
11. Termination from Certificate/Voucher program by any family member.
12. Actual or threatened abusive or violent behavior toward housing authority personnel.
13. Violation of or failure to comply with any Family obligation under Section 8 Program, or any other public housing program, or any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.
14. Failure to pass CORI record check, indicating ineligibility under 24 CFR 982.552, 24 CFR 982.553, HUD's One Strike Policy (PIH 96-27) or other HUD regulation.
15. Alcohol abuse that has contributed to the applicant's inability to reside without interference to neighbor's rights and wherein the applicant has shown no participation in or successful completion of a treatment program.

Informal Review of PHA Decision on Application for Participation in Program

The Authority shall send an applicant written notice within 10 days of a decision denying assistance to the applicant, including denying listing on the Waiting List, issuance of a Certificate of Family Participation, or participation in the program. The notice will allow the family to request an informal review of the decision if requested in writing within seven (7) days of date or delivery. Request must be delivered in person or by registered mail to the Authority.

The informal review will be conducted by the Executive Director, or his designee. The applicant will be given the opportunity to present written or oral objections to the decision. The Authority will respond in writing with a decision, including reasons for final decision within 30 days or other such reasonable period of time. The Authority's previously adopted Hearing Procedure is hereby incorporated herein.

The LHA procedure for Informal Review (as well as the LHA procedure for meeting with LHA regarding preference determinations and Informal Hearing Procedure) is incorporated herein by reference and shall be in accordance with 24 CFR 982.555).

Changes in Family Composition

In the event that a change of family composition occurs, after application has been filed and prior to the issuance of the Certificate, which requires a change in the number of bedrooms, the applicant will be assigned to the appropriate unit size category, or payment standard.

Interim Redeterminations of Family Income and Composition

The LHA will conduct annual reexaminations and will also perform interim re-determination of family income and compositions for all participants whenever a change in family income, composition, status or assets warrants said redetermination.

Subsidy (Occupancy) Standards

In general, the LHA seeks to provide the minimum commitment of housing assistance payments while avoiding overcrowding and shall be consistent with the applicable housing quality standards.

The LHA shall provide one bedroom or living/sleeping room of appropriate size for each 2 persons.

Persons of opposite sex, other than husband and wife, "significant others", unmarried partners, and very young children, will not be required to occupy the same bedroom or living/sleeping area.

Families may rent a larger unit than listed on Certificate if the gross rent does not exceed the FMR for the bedroom size on the Certificate. The MHA will not approve over FMR tenancies in the Certificate Program except as may be necessary as a reasonable accommodation for persons with disabilities.

The MHA will not permit the use of any special housing types in its Section 8 Program unless needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities in accordance with 24 CFR Part 8, pursuant to 24 CFR 982.601.

Families may rent a unit with less number of bedrooms than stated on Certificate if the unit meets space requirements of the Housing Quality Standards, as well as any applicable state or local codes.

Each unit must contain a living/sleeping room, kitchen area, and bathroom (plus bedrooms as applicable for family size).

The LHA may grant exceptions, relative to the number of bedrooms assigned, for the following reasons:

1. Medical Need - Upon proper documentation from a medical doctor, LHA may allow separate bedroom; for example, an occupant with serious allergy or respiratory problems for which isolation and/or extensive medical equipment is needed.
2. Handicapped Members - LHA may allow separate bedroom for handicapped member needing adequate space or modification of lay-out and equipment; for example, an occupant who is wheelchair bound.

The LHA may allow occupancy by a foster child or a live-in aide under certain limited circumstances

as determined by the LHA and not inconsistent with 24 CFR 982.551 and 24 CFR 813.102.

Approval of a live-in aide may be granted only if all of the requirements of 24 CFR 813.102 are met, and if properly documented and verified to the LHA's satisfaction.

New family members may be added upon notification to, and approval of, the LHA. Said approval may be granted only after full and proper documentation and verification is submitted to the LHA, and the LHA determines that said person may be added as a family member and an occupant of the unit. This determination, may take into consideration among other things, the reasons for denial or termination of assistance set forth in this plan, as well as the necessity for any landlord written approval thereof. No occupancy shall take place until the LHA has issued its determination and approval.

The family may not be absent from the unit for a period longer than sixty (60) days. In the event that a family absence is for longer than sixty (60) days due to continuous hospitalization or temporary placement in a nursing home, the LHA may determine to allow the sixty (60) day period to be extended for an additional sixty (60) days, upon prior written notification to the LHA, and submission of appropriate documentation and verification, as requested by the LHA. No payment will be made after the approved absence period has expired. At the request of the family, a new Certificate may be issued for a sixty (60) day period, commencing with the date housing assistance payments terminate, and subject to the LHA's determination that all family obligations have been met.

If the family breaks up, the LHA shall decide which members of the assisted family continue to receive assistance in the program. The LHA may consider, among other factors:

- a. whether, because of obligations under the lease or HAP contract, the assistance should remain with the family members remaining in the original assisted unit,
- b. the interest of minor children, or ill, elderly or disabled family members,
- c. the presence of actual or threatened physical violence against family members by a spouse or other member of the household,
- d. family members past record of fulfilling family obligations under the program,
- e. the relative conduct of all the parties, and
- f. Court determination under a settlement or judicial decree in a divorce or separation.

A participant family may move only once during any one year period, unless the LHA approves, in advance, an additional move upon a determination that the family has met all of its obligations under both the lease and the program, and that the family is required to move due to health, safety, or occupational requirements or special educational considerations for minor children. A family may not move during the initial year of assisted occupancy, unless the LHA is required to allow said move under 24 CFR 982.314.

3. BRIEFINGS AND CERTIFICATES

- a. Upon selection, families will be scheduled for a briefing by the Program Supervisor covering such areas as general program information, family allowances and rent calculations, apartment search, responsibilities of both owner and applicant, discrimination, information on mobility, and housing quality standards.

During this detailed briefing, Certificate holders will be provided with information on all aspects of the program, so that upon receipt of a Certificate, the family will be better prepared to obtain adequate housing.

- b. Lease negotiations, family obligations, requirements and responsibilities will be addressed in the briefing sessions.

Certificate Holders will receive information on Equal Opportunity and Fair Housing Laws. This will be provided by hand-out material and discussion. Procedures to be taken when discrimination is encountered will be discussed during these sessions.

- c. The necessity of finding a dwelling unit within the sixty (60) day period will be stressed. Recipients will be asked to maintain a record of their housing searches, with comments as to why particular units were not selected. Families will be asked to contact their Program Representative at least one week before the expiration of the sixty-day finding period. At that time, the Program Representative will review with the family the efforts it has made to find a suitable dwelling unit and the problems it has encountered.

If the family's failure to find a suitable unit is not due to the lack of diligence on the family's part, a 30 day extension may be provided. One additional 30 day extension may be provided subsequently, if additional diligent effort is demonstrated. Additional assistance will be provided, upon request, in individual counseling sessions with emphasis on overcoming the problems, which have been encountered. Extensions of Certificates/Vouchers will be granted only upon the family's request for an extension prior to expiration of the Certificate/Voucher, and upon documentation, satisfactory to the LHA, that the family has made diligent effort.

- d. General assistance to families during the period between issuance of the certificate and the execution of the lease and contract would include maintaining listings of available rentals provided by the landlords, and availability of Program Representatives for personal or telephone conferences to clarify any questions that may have developed since issuance of the certificate. Where possible and effective, additional assistance will be provided to large families and minorities.

Families will be asked to notify their Program Representative immediately if they encounter discrimination. The family will be advised how to file a discrimination complaint with the appropriate agency.

- e. The LHA may allow suspension of the expiration date of a Certificate/Voucher for a period not exceeding thirty (30) days under certain limited circumstances as determined by the LHA, in cases where, through no fault of the family, the Request for Lease Approval was not approved by an LHA in a timely manner or due to the landlord's failure to comply with Housing Quality Standards. In order for suspension to be allowed, the family must notify the initial LHA prior to expiration of the Certificate/Voucher, and must provide satisfactory documentation of the reasons for the delay. Said suspension shall not exceed the number of days between the date of submission of the Request for Lease Approval and the date on when the Certificate would be expired, including any extensions which would have been allowed but, in any event, said suspension shall be for not more than thirty (30) days after the maximum one hundred twenty (120) days allowed for the retention of a Certificate/Voucher.

Briefing Packet Material

The materials required pursuant to 24 CFR 982.301 will be included in the briefing packet, together with any other materials which the LHA deems necessary, appropriate, or helpful.

4. HOUSING QUALITY STANDARDS AND INSPECTION

- a. The LHA will utilize the acceptability criteria as contained in the Program Regulations and is using a HUD approved modified version of the HUD 52580 Inspection Form.
- b. In addition to the Housing Quality Standards, applicable state and local codes will also be observed and utilized.
- c. All Request for Lease Approval Forms will be submitted to the Program Administrator or Supervisor, who will accordingly schedule the inspection of the unit. All inspections and findings shall be followed by a repair report and determination on rent.

The Housing Inspector has been trained by the Authority to perform the necessary inspections utilizing the HUD Housing Quality Standards. In addition, the local Board of Health will provide technical assistance as needed to determine the acceptability of any units under Chapter II of the State Sanitary Code.

After completing the inspection, a copy of the Inspection Report will be sent to the property owner and one (1) copy will be retained in the participant's file. This form shall serve to indicate repairs which must be completed prior to the execution of a Contract and Lease.

Inspections shall be repeated immediately after the required date to ensure compliance, and recorded on the HUD 52580 or HUD approved modified version.

The LHA shall make the final determination of compliance with the HUD Housing Quality Standards and state and local codes. In any disagreement relating solely to LHA interpretation of state and local codes, the LHA may elect to request an opinion from the local Board of Health as to proper interpretation of state and local codes, although any final decision shall be made by the LHA.

Lead Based Paint

The LHA will adhere to HUD's Housing Quality Standards, and the requirements of the Mass. General Laws relative to lead based paint.

5. LEASE AND FAMILY OBLIGATIONS

Lease Approval and Housing Assistance Payments Contract Execution

If the LHA determines that all applicable program requirements have been met with respect to the "Request for Lease Approval", the LHA will notify the owner and the applicant, compute the share of the Contract Rent payable by the family, complete the HAP Contract, prepare the Lease Agreement (if landlord is using the LHA supplied lease) and the Addendum to the Lease, if applicable (that is, if owner is supplying his or her own lease).

If the LHA determines that the lease cannot be approved for any reason, including the condition of the unit, the LHA notifies the owner and/or family (1) of the reasons that the lease or proposed dwelling unit were disapproved and (2) that if the conditions requiring disapproval are corrected by the owner, another Request for Lease Approval may be submitted by the owner and family on or before a specified date, determined reasonable by the LHA. The family's Certificate shall be kept active pending completion of repairs as long as this is a reasonable time frame. The LHA may approve the subsequent Request for Lease Approval if the conditions have been corrected satisfactorily within said reasonable time. Approval of the Lease Agreement is also based on Rent Reasonableness determination by the LHA.

The LHA shall, in its sole discretion, determine what period constitutes a reasonable time, and may elect to consider, and weigh appropriately, such factors as the nature, extent, cost, and difficulty of the work required, the weather and seasonal conditions, the availability of materials, the diligence and initiative of the family and the owner, the amenities or special considerations of the unit, and such other factors as the LHA deems necessary, reasonable, or appropriate.

The LHA shall comply with 24 CFR 982.305 and 24 CFR 982.306 in granting approval to lease a unit and in determining disapproval of an owner. In addition to said regulations, the LHA may, in its sole discretion and based on its determination of all the facts and the circumstances, deny approval to lease a unit from the owner if:

- a. The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 1437f);
- b. The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- c. The owner has engaged in drug trafficking;
- d. The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program;
- e. The owner has a history or practice of renting units that fail to meet State or local housing codes; or
- f. The owner has not paid State or local real estate taxes, fines or assessments.

For purposes of this section, “owner” includes a principal or other interested party, regardless of the form of ownership, and shall include, but not be limited to, sole ownerships, partnerships, limited partnerships, corporations, trusts, fee simples, joint-tenancies, tenancies in common, or managing agents who have control over the operation of the property.

In the event that the Owner wishes to utilize his own form of lease, the LHA will review said lease and determine whether said lease complies with all Section 8 program requirements. If said lease does not comply, then the LHA will disapprove said lease unless it is determined by the LHA that said lease does not contain any prohibited lease provisions and that all required lease provisions mandated under the program may be properly and adequately incorporated in said lease through the use of the LHA’s standard lease addendum. The LHA may also decline to approve any lease that the LHA determines does not comply with any state or local law or ordinance.

The LHA will provide, in each family’s briefing packet, a statement of the LHA policy on providing information to owners. The LHA policy requires that the LHA will give the same types of information to all families and all owners. The LHA will provide the owner with the following information upon the owner’s request:

- a. The family’s current address (as shown in LHA records);
- b. The name and address (if known to the LHA) of the landlord at the family’s current and prior address;

Evictions

If at any time during the tenancy, the landlord has a reason to want to evict the tenant, he may do so, in accordance with the provisions of the Contract and the Lease as well as all applicable local and State law, and program regulations.

Security Deposit

The Owner may collect a security deposit from the tenant, according to, and in compliance with, the Massachusetts General Laws. (Refer to Mass. General Laws Chapter 186, and related chapters and sections.)

The Owner may not collect a security deposit in excess of the amount allowed under Massachusetts law, or in excess of private market practice, or in an amount which exceeds the security deposit charged by the Owner to unassisted tenants.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the family.

Owner Refunds to the Family

If a family vacates its unit, the owner, subject to State and Local law, may use the Security Deposit as reimbursement for any unpaid family contribution or other amounts owed under the lease. If no such amounts are owed, or if the amounts owed are less than the amount of the Security Deposit, the owner must refund the full amount, or the unused balance to the family, including any interest required to be paid on such deposits by state and local law. The owner must also comply with state law regarding deductions, interest, itemizations, refunds, and notifications which relate to the family's security deposit.

Grounds for Denial or Termination of Assistance

The grounds for denial of assistance to an applicant, or for denial or termination of assistance to a participant, because of action or inaction by the applicant or participant are as follows:

- a. The LHA may deny any applicant admission to participation in the program, may deny issuance of another Certificate to a participant who wants to move to another dwelling unit and may decline to enter into a Contract, or to approve a Lease, where requested by a participant, in the following cases:
 1. If the applicant or participant currently owes rent or other amounts to the LHA or to another LHA in connection with the Section 8 Program or any other housing program.
 2. If the applicant (or a previous participant in the Section 8 program or other housing program), or participant has not reimbursed the LHA or another LHA for any amounts paid to an Owner under a Contract for rent or other amounts owed by the Family under the Lease (see CFR 882.112) (d)), or for a vacated unit (see CFR 882.105 (b)).

3. If the applicant or participant has committed any fraud in connection with any housing assistance program.
4. If the applicant or participant has violated any Family Obligation under the Section 8 Program or any other housing program.
 5. If the applicant or participant has breached an agreement with an LHA.
 6. If the applicant or participant has made misrepresentations on an application or recertification including, but not limited to, misrepresentation of income or household members.
 7. Failure to allow inspection of the dwelling unit as may be required by 24 CFR 982.551 or other HUD Regulations.
 8. Destruction or damage to the dwelling unit or creating and maintaining a significant health and safety hazard in or about the unit.
 9. Violation of, or failure to comply with, any family obligation under the Section 8 program or any other public housing program.
 10. Violation or failure to comply with any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.
 11. Violation of family obligations or destruction of a previously occupied unit under another housing program.
 12. Drug-related or violent criminal activity by any family member. The Malden Housing Authority is looking for a three-year drug free time frame from the time of the last conviction to the time of application. The Malden Housing Authority feels that this is a reasonable time frame for an applicant to show a positive change in behavior patterns.
 13. Eviction from a public housing program by any family member.
 14. Termination from a Certificate program by any family member.
 15. Actual or threatened abusive or violent behavior toward housing authority personnel.

16. Failure of or refusal to sign and submit consent forms for obtaining information in accordance with 24 CFR part 760, and 24 CFR part 813, as well as evidence of citizenship or eligible immigration status pursuant to 24 CFR 812, and any other information (including but not limited to social security numbers) which the LHA is authorized to, or not prohibited from, requesting or obtaining.
17. Failure to report immediately to the LHA any changes in income, family composition, or status, as may be required by 24 CFR 982-551 or other HUD regulation.

The LHA shall at its sole discretion, determine which circumstances to consider, and the weight given to each circumstance, in deciding whether to deny or terminate assistance. Such circumstances may include, but are not limited to, the seriousness of the case, the extent of participation or culpability of individual family members, the effects of denial or termination of assistance on other family members who were not involved in the action or failure, the effect on the program, the prospect of continuing violations, difficulty of preventing or discovering continued violations, past record of violations of a similar nature, and any other previous program violations, lease violations, or complaints.

The LHA may, at its sole discretion, allow a family, that owes any money to the LHA, to repay said amounts in full and to continue receiving assistance under the program. The LHA may take into account any circumstance or factor relating to the total amount owed, the length of time owed, the degree, extent or severity of the circumstance which gave rise to the amount owed, the family's cooperation in reporting or assisting the LHA in discovering the amount owed, the number of times the family has owed any amount to an LHA, and the family's willingness to cooperate in the future. If the LHA elects to allow said repayment, the LHA may, at any time, deny or terminate assistance for failure to make said payment or for breach of any such agreement which is a condition for continued assistance under the program.

Procedures for Informal Hearings for Participants

Refer to Exhibit A attached hereto and made a part hereof for the full text of the Hearing Procedure adopted by the Housing Authority, pursuant to HUD regulatory requirements. See also CFR 982.555.

6. EQUAL OPPORTUNITY HOUSING

The LHA will abide by Equal Opportunity Housing requirements in the administration of the Section 8 program.

Advertising and outreach will be provided as outlined in previous sections of this Administrative Plan. Special outreach will be made to groups less likely to apply such as those expected to reside by sending notices of waiting list openings to major employers within the community.

Action will also be taken to encourage participation by owners of units outside of areas of low-income or minority concentration by sending informational brochures to various local real estate agencies and social service agencies as well as the local council of churches and Chamber of Commerce.

A briefing session will be scheduled for property owners explaining the program and equal opportunity requirements. Informational handouts and equal opportunity brochures will be made Available.

The LHA will apprise participant families of applicable Federal, State, and local laws relative to Fair Housing, and the Form HUD 903 will be provided and explained to all Certificate/Voucher Holders in the briefing packet.

The LHA will make available for reference or handout lists indicating general neighborhood locations and descriptions, community organizations, churches, and shopping areas.

The LHA is accustomed to, and will continue, counseling individual families desiring to move. Although the listings of available apartments are generally very limited, the Authority will attempt to maintain and expand such listings whenever possible. Certificate holders will also be given the names of owners or Brokers who have apartments available.

Racial and family characteristic data, as required by HUD regulations, will be maintained for all applicants and participants.

All Certificate holders will be briefed relative to the Program. The briefing will consist of information relative to Family and Owner responsibilities under the lease and contract, how to find a unit, how to approach and work with Owners, requirements of State Sanitary Code and HUD Housing Quality Standards, applicable Federal, State, and local laws and regulations, Federal and State Fair Housing laws, and other information relative to program requirements and methods and procedures which will facilitate participation in the Program.

A portion of the briefing also covers actions and procedures to be taken and assistance available to families who believe they have encountered discrimination during their housing search. Families will be advised of their rights, given assistance in this regard and referred to appropriate agencies for further action.

Any applicant or participant who believes that they are the victim of illegal discrimination, or that discrimination has prevented the family from leasing a suitable unit will be scheduled for a private meeting or conference with LHA staff to discuss the problem and strategy for appropriate action. Where necessary or appropriate, the applicant/participant will be directed to contact HUD or MCAD and will be assisted by the LHA in making this contact. The LHA may also explain to the applicant/participant their rights under federal and state law and provide the applicant/participant with a housing discrimination complaint form, such as form HUD 903 and/or 903A or the appropriate replacement form.

The LHA will make reasonable accommodations, as required by law, for handicapped/disabled persons to promote the objective of providing equal access to, and opportunity for participation in, the Section 8 Certificate programs for handicapped/disabled persons.

The Authority will issue and administer Section 8 Certificates in accordance with the rules and regulations promulgated by HUD.

The selection of families, issuance of Section 8 certificates, briefing of families, rent payments, approval of units, execution of HAP Contracts, re-examination of family income and composition, denial and termination of assistance, and all other administrative procedures required by HUD will be adhered to in the implementation and on-going administration of the Program.

7. RENT REASONABLENESS

In determining a reasonable rent to owner the Malden Housing Authority will consider the following factors:

1. HUD published Fair Market Rents.
2. Rents received by owners for unassisted units in the same locale.
3. Utilities to be included.
4. The size of the unit.
5. Amenities to be included (air conditioner, dishwasher, disposal, microwave).
6. The general condition of the apartment, for example, new construction, total rehab, semi-modern kitchen/bath, older unit with no major renovations.