

# Norwood Housing Authority Year 3 PHA Plan

5-Year Plan for Fiscal Years 2002 - 2006  
Annual Plan for Fiscal Year Ending 9/30/03

**File "MA1 09v02"**

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

**PHAPlan  
AgencyIdentification**

**PHAName: *NORWOODHOUSINGAUTHORITY***

**PHANumber: *MA-109***

**PHAFiscalYearBeginning: *10/2002***

**PublicAccessInformation:**

Information regarding any activities outlined in this plan can be obtained by contacting:

*NorwoodHousingAuthority  
MainAdministrativeOffices  
40WilliamShyneCircle  
Norwood,Massachusetts 02062  
(781)762 -8115*

**DisplayLocationsforPHAPlansandSupportingDocuments:**

The PHAPlans (including attachments) are available for public inspection at:

*NorwoodHousingAuthority  
MainAdministrativeOffices  
40WilliamShyneCircle  
Norwood,Massachusetts02062  
(781)762 -8115*

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2002 -2006**  
[24CFRPart903.5]

**A.Mission**

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

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

**B.Goals**

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

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

**PHAGoal:Increaseassistedhousingchoices**

**Objectives:**

- Providevoucher mobilitycounseling:
- Conductout reacheffortstopotentialvoucherlandlords**
- Increasevoucherpaymentstandards**
- Implementvoucherhomeownershipprogram:
- Implementpublichousingorotherhomeownershipprograms:
- Implementpublichousing site -basedwaitinglists:
- Convertpublichousingtovouchers:
- Other:(listbelow)

**HUDStrategicGoal:Improvecommunityqualityoflifeandeconomic vitality**

PHAGoal:Providean improvedlivingenvironment

**Objectives:**

- Implementmeasurestodeconcentratepovertybybringinghigher incomepublichousinghouseholdstolowerincome developments:
- Implementmeasurestopromoteincomemixing inpublichousing byassuringaccessforlowerincomefamiliesintohigherincome developments:
- Implementpublichousingsecurityimprovements:
- Designateddevelopmentsorbuildingsforparticularresidentgroups (elderly,personswithdisabilities)
- Other:(listbelow)

**HUDStrategicGoal:Promoteself -sufficiencyandassetdevelopmentof familiesandindividuals**

**PHAGoal:Promoteself -sufficiencyandassetdevelopmentof assistedhouseholds**

**Objectives:**

- Increasethenumberandpercentageofemployedpersons in assistedfamilies:
- Provideorattractsupportiveservicestoimproveassistance recipients'employability:**
- Provideorattractsupportiveservicesto increase independencefortheelderlyorfamilieswith disabilities.**
- Other:(listbelow)

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

**PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:**

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

**Other PHA Goals and Objectives: (list below)**

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

**StandardPlan**

StreamlinedPlan:

- HighPerformingPHA
- SmallAgency(<250PublicHousingUnits)
- AdministeringSection8Only

TroubledAgencyPlan

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

**Notrequired**

### **iii. Annual Plan Table of Contents**

[24CFR Part 903.79(r)]

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## Attachments

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY200 2 Capital Fund Program Annual Statement ( Attachment A)**
- Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PH Management Organizational Chart (see Section 18)**
- FY200 2 Capital Fund Program 5 Year Action Plan ( Attachment A)**
- 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)**

Policies in Support of Allocation Plan **( Attachment B )**  
 Statement of Accomplishments for FYE200 1 **( Attachment C )**  
 Performance & Evaluation Report **( Attachment D )**

### Supporting Documents Available for Review

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Most recent board -approved operating budget for the public housing program.	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination
X	Schedule of flat rents offered each public housing development	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		Procedures
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance Procedures
X The Impediments Analysis (IA) that covers Norwood is prepared by DHCD and is available on its website. The NHA will provide access at its main office to those who require assistance	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
X Available online at DHCD website. The NHA will provide access at its main office to those who require assistance	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	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital	Annual Plan: Capital

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Attachment	Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	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
X	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 homeownership 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 eTANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Community Service Policy	

# 1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

\*

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	811	5	4	2	2	1	2
Income > 30% but <= 50% of AMI	460	5	4	2	2	1	2
Income > 50% but < 80% of AMI	444	5	3	2	2	1	2
Elderly	762	4	3	2	4	1	2
Families with Disabilities	620	5	3	2	4	1	2
White	5,179	2	2	2	2	1	1
Black	147	3	2	2	2	1	1
Hispanic	76	3	2	2	2	1	1

**\*PLEASE NOTE THAT GIVEN THE NEED TO USE MULTIPLE DATA SOURCES, INCOME INFORMATION IS BY HOUSEHOLD AND RACE INFORMATION IS BY INDIVIDUAL. IN ADDITION, INCOME INFORMATION IS ONLY FOR HOUSEHOLDS < 80% OF AMI SO HOUSEHOLDS SHOWN DOES NOT EQUAL TOTAL HOUSEHOLDS IN NORWOOD WHEREAS, THE RACE DATA IS BASED ON TOTAL POPULATION AS SHOWN IN THE DATA SOURCES USED. THERE IS NO READILY ACCESSIBLE SOURCE OF INFORMATION THAT PROVIDES THE RACIAL MIX OF HOUSEHOLDS UNDER 80% OF AMI FOR THE TOWN OF NORWOOD.**

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 : 2001
- 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)  
State Data Center, Mass. Institute for Social and Economic Research (MISER), University of Massachusetts/Amherst

**B.HousingNeedsofFamiliesonthePublicHousingandSection8Tenant BasedAssistanceWaitingLists**

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input type="checkbox"/> Section8tenant -basedassis tance			
<input checked="" type="checkbox"/> <b>PublicHousing</b>			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/sub -jurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	784		Approx.12 households
Extremelylow income<=30% AMI	702	89.5%	
Verylowincome (>30%but<=50% AMI)	82	10.4%	
Lowincome (>50%but<80% AMI)	0	0	
Familieswith children	0	0	
Elderlyfamilies	310	39.5%	
Familieswith Disabilities	550	70.1%	
White	708	90.3%	
Afro-American	49	6.2%	
Hispanic	19	2.4%	
Asian	8	1%	
Characteristicsby BedroomSize (PublicHousingOnly)			
1BR	784	100%	
2BR	0		

Isthewaitinglistclosed (selectone)?  **No**  Yes

### HousingNeedsofFamiliesontheWaitingList

Waitinglisttype:(selectone)

- Section8tenant -basedassistance**  
 PublicHousing  
 CombinedSection8andPublicHousing  
 PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)  
 Ifused,identifywhichdevelopment/sub -jurisdiction:

	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	3720		<1household
Extremelylow income<=30% AMI	3093	83.1%	
Verylowincome (>30%but<=50% AMI)	627	16.8%	
Lowincome (>50%but<80% AMI)	0	0	
Familieswith children	2572	69.1%	
Elderlyfamilies	136	3.6%	
Familieswith Disabilities	1012	27.2%	
White	2509	67.4%	
Afro-American	567	15.2%	
Hispanic	529	14.2%	
Asian	75	2%	
Amer-Indian	40	1%	

Isthewaitinglistclosed(selectone)?  No  Yes

Ifyes:

Howlonghasitbeenclosed(#ofmonths)?

DoesthePHAexpecttoreopenhelistinthePHAPlanyear?  No

Yes

DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist, evenifgenerallyclosed?  No  Yes

### C.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesin thejurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR** ,andtheAgency'sreasonsfor choosingthisstrategy.

#### (1)Strategies

**Need:Shortageofaffordablehousingforalleligiblepopulations**

#### **Strategy1.MaximizethenumberofaffordableunitsavailabletothePHA withinitscurrentresourcesby:**

Selectallthatapply

- Employeffectivemaintenance andmanagementpolicies tominimizethe numberofpublichousingunitsoff -line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofp ublichousingunitslosttotheinventorythrough mixedfinancedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythrough section8replacementhousingresources
- Maintainorincreasesection8l ease-upratesbyestablishing paymentstandards thatwillenablefamielstorenththroughoutthe jurisdiction**
- Undertakemeasurestoensureaccesstoaffordablehousingamong familiesassistedbythePHA,regardless ofunitsizerequired
- Maintainorincreasesection8lease -upratesbymarketingthe programtoowners,particularlythoseoutsideofareasofminority andpovertyconcentration**
- Maintainorincreasesection8lease -upratesbyeffectivelyscre ening Section8applicantstoincreaseowneracceptanceofprogram**
- ParticipateintheConsolidatedPlandevelopmentprocesstoensure coordinationwithbroadercommunitystrategies
- Other(listbelow)

#### **Strategy2:Increa sethenumberofaffordablehousingunitsby:**

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable**
- Leverageaffordablehousingresourcesinthecommunitythroughthe creationofmixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8 tenant basedassistance.**
- Other:(listbelow)

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

**Need: Specific Family Types: Races or ethnicity 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)**

***Continue through the Section 8 Program to promote and educate landlords and participants of their rights and obligations under the Fair Housing Act.***

**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)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002)</b>		
a) Public Housing Operating Fund	\$0	
b) Public Housing Capital Fund	\$134,411	
c) HOPEVI Revitalization	\$0	
d) HOPEVI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant -Based Assistance	\$2,668,231	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0	
g) Resident Opportunity and Self - Sufficiency Grants	\$0	
h) Community Development Block Grant	\$0	
i) HOME	\$0	
<b>Other Federal Grants (list below)</b>		
FSS Coordinator	\$0	
<b>2. Prior Year Federal Grants (unobligated funds only)</b>		
Capital Fund 2001	\$0	
<b>3. Public Housing Dwelling Rental Income</b>		
Brookview Village	\$327,059	
<b>4. Other income (list below)</b>		
	\$ 0	
<b>5. Non -federal sources</b>		
<b>Total resources</b>	<b>\$3,129,701</b>	

### 3.PHAPoliciesGoverningEligibility,Selection,and Admissions

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto complete subcomponent3A.

#### **(1)Eligibility**

a.Whendoes 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): top 2 households**
- 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)**

#### **Evidence of rehabilitation and mitigating circumstances**

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.

**As the Authority has only ONE conventional federal public housing development, the issue of site-based waiting lists is not relevant.**

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

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

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

4. Where can interested persons obtain more information about an design 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. Incometargeting:

- Yes  **No:** DoesthePHAplantoexceedthefederaltargeting requirementsbytargetingmorethan 40%ofallnew admissionstopublichousingtofamiliesatorbelow30%of medianareaincome?

b. Transferpolicies:

Inwhatcircumstanceswilltransferstakeprecedenceovernewadmissions?  
(Listbelow)

- Emergencies**  
 Overhoused  
 Underhoused  
 **Medicaljustification**  
 **AdministrativereasonsdeterminedbythePHA(e.g.,topermit modernizationwork)**  
 Residentchoice:(statecircumstancesbelow)  
 Other:(listbelow)

c. Preferences

1.  Yes  No :HasthePHAestablishedpreferencesforadmissiontopublic housing(otherhandateandtimeofapplication)?(If“no”is selected,skiptosubsection **(5)Occupancy** )
2. WhichofthefollowingadmissionpreferencesdoesthePHAplantoemploy inthecomingyear?(SelectallthatapplyfromeitherformerFederal preferencesorotherpreferences)

FormerFederalpreferences:

- InvoluntaryDisplacement(Di saster,GovernmentAction,Actionof HousingOwner,Inaccessibility,PropertyDisposition)  
 Victimsofdomesticviolence  
 Substandardhousing  
 Homelessness  
 Highrentburden(rentis>50 percentofincome)

Otherpreferences:(selectbelow)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability  
 Veteransandveterans’families  
 **Residentswholiveand/orworkinthejurisd iction**  
 Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms  
 Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)

- Householdsthatcontributetomeetingin comerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

3.IfthePHAwillem ployadmissionspreferences,pleaseprioritizebyplacinga “1”inthespacethatrepresentsyourfirstpriority,a“2”intheboxrepresenting yoursecondpriority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(eitherthroughanab solutehierarchyorthroughapointsystem),place thesamenumbertoeach.Thatmeansyoucanuse“1”morethanonce,“2” morethanonce,etc.

“1”morethanonce,“2”morethanonce,etc.

DateandTime

FormerFederalpreferen ces:

- InvoluntaryDisplacement(Disaster,GovernmentAction,Actionof HousingOwner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’families
- Residentswholive and/orworkinthejurisdiction (1)**
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)( listbelow)

4.Relationshipofpreferencestoincometargetingrequirements:

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHA willmeetincome -targetingrequirements**

**(5)Occupancy**

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

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

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

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

**(6)Deconcentration and Income Mixing**

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

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

If yes, list these developments as follows:

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

## B. Section 8

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

### (1) Eligibility

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

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

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

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

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

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

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

***Participant's landlord history under program.***

### (2) Waiting List Organization

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

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

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

- PHA main administrative office  
 Other (list below)

### (3) Search Time

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

If yes, state circumstances below:

1. **Documented medical reasons or circumstances.**
2. **Evidence of substantial search.**
3. **If Request for Lease Approval which is awaiting upgradetomeetHQS& Mass State Sanitary Code Standards. Participant search period is extended to find another unit, if unit ultimately fails.**

### (4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction**
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal 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 your jurisdiction (1)**
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

### (5) Special Purpose Section 8 Assistance Programs

#### **THE NHA HAS BE AWARDED SECTION 8 SUBSIDIES TO BE USED IN SUPPORT OF ITS ALLOCATION PLAN FOR DESIGNATED HOUSING.**

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)**

***Given the special purpose nature of these set -aside, the NHA informs specific households when they are eligible for these resources. In short non -elderly applicants for federal public housing are informed at the time that the Authority by -passes them on the Waiting List in order to select an elderly household.***

## 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 below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses - medical reasons
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)

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

f. Rent - determinations:

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

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) 10% increase from previous reported amount.**
- Other (list below)

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

**(2) Flat Rents**

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

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

## B. Section 8 Tenant -Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

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

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

- Annually**
- Other (list below)

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

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

### (2) Minimum Rent

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

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

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

## **5. Operations and Management**

[24CFR 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)

***Norwood Housing Authority is a high performing agency. No information required for Section 5.***

### **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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	96	12%
Section 8 Vouchers	341	10%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	0	
Other Federal Programs (list individually)	0	

### **C. Management and Maintenance Policies**

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

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

Admissions & Continued Occupancy Policy  
Lease

(2) Section 8 Management: (list below)

Section 8 Administrative Plan  
Briefing Packet

## **PHAGrievanceProcedures**

[24CFR Part903.79(f)]

Exemptionsfromcomponent6: **HighperformingPHAsarenotrequiredtocomplete component6.Section8 -OnlyPHAsareexemptfromsub -component6A.**

### **A. PublicHousing**

1.  Yes  **No** :HasthePHAestablished anywrittengrievanceproceduresin additiontofederalrequirementsfoundat24CFRPart966, SubpartB,forresidentsofpublichousing?

Ifyes,listadditionstofederalrequirementsbelow:

- 2.WhichPHAofficeshouldresidentSORapplicantstopublic housingcontactto initiate thePHAgrievanceprocess?(Selectallthatapply)

- PHAmainadministrativeoffice**  
 PHAdevelopmentmanagementoffices  
 Other(listbelow)

### **B.Section8Tenant -BasedAssistance**

1.  Yes  **No** :HasthePHAestablishedinformalreviewproceduresfor applicantstotheSection8tenant -basedassistanceprogram andinformalhearingproceduresforfamiliesassistedbythe Section8tenant -basedassistanceprograminadditionto federalrequirementsfoundat24CFR982?

Ifyes,listadditionstofederalrequirementsbelow:

- 2.WhichPHAofficeshouldapplicantSORassistedfamiliescontacttoinitiatethe informalreviewandinformalhearingprocesses?( Selectallthatapply)

- PHAmainadministrativeoffice  
 Other(listbelow)

## **7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

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

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

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

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

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

Select one:

**The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) MA109a01**

-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**

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

b. If yes to question a, select one:

**The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name ) MA109 a01**

-or-

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

**For the 2002 funding round, the Norwood Housing Authority intend to utilize the ability to move 100% of all Capital Fund resources provided by HUD to its Operating Budget using the 1406 account. Any work contemplated does not rise to the category of Betterment and Additions as defined in the HUD Chart of Accounts. Funds provided under Section 9 of the 1937 Housing Act that are used for Betterment and Additions cannot be taken over to the operating program but must be administered through the Capital Fund Program.**

**B.HOPEVlandPublicHousingDevelopmentandReplacement  
Activities(Non -CapitalFund)**

- Yes  **No** : a) Has the PHA received a HOPEV 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 HOPEV 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 PI 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 HOPEV revitalization grant in the Plan year?  
If yes, list development name/s below:

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

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

## 8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

### 2. Activity Description

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

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**

[24CFR Part 903.79(i)]

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

1.  **Yes**  **No** : Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year?

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.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Brookview Village</b>
1b. Development (project) number: <b>MA109 -1</b>
2. Designation type: <input checked="" type="checkbox"/> <b>Occupancy by only the elderly</b> <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one) <input checked="" type="checkbox"/> <b>Approved; included in the PHA's Designation Plan</b> <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
Date this designation approved, submitted, or planned for submission:
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> <b>New Designation Plan</b> <input type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected: <b>96</b>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> <b>Total development</b>

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

[24CFR Part 903.79(j)]

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

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

1.  Yes  **No:** Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act?

**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 component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required?	
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 % <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

**Component 10(B) Voluntary Conversion Initial Assessments**

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

**NONE**

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

**Brookview Village (MA109 -1)**

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

**NONE**

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

Development Name	Number of Units
NONE	

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

Not applicable

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

Not applicable to the Norwood Housing Authority

# 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).

### 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?

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA - established eligibility criteria

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

If yes, list criteria below:

The exact list of additional criteria is not yet determined but may include:

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

[24CFR Part 903.79(l)]

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

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed?

DD/MM/YY

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

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

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

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

##### a. Self -Sufficiency Policies

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

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

b. Economic and Social Self-Sufficiency Programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/ random selection/ specific criteria/ other)	Access (development office / PHA mail office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<b>NONE</b>				

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY2002 Estimate)	Actual Number of Participants (As of: 01/10/02)
Public Housing Section 8	5	7

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

### **C. Welfare Benefit Reductions**

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

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

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

The Authority has prepared a community service policy which it intends to implement in coordination with an update to its lease.

## **13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

### **A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedfor measurestoensurethesafetyofpublichousing residents(selectallthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthe PHA'sdevelopments
- Highincidenceofviolentand/or drug -relatedcrimeintheareas surroundingoradjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- People onwaitinglistunwillingtomoveintooneormoredevelopments duetoperceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describewhatbelow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPH A actionstoimprovesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround” publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalof graffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpre viousorongoing anticrime/antidrugprograms
- Other(describewhatbelow)

3.Whichdevelopmentsaremostaffected?(Listbelow)

### **B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplans toundertakeinthenextPHAfiscal year**

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplansto undertake:(selectallthatapply)

- Contractingwithoutsideand/orresidentorganizationsforthe provisionof crime-and/or drug -preventionactivities
- CrimePreventionThroughEnvironmentalDesign
- Activitiestargetedtoat -riskyouth,adults,orseniors

- 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)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above -baseline law enforcement services
- Other activities (list below)

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

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

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

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

## **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

As an agency with only an elderly/disabled housing development that has been subject to existing regulations for pets, the new requirement for pets in family housing does not apply.

## **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

## **16.Fiscal Audit**

[24CFRPart903.79(p)]

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

## **17.PHAAssetManagement**

[24CFRPart903.79(q)]

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

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

## **18. Other Information**

[24CFRPart903.79(r)]

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

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

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

- Attached 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: (list below)

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

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

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

#### **3. Description of Resident Election Process**

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

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

b. Eligible candidates: (select one)

- Any recipient of PHA assistance  
 Any head of household receiving PHA assistance  
 Any adult recipient of PHA assistance

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: Commonwealth of Massachusetts

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

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

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

## D. Other Information Required by HUD

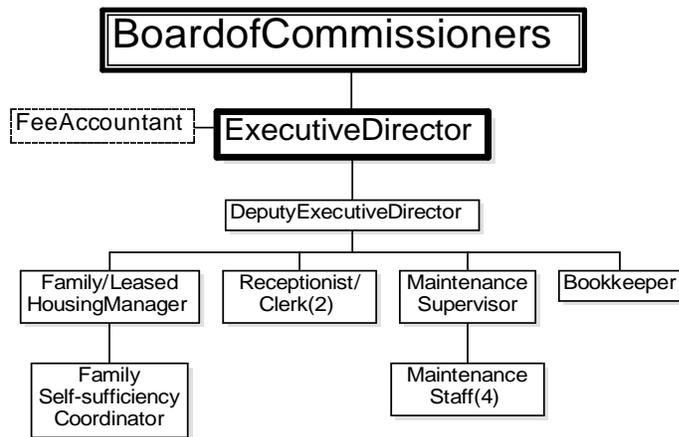
Use this section to provide any additional information requested by HUD.

### **CRITERIA FOR SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENTS (24CFR903.7(r))**

The Norwood Housing Authority considers a major change in the content of the HAP to consist of one or more of the following:

1. Changes in waiting list preference criteria
2. A change in any open Annual Capital Program that crosses the accumulative 20% of total funds threshold.
3. A decision to request a voluntary conversion of public housing to Section 8 Vouchers.

# Table of Organization Norwood Housing Authority



## Names and Addresses of Resident Advisory Board Members

Claire O'Connell  
1 Centennial Drive, Apt #2  
Norwood, MA 02062

Barbara Tosi  
219 Vernon Street  
Norwood, MA 02062

Robert Costello  
401 Engamore Lane  
Norwood, MA 02062

Tonia White  
2903 Village Road  
Norwood, MA 02062

Elaine McFee  
82 Plymouth Drive  
Norwood, MA 02062

Helen Deegan Mahon  
6 Tremont Street  
Norwood, MA 02062

Julie M. Fawcett  
108 A Olde Derby Road  
Norwood, MA 02062

# Annual Statement/Performance and Evaluation Report

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

<b>PHAName:</b> <p style="text-align: center;"><b>Norwood Housing Authority</b></p>	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06 -P109501-02 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <p style="text-align: center;">200      2</p>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no:      )  
 Performance and Evaluation Report for Period Ending:       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	\$ 98,135			
3	1408 Management Improvements	\$24 ,000			
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 Non -dwelling Structures				
13	1475 Non -dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 -20)	\$ 122,135			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security —Soft Costs				
25	Amount of Line 21 Related to Security — Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				











**Modifications to the NHA's  
Public Housing Tenant Selection & Assignment Policy &  
Section 8 Administrative Plan to Implement the NHA's  
Allocation Plan for Designated Housing**

The following modifications will be made to the Authority's Tenant Selection and Assignment Plan: d

1. The Authority will continue to take applications from all households whether elderly or disabled.
2. The Authority will implement an offers system for the elders set -aside units which gives highest priority to elders, then "near elders" (>50) and then non-elders (<50). Accessible units will be offered on a "top of the waiting list basis" to any eligible household who requires the unique features of the unit. The NHA will reach as far down the list for elderly/disabled housing to identify a appropriate household for unit offers. Date, time and applicable NHA preferences will determine which households are reached first as the NHA goes down the list.
3. The number of unit offers will be based on NHA policy in effect at the time. The policy will be one offer before being taken to the bottom of the list or removed from the list at a household's request.

The following modifications will be made to the Authority's Section 8 Administrative Plan:

1. The Authority will establish procedures for unit offers for use of Section 8 resources obtained as part of the set -aside of Section 8 in support of Allocation Plans. These procedures will require that Section 8 which is part of the set -aside not be offered to current non-elderly residents first and then households on the federal conventional program Waiting List before Section 8 applicants who are also individuals with a disability.

### **Statement of Accomplishments for FYE 2002**

**The Norwood Housing Authority received approval from the Special Application Center (SAC) for its Allocation Plan for Designated Housing. Under the NOFA issued in the Spring of 2001, the Authority received an allocation of Section 8 Vouchers from the set-aside of rental subsidies intended to support Allocation Plans.**

**The Authority's Family Self-Sufficiency (FSS) Program continues to operate with great success. Of the 25 mandatory slots, the Authority has filled all 25 with 20 graduates resulting in the current mandatory program size being reduced to 5. Current enrollment is 7.**

# Annual Statement/Performance and Evaluation Report

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

<b>PHAName:</b> Norwood	<b>Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06 -P109-501-00 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2000
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3/02  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	131,858		131,858	131,858
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 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 -20)	131,858		131,858	131,858
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security —Soft Costs				
25	Amount of Line 21 Related to Security — Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





# Annual Statement/Performance and Evaluation Report

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

<b>PHAName:</b> Norwood	<b>Housing Authority</b> Norwood	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06 -P059-501-01 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 200 1
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Original Annual Statement   
 Reserve for Disasters/Emergencies   
 Revised Annual Statement (revision no: .)   
 Performance and Evaluation Report for Period Ending: 03/02   
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	134.411		0	0
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 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	134.411		0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 5 04 compliance				
24	Amount of line 21 Related to Security — Soft Costs				
25	Amount of Line 21 Related to Security — Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



