

PHAPlans

5YearPlanforFiscalYears2000 -2004
AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan
Agency Identification**

PHAName: Franklin County Regional Housing and Redevelopment Authority

PHANumber: MA094

PHAFiscalYearBeginning: 10/2002

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHAF ISCAL YEARS 2000 -2004
[24CFRPart903.5]

A.Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: **The FCRHRA exist to ensure the availability of affordable, safe, decent and sanitary housing for low and moderate income households and individuals. The Authority accomplishes this by the creative use and effective administration of State and Federal housing programs in a manner that best meets the housing needs of its service area. The Authority serves all of Franklin County, working with the private sector, local elected officials and other local housing authorities.**

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURE SOFSUCCESS IN REAC HING THEIR OBJECTIVE S OVERTHE COURSE OFT HE 5 YEARS** .(Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHA should identify these measures in the space to the right of or below wth the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing Objectives
- Apply for additional rental vouchers: **FCRHRA will apply for additional rental vouchers whenever available and appropriate.**
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other **Through its non -profit, Rural Development, Inc., the FCRHRA builds new homes for low and moderate income families using a modified self -help housing program. Low cost mortgages are available through USDA Rural Development.**
- PHA Goal: Improve the quality of assisted housing Objectives:
- Improve public housing management: (PHAS score)

Improve voucher management: (SEMA P score) **FCRHRA will attain a satisfactory SEMA P score.**

Increase customer satisfaction:

Concentrate effort to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections) **MTC S reporting and rent reasonableness**

Renovate or modernize public housing units:

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling: **All tenant -based clients will continue to be briefed regarding mobility options and benefits.**

Conduct outreach effort to potential voucher landlords **FCRHRA will continue to participate in meetings of the local landlord business association; has and will continue to maintain an updated "Fact Sheet for Landlords" to keep landlords abreast of new changes in the Section 8 program. All landlords, new and existing, are routinely invited to attend private and/or client briefing sessions to enhance their program knowledge.**

Increase voucher payment standards **FCRHRA has and will continue to increase voucher payment standards to keep up with rental market changes for all towns throughout its jurisdiction.**

Implement voucher homeownership program: **FCRHRA is currently working in cooperation with another local housing authority to form a homeownership program.**

Implement public housing or other homeownership programs:

Implement public housing site -based waiting lists:

Convert public housing to vouchers:

Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Implement public housing security improvements:

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:
 - Provide or attract support services to improve assistance recipients' employability:
 - Provide or attract support services to increase independence for the elderly or families with disabilities.
 - Other: (list below) **Through FCRHRA's Family Self Sufficiency Program, families will be encouraged to attain self-sufficiency by achieving their agreed upon goals.**

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below) **FCRHRA will continue to operate its tenant-based program in full compliance with all equal opportunity laws and regulations.**

Other PHA Goals and Objectives: (list below)

1. **To manage FCRHRA's tenant-based program efficiently and effectively to ensure a standard performance rating under SEMAP.**
 - **To achieve and sustain a utilization rate of 95% by September 30, 2004**
 - **To establish and operate a successful Home Ownership Program by September 30, 2004**

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24CFR Part 903.79(r)]

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

The annual plan details the needs for housing assistance and the policies implemented by the Franklin County Regional Housing and Redevelopment Authority (FCRHRA) in operating its Section 8 Housing Choice Voucher Program. In its continued efforts to gain additional resources to meet housing needs in its jurisdiction, the FCRHRA recently applied for 130 fair share vouchers and is in the process of applying for an additional 75 mainstream vouchers for people with disabilities. In addition to the extensive outreach that is currently in place, the FCRHRA has expanded its outreach efforts to include offering a routine informational meeting to local landlords, social service agencies, advocacy groups and state agencies. The meetings occur on a quarterly basis, and they are organized and conducted by the Leased Housing Staff for landlords and all interested social service and advocacy groups. All parties are invited to attend these informational meetings concerning various housing topics of popular interest. The most recent meeting focused on housing discrimination and the next meeting will be about the newest regulations concerning lead paint. As a result of these meetings, we have recognized a substantial increase in new landlord & property management interest to participate in our programs and list their rentals for our clients.

The FCRHRA continues to monitor all rental market areas within its jurisdiction and utilizes a 110% of the FMR standards for all towns in our area and 120% for our single town that falls within the metropolitan area.

FCRHRA is also proud of its FSS program, which is a joint effort of the Greenfield Housing Authority (GHA) and FCRHRA. The FSS program participant population has grown substantially and the program has proven itself very successful. Due to the success of the FSS program, the FCRHRA recently joined the GHA to form a Housing Choice Voucher Homeownership program that will be offered to all FSS participants. The administrative plan and program tools are currently under way and an introductory program meeting to invite all area banks & loan companies, realtors, appraisers, area

advocacy groups, and etc. has been planned. We have several FSS families who have expressed an interest in the participation of this program and others who are ready to begin now; with this enthusiasm, we look forward to the success of this program.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

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Attachments

Attachment A – FCRHRA Organizational Chart

Attachment B – Certification of Consistency with the Consolidated Plan

Attachment C – FCRHRA Residency Advisory Board Members

Attachment D – Section 8 Homeownership Capacity Statement

Attachment E – Progress in meeting the 5-year plan’s mission & Goals statement

Attachment F – Resident Membership on the FCRHRA Governing Board

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

Required Attachments:

Admissions Policy for Deconcentration **FCRHRA’s jurisdiction includes 26 towns in Franklin County. Only one, the Town of Sunderland, is in a metropolitan area. Sunderland is a college town, located within the “Five College” western Massachusetts area that is considered a very desirable housing location. The quality of the housing**

within this area does not portray it as an area of poverty and minority concentration. It is a very sought after area for people who wish to avail themselves to better job and educational opportunities. It is also one of few towns within rural Franklin County where public transportation is available. In 1998, the FCRHRA received a waiver from HUD to exceed the FMR/Payment Standard by 20%. To date, the FCRHRA continues to use that approval, however in the recent 1-2 years this waiver has proved to be insufficient for the client population who wish to reside in this town, to successfully locate affordable housing. As a result, HRA plans to again apply to HUD for a waiver of the payment standards.

(No attachment provided.)

- FY 2000 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart **Attachment A: FCRHRA Organizational Chart (Filename: MA_014a01.xls) Note: file is a Powerpoint document.**
- FY 2000 Capital Fund Program 5 Year Action Plan
- 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)

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
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XX	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 jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
XX	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
N/A	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	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
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 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
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	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
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	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 HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> 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
XX	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 residents services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP Application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1347	5	5	5	3	3	3
Income > 30% but <= 50% of AMI	1116	5	5	5	3	3	3
Income > 50% but < 80% of AMI	965	3	4	3	3	3	3
Elderly	752	4	2	2	2	1	3
Families with Disabilities	Data not available	5	5	5	5	5	5
Black/Non-Hisp	37	5	5	5	3	3	3
Hispanic	71	5	5	5	3	3	3
White & other	9171	5	5	5	3	3	3

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information) **1990 U.S. Census**

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1554		47%
Extremely low income <= 30% AMI	507	33%	
Very low income (>30% but <=50% AMI)	1033	67%	
Low income (>50% but <80% AMI)	10	.006%	
Families with children	842	54%	
Elderly families	13	.008%	
Families with Disabilities	531	34%	
White	978	63%	
Black/non-hispanic	200	13%	
American Indian	15	.010%	
Hispanic	200	13%	
Asian 6.003%			
Other 15.10%			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			

Housing Needs of Families on the Waiting List			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Partially closed since 2/20/02 Does the PHA expect to re-open the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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) **FCRHRAserves non -elderly/disabled single individuals**

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 voucher target ed 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) **In March of 2002, we applied for 130 Fairshare vouchers and we are currently preparing an application for 75 Mainstream Disability Vouchers; working closely with advocacy groups and state agencies serving and representing people with disabilities.**

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

[24CFR Part 903.79(b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant -Based Assistance	2,979,769	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self - Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	-0-	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	-0-	
4. Other income (list below)	-0-	
4. Non -federal sources (list below)	-0-	
Total resources	2,979,769	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

Exemptions: PHA 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)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history

- Housekeeping
- Other(describe)

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes?(either directly or through an NCIC - authorized source)

(2)WaitingListOrganization

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

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

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

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

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

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

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

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

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

- PHA main administrative office
- All PHA development management offices

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontr ibutetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Relationshipofpreferencestoincome targeting requirements:

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet incometargeting requirements

(5)Occupancy

a.Whatreferencematerialscanapplicant sandresidentsusetooobtaininformation abouttherulesofoccupancyofpublichousing(selectallthatapply)

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

b.HowoftenmustresidentsnotifythePHAofchangesinfamilycomposition? (selectallthatapply)

- Atanannualreexaminationandleaserenewal
- Anytimefamilycompositionchanges
- Atfamilyrequestforrevision
- Other(list)

(6)DeconcentrationandIncomeMixing

- a. Yes No:DidthePHA'sanalysisofitsfamily(generaloccupancy) developmentstodetermineconcentrationsofpovertyindicatethe needformeasurestopromotedeconcentrationofpovertyor incomemixing?

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below) **History of fraud in public or Section 8 housing, where information is available to FCRHRA.**

In addition to requesting CORI history on all applicants 17 & over, the FCRHRA will screen all new applicants from the age of 6 & above for Sex Offender Records.

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

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

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

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

- Criminal or drug -related activity
- Other (describe below) **Currently, the FCRHRA shares prior tenant history with FCRHRA (in Authority -owned properties) and current address of tenant.**

In addition, to avoid repeated program violators and fraudulent activity, the FCRHRA will begin to work with the RAB to establish a policy whereby we will avail prospective landlords such facts as client violations of the family obligations as they pertain to property damages and/or lease violations.

(2)WaitingListOrganization

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

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

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

- PHA main administrative office
- Other (list below)

(3)SearchTime

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

If yes, state circumstances below: **Due to the lack of affordable and suitable housing, initial vouchers are reissued for a full 120 day period. If a client can demonstrate that s/he has actively pursued a housing search but cannot find a unit, or that s/he has a family hardship, the FCRRHRA will also grant an extension of up to the HUD maximum 180 day limit.**

(4)AdmissionsPreferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)

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

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

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

5. If the PHA 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
- *Previous to the new rule, FCRHRA submitted a request for HUD approval that was reviewed and verbally approved based on the FCRHRA's ability to demonstrate compliance with non-discrimination and equal opportunity requirements. Our current policy was established in April of 2002 in accordance with the Housing Choice Voucher program guidebook; residency preferences are permitted and no longer require HUD approval.

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 admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

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

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

- Through published notices

Other (list below) **Contact relevant social service programs, state agencies, non-profits, advocacy groups and other housing authorities/agencies.**

4.PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A.Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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(listbelow)

3. Selectthespaceorspaces thatbestdescribehowsyouarriveatceilingrents(select allthatapply)

- Marketcomparabilitystudy
- Fairmarketrents(FMR)
- 95thpercentilerents
- 75percentofoperatingcosts
- 100percentofoperatingcostsforgeneraloccupancy(family)developments
- Operatingcostsplusdebtservice
- The“rentalvalue”oftheunit
- Other(listbelow)

f.Rentredeterminations:

1. Betweenincomereexaminations,howoftenmusttenantsreportchangesinincome orfamilycompositiontothePHA suchthatthechangesresultin anadjustmentto rent?(selectallthatapply)

- Never
- Atfamilyoption
- Anytimethefamilyexperiencesanincomeincrease
- Anytimeafamilyexperiencesanincomeincreaseaboveathresholdamountor percentage:(ifselected,specifythreshold)_____
- Other(listbelow)

g. Yes No: DoesthePHAplantoimplementindividualsavingsaccountsfor residents(ISAs)asanalternativetotherequired12month disallowanceofearnedincomeandphasinginofrentincreases inthenextyear?

(2)FlatRents

1. Insettingthemarket-basedflatrents,whatsourcesofinformationdidthePHAuse toestablishcomparability?(selectallthatapply.)

- Thesection8rentreasonablenessstudyofcomparablehousing
- Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassistedunitsintheneighborhood
- Other(list/describewhatbelow)

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR **(for 24 towns in Franklin County)**
- Above 110% of FMR (if HUD approved; describe circumstances below) **Town of Sunderland falls within the Springfield, MA SMSA, but the rental market in the town is driven up by its proximity to the "Five -College Area" of Amherst and Northampton, MA.**

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) **The FCRHRA routinely reevaluates its payment standards when it is recognized that at least 40% of its client population is paying greater than 30% of its family's monthly adjusted income for their rental shares.**

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) **Changes in rent a l market**

(2) Minimum Rent

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

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

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below) **All “0” income voucher participants are advised of their option to file for a hardship exemption to avoid the \$25 minimum requirement. In addition, all “0” income participants are required to report in writing, their “0” income status on a regular monthly basis.**

5. Operations and Management

[24 CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning 2002	Expected Turnover

PublicHousing	N/A	
Section8Vouchers	489	
Section8Ce rtificates	0	
Section8ModRehab		
SpecialPurposeSection 8Certificates/Vouchers (listindividually)	8enhancedvouchers 25mainstream disabilityvouchers	
PublicHousingDrug EliminationProgram (PHDEP)	N/A	
OtherFederal Programs(list individually)	Appliedfor130fair sharevouchers,&in processofapplyingfor 75mainstream disabilityvouchers	

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.

oks

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

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

Minutes of meetings of the FCRHRA Board of Commissioners

6. PHAG Grievance Procedures

[24 CFR Part 903.79(f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

A. Capital Fund Activities

Exemptions from sub -component 7A: 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 as Attachment (state name)

-or-

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

(2) Optional 5 -Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

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

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

[24 CFR Part 903.79(i)]

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

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

2. Activity Description

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

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

1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u> (DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 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 as streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

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

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment?

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

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

C. Reserved for Conversions pursuant to Section 330 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

1. Yes No: DoesthePHAplantoadministeraSection8Homeownership programpursuanttoSection8(y)oftheU.S.H.A.of1937,as implementedby24CFRpart982?(If“No”,skiptocomponent 12;if“yes”,describeeachprogramusingthetablebelow(copy andcompletequestionsforeachprogramidentified),unlessthe PHAiseligibletocompleteastreamlinedsubmissiondueto highperformerstatus. **Highperforming PHAs** mayskipto component12.)

2. Program Description: InconjunctionwithaneighboringPHA,GreenfieldHousingAuthority(GHA), theFCRHRAhasestablishedaHomeOwnershipprogramthatwillbeofferedtoFSSparticipantsona firstcome,firstservedbasis.FCRHRAoffersafirsttimehomebuyer counselingprogram.Inour effortstogathercommunitysupportforthehomeownershipprogram,theFCRHRA&theGHAwillbe sponsoringourfirstcommunitymeetingwherebylocalbanks,realtors,socialservice agencies, governmentagencies&othergroupshavebeeninvitedtoattendandassistuswiththesuccessful developmentofourhomeownershipprogram.

a. Size of Program

Yes No: WillthePHAlimitthenumberoffamiliesparticipatinginthe section8homeownershipoption?

Iftheanswertothequestionabovewasyes,whichstatementbestdescribesthe numberofparticipants?(selectone)

- 25orfewerparticipants
- 26- 50participants
- 51to100participants
- morethan100participants

b. PHA -establishedeligibilitycriteria

Yes No: WillthePHA’sprogramhaveeligibilitycriteriaforparticipationin itsSection8HomeownershipOptionprograminadditiontoHUD criteria?

Ifyes,listcriteriabelow:

TheFCRHRAwilloffertheSection8Homeownershipoptiontoall currentandnewparticipantsoftheFSSprogram.

12. PHA Community Service and Self -sufficiency Programs

[24CFRPart903.79(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 entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive

services(ascontemplatedbysection12(d)(7)ofthe HousingAct of1937)?

Ifyes,whatwasthedatethatagreementwassigned? DD/MM/YY

2.OthercoordinationeffortsbetweenthePHAandTANFagency(selectallthat apply)

- Clientreferrals
- Informationsharingregardingmutualclients(forrentdeterminationsand otherwise)
- Coordinatetheprovisionofspecificsocialandsel -sufficiencyservicesand programstoeligiblefamilies
- Jointlyadministerprograms
- Partner toadministeraHUDWelfare -to-Workvoucherprogram
- Jointadministrationofotherdemonstrationprogram
- Other(describe)

B. Servicesandprogramsofferedtoresidentsandparticipants

(1)General

a.Self -SufficiencyPolicies

Which,ifanyofthefollowingdiscretionarypolicieswillthePHAemployto enhancetheeconomicandsocialsel -sufficiencyofassistedfamiliesinthe followingareas?(selectallthatapply)

- Publichousingrentdeterminati onpolicies
- Publichousingadmissionspolicies
- Section8admissionspolicies
- Preferenceinadmissiontosection8forcertainpublichousingfamilies
- Preferencesforfamiliesworkingorengagingintrainingoreducation programsfornon -housingprogramsoperatedorcoordinatedbythe PHA
- Preference/eligibilityforpublichousinghomeownershipoption participation
- Preference/eligibilityforsection8 homeownershipoptionparticipation
- Otherpolicies(listbelow)

b.EconomicandSocialsel -sufficiencyprograms

Yes No: DoesthePHAcoordinate,promoteorprovideany programtoenhancetheeconomicandsocialsel - sufficiencyofresidents?(If“yes”,completethefollowing table;if“no”skiptosub -component2,FamilySelf

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/ PH main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<i>The learning center provides a wider range of education programs; eg: English as a second language, computer training, enrichment opportunities, life skills, parenting, self-esteem, mediation, college info, health, enrichment activities and conflict resolution, etc</i>	<i>6-12 per session</i>	<i>Self select</i>	<i>TLC at Oak Courts, Greenfield, MA</i>	<i>FSS only</i>
Case Management, individualized personal coaching regarding goals, job skills, education, etc.	One on one	Required to participate	Greenfield Housing Authority @ Elm Terrace, Greenfield, MA	FSS only
Section 8 Homeownership training programs	One on one	Required to participate	Greenfield Housing Authority @ Elm Terrace, Greenfield, MA	FSS only

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	10	24 participants as of 5/31/02

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

the steps the PHA plan to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

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

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

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

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

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

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

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

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

1. List the crime prevention activities the PHA has undertaken or plan 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)

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)

- Policeregularlytestifyinandotherwisesupportevictioncases
 - PoliceregularlymeetwiththePHAmangementandresidents
 - AgreementbetweenPHAandlocalawenforcementagencyforprovisionof above-baselinelawenforcementservices
 - Otheractivities(listbelow)
- 2.Whichdevelopmentsaremostaffected?(listbelow)

D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan

PHAseligibleforFY2000PHDEPfundsmustprovideaPHDEPPlanmeetingspecifiedrequirements priortoreceiptofPHDEPfunds.

- Yes No: IsthePHAeligibletoparticipateinthePHDEPinthefiscalyear coveredbythisPHAPlan?
- Yes No: HasthePHAincludedthePHDEPPlanforFY2000inthisPHA Plan?
- Yes No: ThisPHDEPPlanisanAttachment.(AttachmentFilename:___)

14.RESERVEDFORPETPOLICY

[24CFRPart903.79(n)]

15.CivilRightsCertifications

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance withthePHAPlansandRelatedRegulations.

16.FiscalAudit

[24CFRPart903.79(p)]

- 1. Yes No: IsthePHArequiredtohaveanauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))? (Ifno,skiptocomponent17.)
- 2. Yes No: WasthemostrecentfiscalauditsubmittedtoHUD?
- 3. Yes No: Werethereanyfindingsastheresultofthataudit?
- 4. Yes No: Iftherewereanyfindings,doanyremainunresolved? Ifyes,howmanyunresolvedfindingsremain?_____
- 5. Yes No: Haveresponsestoanyunresolvedfindingsbeensubmittedto HUD? Ifnot,wh enaretheydue(statebelow)?

17.PHA Asset Management

[24CFR Part 903.79(q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

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

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached as Attachment (Filename)
 - 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:(listbelow)

B.DescriptionofElectionprocessforResidentsonthePHABoard

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **(Commonwealth of Massachusetts Plan for Franklin County, written by the MA Department of Housing and Community Development)**

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)

- ThePHAhasbaseditsstatementofneedsoffamiliesinthejurisdictiononthe needsexpressedintheConsolidatedPlan/s.
- ThePHAhasparticipatedinanyconsultationprocessorganizedandofferedby theConsolidatedPlanagencyinthedevelopmentoftheConsolidatedPlan.
- ThePHAhasconsultedwiththeConsolidatedPlanagencyduringthe developmentofthisPHAPlan.
- ActivitiestobeundertakenbythePHAinthecomingyearareconsistentwith theinitiativescontainedintheConsolidatedPlan.(listbelow)

Other:(listbelow)

4.TheConsolidatedPlanofthejurisdictionssupportsthePHAPlanwiththefollowing actionsandcommitments:(describebelow)

Theconsolidatedplanofthejurisdictionstateshatthereisaneedforadditional affordablehousingbecauseofthelowincomesofwageearnersinWestern Massachusetts.Therefore,theconsolidatedplansupportsFCRHRA’s applicationforadditionalincrementalunitsofSection8vouchersandspecial programsmeetingtheneedsofpeoplewithdisabilities.TosupportFCRHRA’s efforts,theCommonwealthofMAalsoprovidesadditionalstateresources, includingtheMassachusettsRentalVoucherProgram,theHousingInnovation Fund,statetaxcreditsforthe creationofhousingforlowincomefamilies,etc.

D.OtherInformationRequiredbyHUD

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

Attachments

- Attachment A –Organizational Chart
- Attachment B –Certification by State of FCRHRA’s Consistency with the Consolidated Plan
- Attachment C –Membership of the Resident Advisory Board
- Attachment D –Section 8 Homeownership Capacity Statement
- Attachment E –Progress in Meeting the 5-Year Plan’s Mission & Goals
- Attachment F –Resident Membership on the PHA Governing Board

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

PHA Plan Table Library

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

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

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

Original Annual Statement

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

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

**AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

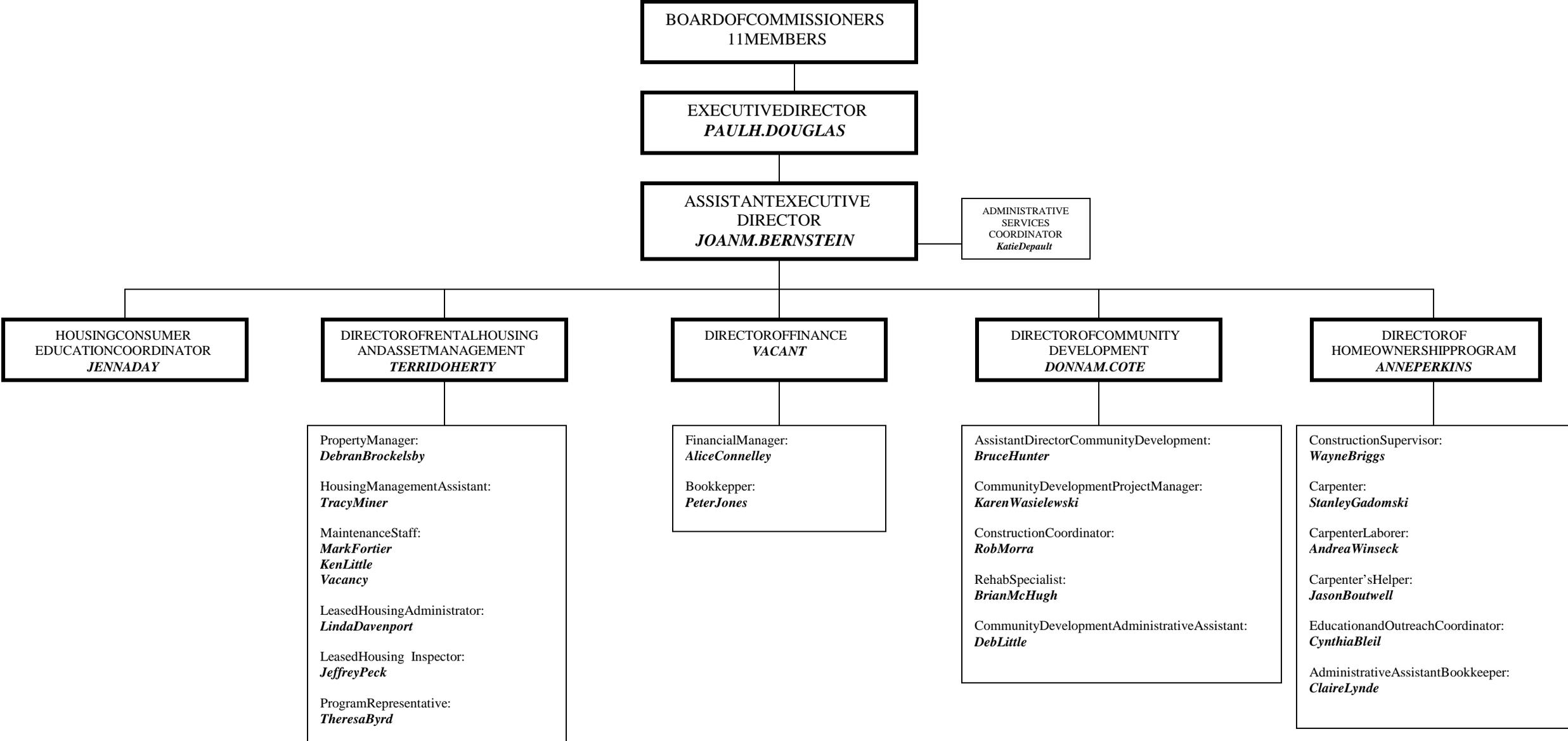
Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

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

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

ORGANIZATIONAL CHART

FRANKLIN COUNTY REGIONAL HOUSING AND REDEVELOPMENT AUTHORITY



BOARD OF COMMISSIONERS
11 MEMBERS

EXECUTIVE DIRECTOR
PAUL H. DOUGLAS

ASSISTANT EXECUTIVE DIRECTOR
JOAN M. BERNSTEIN

ADMINISTRATIVE SERVICES COORDINATOR
Katie Depault

HOUSING CONSUMER EDUCATION COORDINATOR
JENNADAY

DIRECTOR OF RENTAL HOUSING AND ASSET MANAGEMENT
TERRIDO HERTY

DIRECTOR OF FINANCE
VACANT

DIRECTOR OF COMMUNITY DEVELOPMENT
DONNAM COTE

DIRECTOR OF HOMEOWNERSHIP PROGRAM
ANNE PERKINS

Property Manager:
Debran Brockelsby

Housing Management Assistant:
Tracy Miner

Maintenance Staff:
Mark Fortier
Ken Little
Vacancy

Leased Housing Administrator:
Linda Davenport

Leased Housing Inspector:
Jeffrey Peck

Program Representative:
Theresa Byrd

Financial Manager:
Alice Connelley

Bookkeeper:
Peter Jones

Assistant Director Community Development:
Bruce Hunter

Community Development Project Manager:
Karen Wasielewski

Construction Coordinator:
Rob Morra

Rehab Specialist:
Brian McHugh

Community Development Administrative Assistant:
Deb Little

Construction Supervisor:
Wayne Briggs

Carpenter:
Stanley Gadowski

Carpenter Laborer:
Andrea Winseck

Carpenter's Helper:
Jason Boutwell

Education and Outreach Coordinator:
Cynthia Bleil

Administrative Assistant Bookkeeper:
Claire Lynde



**FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT
AUTHORITY**

42 CANAL RD • P O Box 30 • TURNERS FALLS, MA 01376
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email:tdoherty@fcrhra.org

ATTACHMENT C

**SECTION 8 HOUSING CHOICE VOUCHER RESIDENCY ADVISORY
BOARD MEMBERS**

**Carolyn Chandler
164 Montague City Road
Turners Falls, MA 01376**

**Olivia Connor
27 Hadley Road
Apt. 185
Sunderland, MA 01375**

**Evelyn Martin Gore
287 Williamsburg Road
Conway, MA 01341**

**Caridad Santiago
419 E. River Street
Apt. #405
Orange, MA 01364**

**Joan Scott
16 K Street
Turners Falls, MA 01376**

**Carole Webb
86 Packard Road
Apt. #2
Orange, MA 01364**

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Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure

Equal Housing Opportunity



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ATTACHMENT D –Section 8 Homeownership Capacity Statement

In addition to those rental assistance & public housing programs typically administered by a public housing authority, the Franklin County Regional Housing & Redevelopment Authority (HRA) currently administers CDBG housing rehabilitation projects, homebuyer counseling programs, community development municipal assistance, rehab financing, homeownership and public infrastructure programs in the 26 town Franklin County region. The HRA's non-profit affiliate, Rural Development Inc., offers first-time homebuyer programs as well as new construction and self-help housing programs for lower income buyers.

In conjunction with a neighboring PHA, Greenfield Housing Authority (GHA), the HRA has established a Section 8 Homeownership program that is being offered to Family Self-Sufficiency (FSS) participants. A participant must be a Section 8 recipient in good standing, must have been an FSS program participant for a minimum of one year and must meet all of the program qualifications as outlined in the HRA & GHA's Homeowner Obligation Statements, and Administrative Plan.

The Administrative plan for the Homeownership programs specifies all of the program requirements necessary to implement the program. To date, the program has been introduced and positively received by area banks, loan companies, realtors, appraisers, advocacy groups, etc. In addition, an informational meeting will be held in the very near future for the current FSS participants. Upon completion of this introductory meeting, we will ascertain the extent of client interest and/or eligibility to participate. To assist our current FSS Coordinator with the successful operation of this program, a joint application for additional program assistance was recently prepared and submitted by the GHA & HRA.

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As a part of the program requirements, all Home Ownership Program participants will be required to attend and successfully complete the HRA's First-Time Homebuyer Educational Workshops prior to purchasing their home as well as post-purchase counseling after they've become homeowners. To be eligible for the Homeownership program a participant must meet the minimum income requirements as outlined under HUD's First Time Homebuyer definition. In addition, with the exception of elderly households or families comprised of a person with a disability, at least one adult in the family must be employed and have been employed for at least one year prior to participation. The families will be encouraged to use their FSS escrow earnings to secure a down payment and they will be required to obtain mortgage financing on their own from lenders using generally accepted private sector underwriting standards. HRA will make payments directly to the mortgage lender. In addition, the HRA will require that a family maintain (for a period of five years) an escrow account of \$3,000 for unforeseen house system repairs.

At this time, we feel confident that we have the tools and skills required to successfully implement the homeownership program in our community.



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ATTACHMENTE

Progress in Meeting the 5 -Year Plan's Mission & Goals

To remain consistent with its goal to ensure the availability of affordable, safe, decent and sanitary housing for low -income households and individuals, the Franklin County Regional Housing & Redevelopment Authority (HRA) applied for 75 Mainstream Disability Vouchers in 2001. The HRA was not successful in receiving any of the 75 vouchers from that application. In its continued efforts to gain additional resources to meet housing needs in its jurisdiction, the HRA recently applied for 130 fair share vouchers, 75 mainstream vouchers for people with disabilities, and 26 Reallocation vouchers. It is our hope that we will hear positively on these recent applications.

The HRA continues to monitor all rental market areas within its jurisdiction and to utilize the 110% of the FMR standards for all towns in our area and 120% for our single Town of Sunderland that falls within the metropolitan area. The Authority's equal opportunity efforts to offer housing assistance throughout all of the towns of Franklin County and Amherst are recognized by the success of our program participants in their ability to lease up in all areas of the various communities and townships. The HRA has been able to achieve and sustain a high rating on the SEMAP score and to date we have a 100% lease -up rating.

The HRA reports to MTCs on a weekly basis and any and all errors are also corrected on a weekly basis. The HRA's rent reasonableness system is in place and used on an on -going basis. In addition to the rental information gathered from local housing developments and newspapers, all participating landlords are routinely requested to provide rental information concerning their unassisted units.

To expand its outreach efforts, the HRA works very closely with real landlords, social service agencies, advocacy groups and state agencies. As a part of this outreach, quarterly informational meetings have been held and all parties are

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Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure

invited to attend these informational meetings. The meeting topics are selected by the various groups involved and have included lead paint laws, housing discrimination, etc. The results of these meetings have proven very positive for us in a variety of ways. Through the reputation and trust that we have developed, we have recognized a substantial increase in program participation from new landlords and property management companies. Some of the benefits include successfully placing “at risk” clients in housing where they may not have otherwise secured housing on their own, either because of poor rental history or the lack of sufficient funds for security deposit, last month’s rent etc.; locating affordable housing units that are not typically advertised; and locating units that have been deeded.

ve

The Authority briefs new applicants on a regular routine basis and offers on-going mobility and program counseling options. The HRA is also proud of its FSS program, which is a joint effort of the Greenfield Housing Authority (GHA) and the HRA. The FSS program participation has grown from an initial allocation of 10 to a current allocation of 24 and the program has proven itself very successful. Due to the success of the FSS program, the HRA recently joined the GHA and formed a Housing Choice Voucher Homeownership program that is currently being offered to all FSS participants.



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ATTACHMENT

Resident Membership on the PHA Governing Board

The Franklin County Regional Housing & Redevelopment Authority (HRA) is a PHA that only administers Section 8 and therefore qualifies for the “small PHA exception.” At this time we do not have a current voucher holder serving on our Board. Two current Commissioners were recipients of Section 8 assistance. One relinquished her assistance & bought a home; the other relinquished hers for an opportunity to accept a job with housing included. Both are strong advocates for low-income renters. We do not ask former recipients to step down because their situation has improved.

To establish a list of prospective program participants, The HRA will, in accordance with the regulation and through the Resident Advisory Board, solicit interest from our Section 8 clientele. Due to the uniqueness of the HRA’s regional status, we have an eleven-member board of Commissioners as opposed to a typical five-member board. Two of the eleven slots are allocated for state government appointees and nine are to be filled from local county government appointments. Regulations mandate that local county government appointments limit commissioner representation to one commissioner member from any one Franklin County town within the 25-town region of the HRA. As a result, vacant commissioner seats are frequently difficult to fill due to the lack of interest from the towns that are not currently represented. Many of our small towns have little to no rental housing, which means there are no Section 8 voucher holders in many towns.

Through the Resident Advisory Board, the HRA will solicit interest for participation to the Board of Directors from the Section 8 client population and establish a list to be considered for the next available slot in a town that is currently not represented by another Commissioner member.

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