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

Pittsfield Housing Authority
Year 3 PHA Plan

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

File "MA029v05"

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

HUD 50075
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Expires: 03/31/2002

PHA Plan
Agency Identification

PHA Name: Pittsfield Housing Authority

PHA Number: MA029

PHA Fiscal Year Beginning: (mm/yyyy) 07/2002

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)

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5-YEAR PLAN
PHA FISCAL YEARS 2002 - 2005
[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)

The Pittsfield Housing Authority (PHA) is committed to providing a full range of safe, secure, suitable, and appropriate affordable housing opportunities to extremely low, very-low, and low-income family, elderly, and disabled households in a fair manner. The PHA is committed to assisting all residents who are moving from welfare-to-work with affordable housing opportunities that do not act as disincentives to economic advancement. The PHA is committed to improving its federal conventional public housing developments and attempting to provide and support wider access to affordable housing opportunities throughout the entire community. The PHA is committed to fair and non-discriminatory practices throughout all of its housing programs and activities.

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B. Goals

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: (***through the Capital Fund Program).***
- ☐ 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: ***through briefings***
- ☒ Conduct outreach efforts to potential voucher landlords
- ☒ Increase voucher payment standards: ***to 110%***
- ☐ 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

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☒ PHA Goal: Provide an improved living environment
Objectives:
- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: ***through income targeting of newly selected tenants***
- ☐ 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:

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☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

☒ PHA Goal: To resolve the transfer of ownership and/or sale of the remaining parcels of the MA29-2 development of which 98% of the original units have been sold as homes.

Objectives:

☒ To resolve all remaining legal issues with HUD to allow the PHA to transfer and/or sell the remaining parcels

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Annual PHA Plan
PHA Fiscal Year 2002

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

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

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Pittsfield Housing Authority is committed to providing housing to those in financial need while, at the same time, functioning as an effective and positive member of the larger community. The Pittsfield Housing Authority seeks to accomplish these goals by:

1. ***Ensuring high quality management of the Housing Authority;***
2. ***Maintaining and improving the PHA's housing resources;***
3. ***Coordinating its public safety efforts with the larger community;***
4. ***Developing strategies to deconcentrate poverty within the City of Pittsfield;***
5. ***Providing greater opportunity for the working poor, elderly and disabled to access affordable housing;***
6. ***Evaluating and promoting the financial independence of residents through rent policies, welfare-to-work initiatives, and, in the future, home ownership opportunities.***

Throughout the next year, the Pittsfield Housing Authority, through its annual planning process, will reassess all of its policies and procedures in order to support and implement these initiatives.

Over the five year period, the Pittsfield Housing Authority will seek to implement policies and procedures in support of each of the specified objectives.

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Attachments

Required Attachments:

☒ FY 2002 Capital Fund Program Annual Statement and Five Year Action Plan

☐ 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
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)

Annual Statement & Five Year Action Plan	**(Attachment A)**
Performance & Evaluation Report	**(Attachment B)**
Statement of Accomplishments for FYE 2002	**(Attachment C)**
Statement on RASS Follow-up Issues	**(Attachment D)**

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**
YES	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
YES	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
YES	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
YES	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
YES	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
YES	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
YES	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

YES	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Public housing rent determination policies, including the methodology for setting public housing flat rents ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Schedule of flat rents offered at each public housing development ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Section 8 rent determination (payment standard) policies ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
YES	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
YES	Public housing grievance procedures ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
YES	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
YES	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
YES	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
YES	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

YES	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
YES	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
Yes	Voluntary Conversion Analysis	Annual Plan: Conversion of Public Housing
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type *	**Overall**	**Affordability**	**Supply**	**Quality**	**Accessibility**	**Size**	**Location**
Income <= 30% of AMI	**2,906***	**5**	**5**	**5**	**4**	**4**	**4**
Income >30% but <=50% of AMI	**2,306***	**4**	**4**	**4**	**3**	**3**	**3**
Income >50% but <80% of AMI	**3,877***	**3**	**3**	**3**	**2**	**2**	**2**
Elderly	**1,905****	**3**	**3**	**3**	**2**	**2**	**2**
Families with Disabilities	**371****	*******	*******	*******	*******	*******	*******
Race/Ethnicity		*******	*******	*******	*******	*******	*******
White	**7,547****	*******	*******	*******	*******	*******	*******
Black	**165****	*******	*******	*******	*******	*******	*******
American Indian et al	**15****	*******	*******	*******	*******	*******	*******
Asian, et al	**49****	*******	*******	*******	*******	*******	*******
Hispanic	**109****	*******	*******	*******	*******	*******	*******

* Number of Households per 0-80% AMI Category is from City of Pittsfield's 1996-2000 Consolidated Plan.

** Elderly Households, Families with Disabilities, and Race Ethnicity Overall Numbers are estimates from 1990 Census and Census Derivative Reports.

*** Relative Impact on Housing Needs according to Disability and Race/Ethnicity are more related to Income than Other Factors. For example, a Family with Disabilities or Black Household with Income <= 30% of AMI would have the same Housing Needs Impact scores (4s and 5s) as All Households with Incomes <= 30% of AMI.

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: ***City of Pittsfield's Consolidated Plan***

Indicate year: ***FY 1996-2000***

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset ***1990 Census and Various Reports derived from 1990 Census Data.***

☐ American Housing Survey data Indicate year:

☐ Other housing market study Indicate year:

☐ Other sources: (list and indicate year of information)

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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
(as of March 2002)

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

	# of families	% of total families	Annual Turnover
Waiting list total	66	100%	Recently Purged
Extremely low income <=30% AMI	56	85%	
Very low income (>30% but <=50% AMI)	7	11%	
Low income (>50% but <80% AMI)	3	4%	
Families with children	42	64%	
Elderly families	24	36%	
Families with Disabilities	16	24%	
Race/ethnicity			
White	48	73%	
African-American	13	20%	
Am. Ind./Asian/ Pacific Is./Other	2	3%	
Hispanic	3	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	24	36%	
2 BR	14	21%	
3 BR	25	38%	
4 BR	3	5%	

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

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Housing Needs of Families on the Waiting List
(as of March 2002)

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

	# of families	% of total families	Annual Turnover
Waiting list total	213		Recently Purged
Extremely low income <=30% AMI	192	90%	
Very low income (>30% but <=50% AMI)	21	10%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	126	59%	
Elderly families	27	13%	
Families with Disabilities	60	28%	
Race/ethnicity			
White	157	74%	
African-American	29	13%	
Asian/Pacific Is./Other	2	1%	
American Indian	0	0%	
Hispanic	25	12%	

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

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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)

Establishment of a PHA-affiliated non-profit that can assist in acquisition and development activities.

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: ***(50% at or below 30% of AMI is the PHA's target.)***

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

☒ Employ admissions preferences aimed at families with economic hardships

☒ Adopt rent policies to support and encourage work

☐ Other: (list below)

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

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

Select all that apply

☐ Employ admissions preferences aimed at families who are working

☒ Adopt rent policies to support and encourage work

☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

☐ Seek designation of public housing for the elderly

☐ Apply for special-purpose vouchers targeted to the elderly, should they become available

☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

☐ Seek designation of public housing for families with disabilities

☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available

☒ Affirmatively market to local non-profit agencies that assist families with disabilities

☐ Other: (list below)

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

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

Select if applicable

☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs

☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations

☐ Other: (list below)

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

(2) Reasons for Selecting Strategies

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

☒ Funding constraints

☒ Staffing constraints

☒ Limited availability of sites for assisted housing

☒ Extent to which particular housing needs are met by other organizations in the community

☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

☒ Influence of the housing market on PHA programs

☒ Community priorities regarding housing assistance

☒ Results of consultation with local or state government

☒ Results of consultation with residents and the Resident Advisory Board

☒ Results of consultation with advocacy groups

☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund *(as of 6/30/02)*	333,128	
b) Public Housing Capital Fund	267,525	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,584,847	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	N/A
i) HOME	0	N/A
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only)		
2001 CFP	272,389	Modenization
2000 CFP	97,614	Modernization
3. Public Housing Dwelling Rental Income	381,810	Federal Operations.
4. Other income (list below)		
5. Non-federal sources (list below)		
TOTAL RESOURCES	3,937,313	

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3. PHA Policies Governing Eligibility, Selection, and Admissions

A. Public Housing

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

(1) Eligibility

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

☐ When families are within a certain number of being offered a unit: (state number)

☒ When families are within a certain time of being offered a unit: (state time) ***Within 15-30 days.***

☐ Other: (describe)

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

☒ Criminal or Drug-related activity ***(CORI)***

☒ 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? ***(CORI)***

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)

There is one (1) Federal Elderly Waiting List for 1 Development; the Federal Family Waiting List is by bedroom size for 2 Developments.

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**

Skip to Subsection (3) Assignment

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

   None

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

3. ☐ Yes ☐ No: May families be on more than one 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:

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(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?

The PHA plan calls for 50% of all new admissions to public housing to families at or below 30% of median area income (AMI).

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

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☐ 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 is overriding preference and is prioritized as a "1"; all other preferences will be weighted equally and are prioritized as "2".

1 Date and Time

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

Other preferences (select all that apply)
☐ Working families and those unable to work because of age or disability

2 Veterans and veterans' families
2 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)

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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: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	**Number of Units**	**Explanation (if any) [see step 4 at §903.2(c)(1)((iv)]**	**Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]**

B. Section 8

(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 ***(CORI)***

☐ 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)

Whether the applicant is a current or was a past participant in a public or leased housing program.

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? ***CORI***

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)

That the applicant has been screened and found eligible under existing Section 8 requirements.

(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:

Under normal circumstances, the granting of a 60-day extension to the standard 60-day search period is relatively automatic.

(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

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☒ 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)

2. 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 is overriding preference and is prioritized as a "1"; all other preferences will be weighted equally and are prioritized as "2s".

1 Date and Time

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

Other preferences (select all that apply)
☐ Working families and those unable to work because of age or disability

2 Veterans and veterans' families
2 Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
2 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)

Letters to Non-Profits and other Housing Organizations.

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 ***($25.00)***
☐ $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

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☐ 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)

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?

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(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)

An analysis of current private and subsidized rents in the market (Section 8 FMRs, Rentals for other Assisted but non-public housing units); Interviews with City Planning Staff; Interviews with PHA Staff regarding at what rent levels existing tenants opt to move-out. The general conclusion is that Pittsfield is a community with rental choices generally below FMR. In order to retain and attract higher income residents (>30% and ≤80% of AMI), while adequately ensuring the fiscal stability of the PHA and the need to fund future maintenance and modernization efforts, the PHA believes that the flat rent structure needs to address this reality. Given all these considerations, the PHA has adopted the following flat rent structure:

1BR Flat Rent = $400/Month*
2BR Flat Rent = $500/Month*
3BR Flat Rent = $600/Month*
4BR Flat Rent = $650/Month*
5BR Flat Rent = $700/Month*

*** The flat rents above are inclusive of all utilities. For those developments that do not include all utilities than the relevant utility allowance (for utilities not included in rent) in-place at the time of rent determination shall be deducted from the amount shown above.***

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B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

☐ At or above 90% but below100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

☒ Annually
☐ Other (list below)

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

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

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(2) Minimum Rent

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

☐ $0

☒ $1-$25 ***($25.00)***

☐ $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)]

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. (Please

☐ 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	169	10%
Section 8 Vouchers	560	5%
Section 8 Certificates	None	
Section 8 Mod Rehab	None	
Special Purpose Section 8 Certificates/Vouchers (list individually)	None	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

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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)

Admission & Continued Occupancy Plan
Maintenance Charges Policy
Grievance Policy
Rent Collection Policy
Procurement Policy
Travel & Entertainment Policy
Reasonable Accommodation Policy
Fixed Asset Policy
Investment Policy

(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)

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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 ***File named "MA029a01".***

-or-

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

(2) Optional 5-Year Action Plan

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

a. ☒ 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 ***File named "MA029a01".***

-or-

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

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

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

☐ Yes ☒ 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:

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8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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.)

Skip to Component 9.

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: **Morningside Heights** 1b. Development (project) number: **MA 29-1**
2. Activity type: Demolition ☐ **Disposition** ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ **Planned application** ☒
4. Date application approved, submitted, or planned for submission: **Unknown**
5. Number of units affected: No units affected; either vacant land/non-dwelling 6. Coverage of action (select one) ☒ **Part of the development** ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: **Unknown** b. Projected end date of activity: **Unknown**

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

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

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10. Conversion of Public Housing to Tenant-Based Assistance

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

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☐ 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)

Component 10 (B) Voluntary Conversion Initial Assessments

a. How many of the PHA's developments are subject to the Required Initial Assessments?

Two Developments are covered by this requirement.

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)?

One developments is elderly and/or disabled.

c. How many Assessments were conducted for the PHA's covered developments?

Two

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
NONE	

a. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

Analysis will be updated upon issuance of a Final Rule

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.)

The PHA has committed CFP consulting resources to resolving the transfer of ownership and/or sale of the remaining parcels of the MA29-2 development.

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.)

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Expires: 03/31/2002

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: **Morningside Heights** 1b. Development (project) number: **MA 29-1**
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☒ **Turnkey III** ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☒ **Approved; included in the PHA's Homeownership Plan/Program** ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: **Unknown**
5. Number of units affected: **50** 6. Coverage of action: (select one) ☐ Part of the development ☒ **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

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:

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)? If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

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

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

(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	No Requirement	
Section 8	No Requirement	

b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan

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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

The PHA has developed a Community Service Policy which is included in its ACOP and had added language to its federal lease concerning the requirement.

As of the development of this Housing Agency Plan for our fiscal year starting July 1, 2002, this requirement has been suspended and HUD has issued no guidance in any form regarding its re-implementation.

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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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

☒ Safety and security survey of residents (Feedback from RASS)
☒ 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)

MA29-3: Jubilee Apartments
MA29-5: Dower Square Apartments

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

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

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

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

MA29-3: Jubilee Apartments
MA29-5: Dower Square Apartments

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)

MA29-3: Jubilee Apartments
MA29-5: Dower Square Apartments

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14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The Authority has developed a “model” Pet Policy for which each development is required to make final choices concerning number and type of pets to be permitted. The intent of the approach is to permit each development to set specific parameters within a general framework for pet owner responsibilities.

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)?

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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?

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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

☐ 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.)

The Resident Commissioner of the PHA Board is appointed by the Mayor. The Resident Commissioner is a state-aided housing resident, which not sufficient to address the federal requirement. Therefore, the PHA has taken the necessary action steps to meet the exemption criteria.

3. Description of Resident Election Process

Four Members of the Board of Commissioners of the PHA are appointed by the Mayor and one Member of the Board of Commissioners is appointed by the State. One Member of the Board of Commissioners, appointed by the Mayor, is a Resident of the PHA.

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)

The Resident Commissioner of the PHA is appointed by the Mayor.

b. Eligible candidates: (select one)

☒ Any recipient of PHA assistance (see below)

☐ 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)

The Resident Commissioner of the PHA is appointed by the Mayor.

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)

Any recipient of PHA assistance (Public Housing or Section 8) may self-nominate him or her self to be appointed as a Resident Commissioner. The Resident Commissioner of the PHA is appointed by the Mayor.

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C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

The City of Pittsfield.

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

☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.*

☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

* ***The Consolidated Plan was one of several documents utilized by the PHA in addressing needs and in developing its 5 Year and Annual Plans.***

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

None

D. Other Information Required by HUD

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

A list of the RAB Membership and their address are as follows:

Public Housing RAB Members	
Name	Address
Michael Saleh	**65 Columbus Ave.; Apt. 703**
Annmarie Kiley	**253 Wahconah St.; Apt. 35**
Salvatore Lagrotteria	**65 Columbus Ave.; Apt. 510**
Section 8 RAB Members	
Name	Address
Donald Wroldson	**46 Hull Ave.**
Gail Becker	**315 Mandalay Rd.; Apt. 3**
Dianna Breuer	**501 South St.**
Kathleen Rawson	**441 Crane Ave.; Apt. 1**

Attachments

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

Attachments Submitted Electronically with Plan

Attachment 1: ***Capital Fund Program Annual Statement and 5-Year Action Plan*** **("MA029a01")**

Attachment 2: ***Performance& Evaluation Reports*** **("MA029b01")**

Attachment 3: ***Year 2 Agency Plan Progress Report*** **("MA029c01")**

Attachment 4: ***Resident Survey Follow-up Plan: Safety*** **("MA029d01")**

Certifications Submitted in Hard Copy form

Certification 1: ***PHA Plan Certification and Board Resolution***

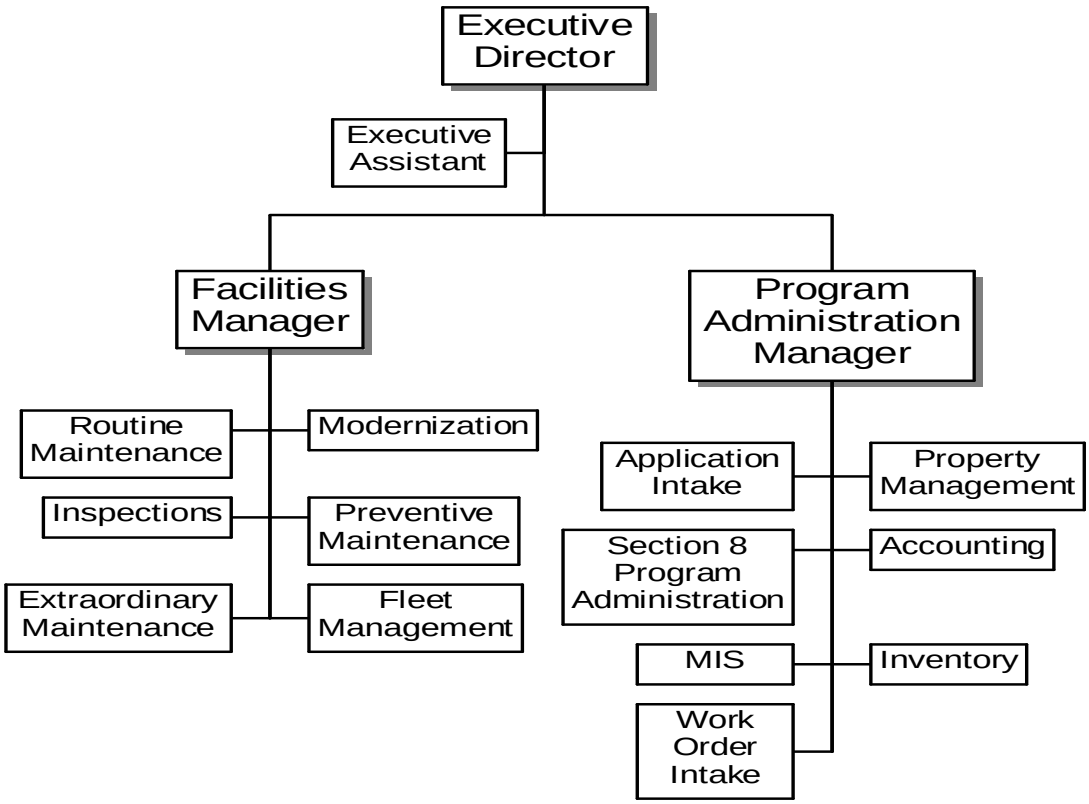
Certification 2: ***Consolidated Plan Certification***

Certification 3: ***HUD-50070 Drug-Free Workplace Certification***

Certification 4: ***SF-LLL Disclosure of Lobbying Activities Certification***

Certification 5: ***HUD-50071 Certification of Payments to Influence Federal Transactions***

Table of Organization



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Expires: 03/31/2002

Pittsfield Housing Authority PHA Plans

Attachment 1 (MA29a01)

The PHA's Capital Fund Program Annual Statement for 2002 and the 5-Year Action Plan for 2003-2006 are attached.

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

PHA Name: **Pittsfield**	Grant Type and Number Capital Fund Program Grant No: MA06-PO29-502-02 Replacement Housing Factor Grant No:	Federal FY of Grant: **7/1/02**

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	$26,753			
3	1408 Management Improvements Soft Costs	$35,000			
	Management Improvements Hard Costs	-			
4	1410 Administration	-			
5	1411 Audit	-			
6	1415 Liquidated Damages	-			
7	1430 Fees and Costs	10,000			
8	1440 Site Acquisition	-			
9	1450 Site Improvement	$120,000			
10	1460 Dwelling Structures	$70,000			
11	1465.1 Dwelling Equipment—Nonexpendable	-			
12	1470 Nondwelling Structures	-			
13	1475 Nondwelling Equipment	-			
14	1485 Demolition				
15	1490 Replacement Reserve	-			
16	1492 Moving to Work Demonstration	-			
17	1495.1 Relocation Costs	-			
18	1499 Development Activities	-			
19	1502 Contingency	5,772			
20	**Amount of Annual Grant: (sum of lines 1-19)**	**$267,525**			
21	Amount of line 19 Related to LBP Activities	-			
22	Amount of line 19 Related to Section 504 compliance	-			
23	Amount of line 19 Related to Security –Soft Costs	-			
24	Amount of Line 19 related to Security—Hard Costs	$137,424			
25	Amount of line 19 Related to Energy Conservation Measures	$40,000			
26	Collateralization Expenses or Debt Service	-			

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

PHA Name: **Pittsfield HA**		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:					**Federal FY of Grant: 7/1/01**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA-WIDE	Management Improvement #1: Year 4 Agency Plan Preparation and related Technical Assistance		1408	Lump Sum	$20,000				
PHA-WIDE	Rental Housing Needs Study		1408	Lump Sum	$15,000				
PHA-WIDE	Operations		1406	Lump Sum	$26,753				
	Contingency		1502	Lump Sum	$5,772				
MA 29-3	Security Improvements: Site Ltg., Security Cameras, Fencing, Landscaping, Smoke Alarms—Part of 2 Yr. Program.		1450	Lump Sum	$25,000				
MA 29-5	Security Improvements: Site Ltg., Security Cameras, Fencing, Landscaping, Smoke Alarms-- Part of 2 Yr. Program.		1450	Lump Sum	$95,000				
MA 29-5	Electric to Gas Conversion—Part of Multi-Yr. Program.		1460	Lump Sum	$40,000				
	Roof Repairs/Replacement—Part of Multi-Yr. Program.		1460	Lump Sum	$30,000				
TOTAL ALL	**See Above Items**				**$267,525**				

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

PHA Name: **Pittsfield HA**	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant: 7/1/02**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE Management Improvements and Operations	12/31/03			6/30/04			
MA 29-3	12/31/03			6/30/04			
MA 29-5	12/31/03			6/30/04			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name **Pittsfield HA**				☒**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY:	Work Statement for Year 3 FFY Grant: 2004 PHA FY:	Work Statement for Year 4 FFY Grant: 2005 PHA FY:	Work Statement for Year 5 FFY Grant: 2006 PHA FY:
PHA-WIDE Operations	See Annual Statement	$27,984 (10% of CFP) for Operations.	$27,984 (10% of CFP) for Operations.	$27,984 (10% of CFP) for Operations.	$27,984 (10% of CFP) for Operations.
PHA-WIDE Management Improvements	See Annual Statement	$25,000 for Agency Plan and related Technical Assistance	$25,000 for Agency Plan and related Technical Assistance	$25,000 for Agency Plan and related Technical Assistance	$25,000 for Agency Plan and related Technical Assistance
PHA-WIDE Physical Improvements	See Annual Statement	N/A	$50,000 for New Maintenance Facility (3 Year Program)	$146,176 for New Maintenance Facility (3 Year Program)	$53,824 for New Maintenance Facility (End of Program)
MA 29-2	See Annual Statement	30,000 for Demolition & Site Prep			
MA 29-3	See Annual Statement	$25,000 to Upgrade Community Room	$50,000 for Unit Utility, Laundry Room, and Closet Upgrades	$50,000 for Roof Repair and Replacement	$30,032 for Various Physical Improvements
MA 29-5	See Annual Statement	$40,000 for Gas Conversion (Phase I)) $21,856 for Roofs (Multi-Yr. Prog.) $90,000 for Rewiring Aluminum Electrical Service $50,000 for New Playground	$89,320 for Gas Conversion (Phase II) $37,536 for Roofs (End of Program)	$30,680 for Gas Conversion (Phase III)	$57,000 for Various Physical Improvements
MA 29-6	See Annual Statement	N/A	N/A	N/A	$86,000 for Various Physical Improvements
Total CFP Funds (Est.)	$267,525	$267,525	$267,525	$267,525	$267,525
Total Replacement Housing Factor Funds	N/A	N/A	N/A	N/A	N/A

Pittsfield Housing Authority PHA Plans

Attachment 2 (MA29b06)

The PHA's FY 2002 Performance and Evaluation Report and Revised Annual Statement is attached.

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

PHA Name: **Pittsfield**	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: **7/1/00**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no: 1)**
☒ **Performance and Evaluation Report for Period Ending: 12/2001** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	$27,984	$27,984	$ 12,548	$ 0
3	1408 Management Improvements Soft Costs	$25,000	$40,000	$ 22,900	$ 14,500
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	-	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	$10,000	$10,000	$ 7,536d	$0
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	$166,856	$151,856	$ 0	$0
10	1460 Dwelling Structures	$25,000	$25,000	$ 0	$0
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	$25,000	$25,000	$0	$0
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
20	**Amount of Annual Grant: (sum of lines 1-19)**	**$279,840**	**$279,840**	$ 42,984	$ 14,500
21	Amount of line 19 Related to LBP Activities	-	-	-	-
22	Amount of line 19 Related to Section 504 compliance	-	-	-	-
23	Amount of line 19 Related to Security –Soft Costs	-	-	-	-
24	Amount of Line 19 related to Security—Hard Costs	$166,856	$151,856	$0	$0
25	Amount of line 19 Related to Energy Conservation Measures	$10,000	$10,000	$0	$0
26	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: **Pittsfield**		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:					**Federal FY of Grant: 7/1/00** **P&E Report and Revision 1**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	**Revised**			
PHA-WIDE	Operations		1406	10% CFP	$27,984	$27,984			
PHA-WIDE	Management Improvement #1: Marketing/Brochures		1408	Lump Sum	$15,000	$15,000			
PHA-WIDE	Management Improvement #2: Resolution MA 29-2 Homeownership Issues		1408	Lump Sum	$10,000	$10,000			
PHA-WIDE	Management Improvement #3: Year 2 Agency Plan and related Technical Assistance		1408	Lump Sum	$0	$15,000			
MA 29-3	Security Improvements: Site Ltg., Security Cameras, Fencing, Landscaping, Smoke Alarms		1450	Lump Sum	$50,000	$45,000			
MA 29-5	Electric to Gas Conversion		1430	Lump Sum	$10,000	$10,000			
MA 29-5	Security Improvements: Site Ltg., Security Cameras, Fencing, Landscaping, Smoke Alarms		1450	Lump Sum	$91,856	$81,856			
MA 29-5	Roof Repairs/Replacement		1460	Lump Sum	$25,000	$25,000			
MA 29-6	Security Improvements: Site Ltg., Security Cameras		1450	Lump Sum	$25,000	$25,000			
MA 29-6	Main Electric Circuit Breaker		1475	Lump Sum	$25,000	$25,000			
TOTAL ALL	**See Above Items**				**$279,840**	**$279,840**			

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

PHA Name: **Pittsfield**	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant: 7/1/00** **P&E Report and Revision 1**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE Management Improvements and Operations	3/31/02	3/31/02		3/31/03	3/31/03		N/A
MA 29-3	3/31/02	3/31/02		3/31/03	3/31/03		N/A
MA 29-5	3/31/02	3/31/02		3/31/03	3/31/03		N/A
MA 29-6	3/31/02	3/31/02		3/31/03	3/31/03		N/A

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

PHA Name: **Pittsfield**	Grant Type and Number Capital Fund Program Grant No: MA06-PO29-502-01 Replacement Housing Factor Grant No:	Federal FY of Grant: **7/1/01**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 12/31/2001** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	$20,000		$ 0	$ 0
3	1408 Management Improvements Soft Costs	$40,000		$ 0	$ 0
	Management Improvements Hard Costs	-			
4	1410 Administration	-			
5	1411 Audit	-			
6	1415 Liquidated Damages	-			
7	1430 Fees and Costs	11,000		$ 0	$ 0
8	1440 Site Acquisition	-			
9	1450 Site Improvement	$130,000		$ 0	$ 0
10	1460 Dwelling Structures	$70,000		$ 0	$ 0
11	1465.1 Dwelling Equipment—Nonexpendable	-			
12	1470 Nondwelling Structures	-			
13	1475 Nondwelling Equipment	-			
14	1485 Demolition	-			
15	1490 Replacement Reserve	-			
16	1492 Moving to Work Demonstration	-			
17	1495.1 Relocation Costs	-			
18	1499 Development Activities	-			
19	1502 Contingency	$ 8,840		$ 0	$ 0
20	**Amount of Annual Grant: (sum of lines 1-19)**	**$279,840**		**$ 0**	**$ 0**
21	Amount of line 19 Related to LBP Activities	-			
22	Amount of line 19 Related to Section 504 compliance	-			
23	Amount of line 19 Related to Security –Soft Costs	-			
24	Amount of Line 19 related to Security—Hard Costs	$137,424			
25	Amount of line 19 Related to Energy Conservation Measures	$40,000			
26	Collateralization Expenses or Debt Service	-			

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

PHA Name: **Pittsfield**		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:					**Federal FY of Grant: 7/1/01**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA-WIDE	Management Improvement #1: Year 3 Agency Plan Preparation and related Technical Assistance		1408	Lump Sum	$25,000				
PHA-WIDE	Management Improvement #2: Consultant and Legal Technical Assistance to Establish Non-Profit		1408	Lump Sum	$15,000				
PHA-WIDE	Operations		1406	Lump Sum	$20,000				
PHA-WIDE	Contingency		1502	Lump Sum	$8,840				
MA 29-3	Security Improvements: Site Ltg., Security Cameras, Fencing, Landscaping, Smoke Alarms—Part of 2 Yr. Program.		1450	Lump Sum	$25,000				
MA 29-5	Security Improvements: Site Ltg., Security Cameras, Fencing, Landscaping, Smoke Alarms-- Part of 2 Yr. Program.		1450	Lump Sum	$105,000				
MA 29-5	Electric to Gas Conversion—Part of Multi-Yr. Program.		1460	Lump Sum	$40,000				
	Roof Repairs/Replacement—Part of Multi-Yr. Program.		1460	Lump Sum	$30,000				
TOTAL ALL	**See Above Items**				**$279,840**				

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

PHA Name: **Pittsfield**	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant: 7/1/01**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE Management Improvements and Operations	12/31/02			6/30/03			
MA 29-3	12/31/02			6/30/03			
MA 29-5	12/31/02			6/30/03			

Pittsfield Housing Authority PHA Plans

Attachment 3 (MA029c01)

The PHA's Year 2 Agency Plan Progress Report is attached.

Pittsfield Housing Authority

Year 2 (FFY 2001) Agency Plan Progress Report

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1. **Implemented the Pet Policy through a development driven process in which the residents of each development selected the specific types of pets that they want to allow at their development.**

2. **The PHA has made substantial process of closing-out and resolving the remaining issues of the outstanding homeownership program under MA 29-2. This includes an agreement of intent to transfer the surplus land to the City of Pittsfield as open space.**

3. **The PHA completed the process of designing and implementing a marketing campaign for its federal housing programs.**

Statement Concerning Issues Identified through RASS

As part of the RASS, the categories of Security and Communication showed scores that required an Action Plan by the Pittsfield Housing Authority.

It was evident from the site specific data that these issues were most salient for the two family developments.

The issue of security is especially important given the termination of the Public Housing Drug Elimination Program (PHDEP), which has provided specific resources to target crime and security in public housing.

The issue of communication is both related to the issue of security and to the larger issue of customer service.

Even prior to the current RASS, the Authority has identified the need for a series of activities to improve customer service. These include:

- Improved site lighting and the installation of camera systems at the two family developments.
- Continued efforts to meet with residents on a periodic basis and to help the residents organize and sustain watch program activities.
- A review of existing lease enforcement policies and procedures to identify options for simplification and/or clarification.

We anticipate that over the next twelve months that these activities plus others will help to perforate the perceived barriers to communication between the Authority and its clientele base.