

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

PHAPlans

AnnualPlanforFiscalYear2003

LOWELLHOUSINGAUTHORITY

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: LowellHousingAuthority

PHANumber: MA001

PHAFiscalYearBeginning:(10/2003)

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)

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

- StandardPlan**
- StreamlinedPlan:**
- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**
- TroubledAgencyPlan**

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79@]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajor initiativesanddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

[**Note:**EventhoughPIHNotice99 -51eliminatestherequirementforanExecutiveSummary,the LHAhasincludedone].

Themajorgoalsoftheagencyaretointermediateinitiativeswhichaddressthe needtoattractand retainworkingfamilieswithdecentincomesandenablenon -workingorunderemployed residentstobenefitfromLHAprograms;andtocontinuetopursueplansforcreatingabetter livingenvironmentfortheelderly,especiallyfrailelderlyandthedisabled,focusingonthose withdisabilitiesrequiringextensiveandintensivesupportiveservices. Theseplansinclude pursuingdesignationofoneremainingdevelopmentforelderlyonly,(fourhavebeenapproved) developmentofassistedliving,moreintensivesupportiveserviceprogramsforspecialneeds groupsoftheelderly,singlenon -elderlypersonsandfamiliesandtheallocationofSection8 certificatestonot -for-profitswhocanprovidesuperiorservicesforcertaindisabledsub - populationsbythecreationofsmallprojectbaseddevelopments.

Inaddition,theagencyintendstoaddressthe needtoexpandtheregi onalefforttoprovide affordablehousingratherthanincrease thesupplywithinLowellitself. Oneofthe strategies alreadydevelopedistoexpandthehomeownershipprogramthroughtheuseoftheSection8 CertificateHomeownershipoption. Thiswillcontinue(twohouseshavebeenpurchased)inthe pilotphase. WeanticipateaminimumofthreemoreparticipantsutilizingtheSection8Program. Finally,theagencywillcontinueeffortstoredevelopthestateaidedJulianSteeledevelopment (allofthere sidentshavebeenrelocated)whichaffectstheoperationsoftheagencyandthusthe federalprograms. ThedemolitionisscheduledtocommenceinMarchandtheconstruction phaseisanticipatedtobeginLatesummerorearlyFallofthisyear.

iii. AnnualPlanTableofContents

[24CFRPart903.79@]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupporting documentsavailableforpublicinspection .

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RequiredAttachments:

- A. AdmissionsPolicyforDeconcentration
- B. FY2003CapitalFundProgramAnnual&ReplacementHousingFundStatement
- C. MostRecentBoard -approvedOperatingBudget

OptionalAttachments:

- D. FY2000CapitalFundProgram5YearActionPlan
- E. LHASTaffing
- F. RequiredInitialConversionAssessment
- G. RABMembershipList
- Other(Listbelow,providingeachattachmentname)
- H. CommentsofResidentAdvisoryBoardorBoards

- I. Pet Policies
- J. Progress Report (Year Three)
- K. Voluntary Community Service and Self-Sufficiency Policy
- L. Section 8 Homeownership Capacity Statement
- M. Assessment of Site Based Waiting List Demographics
- N. PHA Management Organizational Chart
- O. Certifications

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	<u>Supporting Document</u>	Applicable Plan Component
•	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
•	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
•	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
•	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
•	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
•	Public Housing Administrative Plan	Annual Plan :Eligibility, Selection, and Admissions Policies
•	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
•	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA Board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	<u>Supporting Document</u>	Applicable Plan Component
•	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
•	Schedule of ceiling rents offered each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
•	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
•	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
•	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
•	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
•	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
•	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
•	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
•	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
•	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
•	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
•	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency

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

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction 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 ¹							
Family Type	Overall [1990]	Affordability [1990]	Supply	Quality [1990]	Accessibility	Size	Location
Income ≤ 30% of AMI	8,751	5	3	3	1	1	1
Income > 30% but ≤ 50% of AMI	4,529	4	3	3	1	1	1
Income > 50% but < 80% of AMI	5,254	4	3	3	1	1	1
Elderly	8,095	2	3	3	3	1	1
Families with Disabilities	2,750	3	2	3	2	1	1
Hispanic							
African American							
Asian							
Frail Elderly	2,705	4	4	3	3	1	1

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.)

¹We are using the Statistics developed last year by the City and the LHA

- 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)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Federal 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	3,431		12%
Extremely low income <=30% AMI	3,183	93%	
Very low income (>30% but <=50% AMI)	226	7%	
Low income (>50% but <80% AMI)	19	1%	
Families with Children	1,630	48%	
Elderly families	519	15%	
Disabled Elderly	246	7%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	1,321	39%	
Black	156	5%	
Hispanic	1,283	37%	
Asian	657	19%	

Housing Needs of Families on the Waiting List			
1BR	1,801		
2BR	1,300		
3BR	248		
4BR	75		
5BR	7		
5+BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 54 months only for 3 & 4 BRs Does the PHA expect to reopen the 3 & 4 BR list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes in case of disasters			

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"/> Federal 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	459		3%
Extremely low income <=30% AMI	405	88%	
Very low income (>30% but <=50% AMI)	49	11%	
Low income (>50% but <80% AMI)	4	9%	
Families with children	328	71%	
Elderly families	18	4%	
Elderly families with disabilities	145	32%	
Non-elderly Families with Disabilities			
White	188	41%	
Black	53	12%	

Housing Needs of Families on the Waiting List			
Hispanic	186	41%	
Asian	28	6%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes ?			
If yes:			
How long has it been closed (# of months)? 12 mos			
Does the PHA expect to re-open the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes in case of disasters			

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.

The key strategy is to ensure that a maximum number of units are occupied. The other strategy is to encourage and participate in development of low and moderate income housing opportunities for households in surrounding towns. In this respect the major tool has to be certificates and vouchers including home ownership instruments.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -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 units 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(listbelow)

Strategy2:Increasethenumberofaffordablehousingunitsby:

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreationofmixed financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)

Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian

Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI

Selectallthatapply

- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMIin publichousing
- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMIin tenant-basedsection 8assistance
- Employadmissionspreferencesaimedatfamilieswiththeconomichardships
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian

Strategy1:Targetavailableassistancetofamiliesatorbelow50%ofAMI

Selectallthatapply

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportand encouragework
- Other:(listbelow)
 - Developanewoutreachormarketingprogramaimedatworkingfamilies
 - Createapilotprogramfordecentralizedmarketingandmanagement
 - Useskippingtoensureagrowthinthecurrentnumberoffamiliesinthisincomerange, livinginpublichousingbutbymonitoringmonthly,avoidingadmittinglessthan40%of familieswithmedianincomeslessthan30%.
 - Useskippingtoensurea growthinthecurrentnumberoffamiliesinthisincomerange, utilizingSection8/Vouchersbutbymonitoringmonthly,avoidingadmittinglessthan75%of familieswithmedianincomeslessthan30%.

Need:SpecificFamilyTypes:TheElderly

Strategy1:Targetavailableassistancetotheelderly:

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecomeavailable
- Other:(listbelow)
- Developassistedlivingfortheelderly

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)
 - Create opportunities for special purpose project based Section 8 development for disabled populations in need of a supportive service housing environment who currently living in public housing, by setting aside a number of Section 8 certificates for not -for-profits.

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)
 - Specialized housing studies

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 2002 grants)		
a) Public Housing Operating Fund	5,459,792	
A. Public Housing Capital Fund	3,615,569	
B. HOPEVI Revitalization	0	
C. HOPEVI Demolition	0	
D. Annual Contributions for Section 8 Tenant -Based Assistance	12,982,720	
E. Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
a) Resident Opportunity and Self - Sufficiency Grants	100,000	
b) Community Development Block Grant	14,000	
c) HOME	0	
Other Federal Grants (list below)	0	
FSS Coordinator Grant	62,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund Program	3,879,336	
Replacement Housing Fund	108,205	
3. Public Housing Dwelling Rental Income		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Federal Low Rent Public Housing	5,000,000	
4. Other income (list below)		
Investment Income (Federal)	30,000	
Other Income	120,000	
4. Non -federal sources (list below)		
State Low Rent Public Housing	1,297,000	
Unrestricted Investment Income (State)	7,000	
Total resources	32,675,622	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79©]

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:
No verification, other than mail notification of placement on the waiting list, is made at initial application for waiting lists which are open. Within six months of an applicant likely to receive an offer of a unit, an applicant will be notified in writing to schedule an appointment to commence the final application process including verification.

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)
- Verification of preference claims or status

- 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)
The agency is in the process of securing authorization to check federal records.

(2) Waiting List Organization

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

- The LHA will continue to use a community -wide list
- Sub-jurisdictional lists
- Other (describe)

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

- PHA Leasing and Occupancy Office, 285 Salem St. Lowell
- Each LRPH Site
- 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?

Nine (9).

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)?

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

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 Leasing and Occupancy Office, 285 Salem St. Lowell
- 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 the list or are removed from the waiting list? (select one)

- One
- Two
- Three or More
- Other:

For family applicants there is one offer only (verified medical exceptions are made).

For elderly applicants there can be three offers made.

In all cases the number of offers applies as if there was a single agency wide waiting list, irrespective of how many waiting lists a household is on.

In all cases anyone claiming status priority preferences and re-fusing the first offer, shall be placed into the non-preference (time and date) location on the waiting list.

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?

The LHA already houses more than 87.85% of households with total household income of less than 30% of median. 86.4% of the applicants on the LRP waiting list are below 30% of median. The intent of the agency is to increase the incomes of its residents now living in the developments through self-sufficiency programs, through a change in the preferences to encourage and support household applications which exceed 30% of median and through skipping in wait list selection enable up to 60% of new placements in public housing to have incomes greater than 30% of median.

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) k)
- Resident choice: (state circumstances below)
- Other: (list below)

There are three classes of transfers – Administrative or emergency situations; over/under housed; and good cause. Good cause or tenant choice must be evaluated and approved. Emergency transfers have only one offer. All others can have two offers. Medical reasons are an exception to the limitation on offers.

c. Preferences

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

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

Former Federal preferences :

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - Involuntarily displaced from a dwelling unit in the municipality of Lowell
 - Residents of Julian Steele Apartments
 - Residents required to move because of modernization.

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.

All Date and Time within the following ranked priorities –

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
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other Ranked preference(s) (list below)
 - #1. Involuntarily displaced from a dwelling unit in the municipality of Lowell
 - #2. Working head of household or working spouse (who has averaged 20 hours of work a week for at least six months), or person 62 years old or older or a person unable to work because of the extent of their disability
 - #3. A legal resident of Lowell or a person working in Lowell an average of 20 hours a week or more or a person with a job offer to work in Lowell with a minimum of 20 hours a week of work
 - #4. A victim of domestic violence as verified by a Court or law enforcement agency.
 - #5. A veteran as verified by the Department of Veteran Affairs

Note: Each of the preferences carries different weights which are added together for actual preference weighting. The maximum points which can be received is 600.

4. Relationship of preferences to income targeting requirements:

- The PHA will apply preferences within income tiers utilizing skipping patterns
- Not applicable

(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 Administrative Plan
- The LHA intend to develop briefing seminars and other visual and written materials for applicants
- 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: Did the PHA's analysis of its family (general occupancy) developmentsto determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

Adoption of site based waiting lists

Site based waiting lists were adopted in October 2002.

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

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 targeted 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 at targeted developments

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 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 need for such efforts

List (any applicable) developments below:

Temple Street (MA1 -7)

B. Section 8

Exemptions: PHA that do not administer section 8 are not required to complete sub-section 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)
 - Rental history
 - Verification of preference claims or status

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)

The agency is in the process of securing authorization to check federal records.

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

- Criminal or drug-related activity
- Other (describe below)
 - Tenant's Current Address
 - Name and Address of the Current Landlord
 - Name and Address of the Tenant's prior Landlord

(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?

Extension take into account whether the family has made due diligence in finding a unit, whether there are medical or other circumstances which have affected the family's ability to find a unit, a reasonable expectation that an extension will result in success, and whether a family has requested an extension previously.

(4) Admissions Preferences

a. Income targeting

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

During the period of October 1, 2001 through September 30, 2002, 75% of all Section 8 Vouchers issued were to families at 30% of median income or below. The remaining 25% were issued to families between 31% and 80% of median income.

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

All Date and Time plus the following ranked priorities

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - #1. Involuntarily displaced from a dwelling unit in the municipality of Lowell
 - #2. Households which reside within the City of Lowell and participate in a non-Federal subsidy program whom are at risk of displacement due to changes in the affordability requirements, administrative delivery system or level of subsidy available for specific programs.
 - #3. Working head of household or working spouse (who has averaged 20 hours of work a week for at least six months), or person 62 years old or older or a person unable to work because of the extent of their disability
 - #4. A legal resident of Lowell or a person working in Lowell an average of 20 hours a week or more or a person with a job offer to work in Lowell with a minimum of 20 hours a week of work
 - #5. A victim of domestic violence as verified by a Court or law enforcement agency.
 - #6. A veteran as verified by the Department of Veteran Affairs

Note: Each of the preferences carries different weights which are added together for actual preference weighting. The total number of points which can be earned is 600.

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 when the wait list is opened for two weeks or less

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

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

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

- The PHA applies preferences within income tiers
- Not applicable:

(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 program to the public?

- Through published notices
- Other (list below)

(6) Project Based Section 8 Assistance Programs

The LHA intends to set aside up to 20% of its Section 8 vouchers for project based developments serving special needs and other families with urgent needs. During Agency Plan Year 4, the Lowell Housing Authority (LHA) intends to initiate a Section 8 Project -Based Assistance (PBA) Program with the goal of eventually allocating up to the full 20% of the baseline units in the LHA’s voucher program. The LHA intends to operate this PBA Program in accordance with Section 232 of the FY 2001 VA -HUD Appropriations Act; HUD’s Guidance Materials; and any waivers or exceptions thereto that may be required. At this time, the LHA has only identified 45 units of this authority that will be utilized in conjunction with the redevelopment of the Julian D. Steele development as authorized under Massachusetts General Laws Chapter 193 of the Act of 2000. All 45 of these rental units will be reserved for households with incomes in the 0 -50% of Area Median Income (AMI) range. Although no specific properties have been identified, the LHA also intends to commit another 100 units of PBA authority to be used in tandem with the City of Lowell’s Division of Planning and Development (DPD) housing programs in order to promote additional rental housing affordable to households in the 0 -50% of Area Median Income (AMI) range. It is anticipated that an RFP or similar competitive solicitation will be issued for these units in the future, as required.

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

Currently it is set at \$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

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent determination:

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

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

If at a subsequent period in time it is discovered that there was an unreported increase in income, there will be a retroactive calculation of the rent.

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?

Initially the focus will be on exploring the idea and then if feasible and desired, it will be implemented.

(2) Flat Rents

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

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

The LHA conducted a market study focusing on properties which were similar in type, amenities, location and condition.

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.

Funds are reserved in the ACC using the payment standard in effect when the LHA's application for a funding increment is approved. There is one payment standard for each fair market rent area within its jurisdiction, based on bedroom size. It is not less than 80% of the published FMRs (when payment standard is adopted) and not more than 110% of the FMR and the community wide accepted rent. The standards in effect in October 2002 are \$710 (0BR), \$918 (1BR), \$1,109 (2BR), \$1,390 (3BR), \$1,554 (4BR), \$1,1786 (5+BR). They can be adjusted by Affordability Adjustments which are developed annually.

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) Census tract 3114 is the only approved tract for the higher rent payment standard.

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

It is set at \$50 currently

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)

Note: Even as a high performer, the LHA is choosing to provide information in this section.

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:

As is common in Massachusetts, the Lowell Housing Authority manages both Federal and State funded and regulated housing developments. As much as permitted by regulation, the agency has combined regulations and operating procedures. The major areas in which procedures differ concern modernization programs (there is no formula funding of modernization for state aided developments) and changes issuing from the Quality Housing and Work Responsibility Act of 1998, such as preferences in admission.

The Agency has a five member Board of Commissioners, with one appointed by the Governor and the other four appointed by the city Manager of Lowell with City Council concurrence. There is an Executive Department including senior staff of a Chief Executive Officer/Executive Director. Division Directors and staff of the Leasing & Occupancy Dept. are also included in the Executive Department. There are two other departments including the Facilities Management Department and the Finance Department. Each of these are headed by Deputy Directors.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Federal Public Housing	1,639	196
State Public Housing	231	N/A
Section 8 Vouchers	1215	36
Section 8 Certificates	Combined with vouchers	
Section 8 Mod Rehab	0	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	N/A
Public Housing Drug Elimination Program (PHDEP)	Discontinued N/A	N/A
Other Federal Programs		
New Approach Anti - Drug Program	N/A	N/A
ROSS Supportive	1,422	N/A

ServicesProgram		
CDBGYouth Programs	350	N/A

C.ManagementandMaintenancePolicies

ListthePHA'spubl ichousingmanagementandmaintenancemaintenancepolicydocuments,manualsand handbooksthatcontaintheAgency'srules,standards,andpoliciessthatgovernmaintenanceand managementofpublichousing,includingadescriptionofanymeasuresnecessaryforthe preventionoreradicationofpestinfestation(whichincludescockroachinfestation)andthe policiesgoverningSection8management.

PublicHousingMaintenanceandManagement:(listbelow)

- LowRentPublicHousingAdministrativePlan
- EqualOpportunityHousingPlan
- CollectiveBargainingAgreement
- PetPolicies
- GrievanceProcedure
- CriminalOffenderRecordInformationPolicy
- AnnualReexaminationReviewforFederalProjects
- ModelSafetyPolicy
- RentCollectionPolicy
- InvestmentPolicy
- WaterbedPolicy
- AirConditioningPolicy
- FencePolicy
- EvictionProcedure
- FireDamagedApartmentPolicy
- EmployeePrivacyPolicy
- DispositionPolicy
- CapitalizationPolicy
- ProcurementPolicy
- PersonnelPolicy
- By-LawsoftheAuthority
- InventoryControlPolicy
- RentalandOccupancyPolicy

Section8Management:(listbelow)

- Section8AdministrativePlan
- FamilySelf-SufficiencyActionPlan

6. PHAGrievanceProcedures

[24CFRPart903.79(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 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list addition to federal requirements below:

2. Which PHA offices should residents or applicant 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 in formal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list addition 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

[24 CFR 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 at Attachment B.

-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 at Attachment D

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development
- Revitalization 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 HOPEVI revitalization grant in the Plan year?

If yes, list development name/s below:

1-12, 1 -14 Scattered Sites

1-3 Bishop Markham

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:

Note: The LHA has developed a mixed financing plan for a State -aided public housing development which anticipates use of some Federal resources including relocation resources.

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

8. Demolition and Disposition

[24 CFR Part 903.79(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:	82 -96 Lewis Street, and 27 -45 O'Brien Terrace, Lowell
1b. Development (project) number:	MA06P001001
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(1/03)
5. Number of units affected:	18
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 8/03 b. Projected end date of activity: 12/04

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

[24CFR Part 903.79(i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined 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: Bishop Markham Village	
1b. Development (project) number: MA1 -3	
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 checked="" type="checkbox"/> 75:25
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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (8/31/03)	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected: 399	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

Designation of Public Housing Activity Description	
1a. Development name: Faulkner Street	
1b. Development (project) number: MA1 -4	
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 checked="" type="checkbox"/> 75:25
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input checked="" type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (12/07/01)	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected: 27	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

Designation of Public Housing Activity Description	
1a. Development name: Father Norton Manor	
1b. Development (project) number: MA1 -5	
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 checked="" type="checkbox"/> 75:25
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input checked="" type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (12/07/01)	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected: 112	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

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

1b. Development(project)number:MA1 -11	
2. Designationtype: Occupancybyonlytheelderly <input type="checkbox"/> Occupancybyfamilieswithdisabilities <input type="checkbox"/> Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities <input checked="" type="checkbox"/> 75:25	
3. Applicationstatus(selectone) Approved;includedinthePHA'sDesignationPlan <input checked="" type="checkbox"/> Submitted,pendingapproval <input checked="" type="checkbox"/> Plannedapplication <input type="checkbox"/>	
4. Datethisdesignationapproved,submitted,orplannedforsubmission: (12/07/01)	
5. Ifapproved,willthisdesignationconstitutea(selectone) <input checked="" type="checkbox"/> NewDesignationPlan <input type="checkbox"/> Revisionofapreviously -approvedDesignationPlan?	
6. Numberofunitsaffected:90	
7. Coverageofaction(selectone) <input type="checkbox"/> Partofthedevelopment <input checked="" type="checkbox"/> Totaldevelopment	

DesignationofPublicHousingActivityD escription	
1a. Developmentname:ArchambaultTowers	
1b. Development(project)number:MA1 -6	
2. Designationtype: Occupancybyonlytheelderly <input type="checkbox"/> Occupancybyfamilieswithdisabilities <input type="checkbox"/> Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities <input checked="" type="checkbox"/> 75:25	
3. Applicationstatus(selectone) Approved;includedinthePHA'sDesignationPlan <input checked="" type="checkbox"/> Submitted,pendingapproval <input checked="" type="checkbox"/> Plannedapplication <input type="checkbox"/>	
4. Datethisdesignationapproved,submitted,orplannedforsubmission: (12/07/01)	
5. Ifapproved,willthisdesignationconstitutea(selectone) <input checked="" type="checkbox"/> NewDesignationPlan <input type="checkbox"/> Revisionofapreviously -approvedDesignationPlan?	
6. Numberofunitsaffected:189	
7. Coverageofaction(selectone) <input type="checkbox"/> Partofthedevelopment <input checked="" type="checkbox"/> Totaldevelopment	

10. ConversionofPublicHousingtoTenant -BasedAssistance

[24CFRPart903.79(j)]

ExemptionsfromComponent10;Section8onlyPHAsarenotrequiredtocompletethissection.

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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

See Attachment F: "Required Initial Conversion Assessment"

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:)

- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

Exemptions from Component 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 streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

1. 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: 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:

These are delineated in the Section 8 Administrative Plan and will be further elaborated as the program is developed. Also See Attachment L.

12. PHA Community Service and Self -sufficiency Programs

[24 CFR Part 903.79(1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 11/6/2000

The Lowell Housing Authority has coordinated a cooperative agreement with the Department of Transitional Assistance. We have developed a good working relationship through which we are able to obtain information for income verification, service availability, and clients sanctioning actions.

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

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

The LHA intends to explore additional avenues of cooperation in the coming year.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social Self-Sufficiency Programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/PHA main office/other provider name)	Eligibility (public housing or section 8 participants or both)
Computer Lab Public Access	10	Ongoing M – F 10- 12	Mercier Center	FSS/PH
Middlesex Community College (Degree and Certificate Programs)		As needed	Offsite	FSS/PH
University of MA at Lowell (Degree Programs)		As needed	Offsite	FSS/PH
Lowell Adult Education (ESL and GED Programs)		As needed	OffSite	FS/PH
Earned Income Tax Credit Program		January – April 15th	Mercier Center LHA Casey Family Ser. IRS	FSS/PH Low Income Residents of The City.
Free Income Tax Preparation/EFILE		January – April 15 th	Mercier Center LHA Casey Family Ser. IRS	FSS/PH Low Income Residents of The City.
Middlesex Community College Links Program		Spring & Fall	MCC Bedford Campus	FSS/PH
Resume Development & Employment Programs		Ongoing	FSS Department	FSS/PH
Access to Jobs Joint				

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/PHA main office/other provider name)	Eligibility (public housing or section 8 participants or both)
Employment Program (D'Youville Senior Care, Coalition for a Better Acre, Lowell Boy's & Girl's Club, The Club)	6- 10	Ongoing	Work sites through - Out the City of Lowell.	PH
Suit Ability (Business Clothing)		As needed	Offsite	FSS/PH
New Beginnings (Computer Training and Budgeting)		As needed	Westminster Village/Lowell	FS/PH
Financial Literacy Seminar	30	Voluntary	Mercier Center LHA Casey Family Enterprise Bank	FSS/PH
FSS FLEET Loan Program	3	Voluntary	Consumer Credit FSS/Fleet Bank	FSS
United Planning Committee	20	Ongoing	LHA Resident Councils Casey Family	PH
Informational Employment Opportunities (FSS Staff)	30	Voluntary Ongoing	FSS Department	FSS/PH
Credit Counseling and Repair Seminar (FSS Staff)	50	Voluntary Ongoing	FSS Department	FSS/PH
Homeownership Opportunities & Applications (FSS Staff)	Ongoing	Voluntary Ongoing	FSS Department	FSS/PH
Project Genesis Home Buyer Training Program (Merrimack Valley Housing Partnership)	60	Voluntary Ongoing	Off Site	FSS/PH
Homebuyer Assistance (RFDC)	60+	Voluntary	FSS Department	FSS/PH

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/PHA main office/other provider name)	Eligibility (public housing or section 8 participants or both)
Public Housing Resident Counsel FSS Seminars		As needed Ongoing	Resident Counsel Community Rooms	PH
Textile Museum Scholarship Program	2	As needed	American Textile Museum	PH
Public Housing Resident Counsel FSS Seminars		As needed Ongoing	Resident Counsel Community Rooms	PH
Textile Museum Scholarship Program	2	As needed	American Textile Museum	PH

(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 9/30/01)
Public Housing	N/A	N/A
Section 8	50	42

- 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© of the U.S. Housing Act of 1937 See Attachment K

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

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

The PHDEP program has been discontinued and rolled into the Capital Fund Program

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)
There are a few perceived problems in one family development and two elderly developments

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports

- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- Other (describe below)

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

North Common, Bishop Markham, Archambault Towers, George Flanagan

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 -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
 - Police Substation
 - Private Investigators

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

North Common, Bishop Markham, Archambault Towers

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 - baselinelaw enforcement services
- Other activities (list below)

Fingerprinting

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

North Common, George Flanagan, Bishop Markham, Archambault Towers, Scattered Sites, Archie Kenfick Manor (State program)

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes No: No attached plan

14. PET POLICY

[24CFR Part 903.79(n)]

The LHA has two separate pet policies (See Attachment I for full policies). The Elderly Developments Pet Policy permits household pets. In general the regulation permits licensed, neutered pets such as a dog, cat, bird, fish, rodent or turtle which are registered with the LHA. In addition, the policy permits the Authority to intervene when pets are neglected or cause problems to the property or other tenants. The Family Developments Pet Policy permits licensed, neutered pets such as a dog, cat, bird, fish, rodent or turtle which are registered with the LHA. No pets with a profile of aggression (Doberman Pinchers, Rotweilers etc.) or dangerous to others (such as poisonous snakes etc.) are permitted at all in any family units. The pet cannot exceed 20 pounds in one weight and families are limited to one dog or cat per family.

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (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)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenorequiredto completethis component.HighperformingandsmallPHAsarenorequiredto completethiscomponent.

1. Yes No: IsthePHAengaginginanyactivities thatwillcontribute tothelong -term assetmanagementofitspublichousingstock,includinghowtheAgencywillplanforlong -term operating,capitalinvestment,rehabilitation,modernization,disposition,andotherneedsthat have **not**beenaddressedelsewhereinthisPHAPlan?

2. WhattypesofassetmanagementactivitieswillthePHAundertake?(selectallthatapply)

- Notapplicable
- Privatemanagement
- Development-basedaccounting
- Comprehensivestockassessment
- Other:(listbelow)
 - Assessmentsofsub -populationmarketsandneighborhoodmarkets.
 - Not-for-ProfitmanagementofdisableddevelopmentsusingSection8certificates inaprojectbasednewdevelopment.
 - Supportiveservicecontractstothirdpartyprovidersforonsiteserviceprograms anddevelopmentofneighborhoodservicecenterswithindevelopments.
 - ConsolidationofallfinancialaccountingunderGAAPandthedevelopmentof assetvalueofLHAholdingsandthepotentialleverageofthesefordevelopmentofnew affordablehousing.
 - Developmentofpersonnelassetsthroughtuitioncreditsandreimbursements, trainingopportunitiesandthroughincreasingstandardsfornewhires.

3. Yes No: HasthePHAincludeddescriptionsofassetmanagementactivitiesinthe **optional**PublicHousingAsset ManagementTable?

18.OtherInformation

[24CFRPart903.79@]

A.ResidentAdvisoryBoardRecommendations

1. Yes No: DidthePHAreceiveanycommentsonthePHAPlanfromtheResident AdvisoryBoard/s?

2.Ifyes,thecommentsare:(ifcommentswere received,thePHA **MUST**selectone)

- AttachedatAttachmentH
- Providedbelow:

3.InwhatmannerdidthePHAaddressthosecomments?(selectallthatapply)

- Consideredcomments,butdeterminedthatnochangestothePHAPlanwerenecessary. SeeAttachmentH
- ThePHAchangedportionsofthePHAPlaninresponsetocomments Listchangesbelow:
- Other:(listbelow)

Note: Selection of RAB members is described in Attachment G

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

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

The resident council at each development submit one but no more than three names and these are then forwarded to the City Manager who after interviews, selects a resident who is then approved by City Council.

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 only)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

Ms. Constance Achin, a resident of Archie Kenfick Manor, is the Tenant Representative on the Board of Commissioners and her current 5 year term expires 12/28/05.

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: City of Lowell

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)

- Developing assisted living opportunities for the elderly
- Expanding affordable housing opportunities in the region
- Deconcentrating poverty concentrations, reducing poor housing conditions, especially in the Acre, where the LHA has its largest public housing concentrations.
- Supporting the development of alternative housing opportunities with specialized services for the disabled through project based Section 8 programs

Other: (list below)

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

- Use of HOME and CDBG funds to expand the supply of affordable housing in the region.
- Use of CDBG funds to partner with the LHA in the development of Project Based Section 8 housing.
- Use of HOME and CDBG funds to partner with the LHA in the provision of supportive services and housing opportunities for persons of extremely low income.
- Use of CDBG funds to operate youth programs with the LHA.
- Coordination of CDBG funding for lead based paint removal and remediation.
- Use of CDBG and HOME funds to stabilize the neighborhoods in which there is an excessive concentration of poverty, including some in which there are LHA developments.

D. Other Information Required by HUD

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

1. Follow-up plan to the Resident Survey and Satisfaction Survey

The Resident survey results for FY2002 have been published and were received a score of 9 out of a possible 10 points. The LHA continues to take action to develop and implement policies for the benefit of our residents and intend to continue to follow actions to address issues raised in the FY2002 survey.

- A staff person has been assigned to work with Resident Councils to conduct meetings/surveys to ascertain areas of concern/dissatisfaction.
- To enhance communication management staff is encouraged to attend and support resident organization meetings.
- A greater emphasis will be placed on the Implementation Plan, (Quarterly Newsletters, RAB Meetings, Postings, etc., will be publicized and site specific). Property Managers and their

staff will work to ensure residents are aware of the importance of completing and returning the Resident Satisfaction Survey.

- Residents are encouraged to help maintain common areas and hallways clean and free of debris.
- Residents are urged to report residents who violate and/or visitors who dirty or deface common areas and hallways.
- In addition weekly development tours are conducted by management staff to identify and address problem areas such as common areas, parking areas, yards, etc.
- Maintain the current pest control procedure.
- Purchase additional equipment to combat graffiti throughout the developments.
- Aggressively recruit residents for employment on our landscape and grounds crews, to address/improve curb appeal for our developments, i.e., trash, litter and landscaping.
- In addition to in-house labor, pursue the services of the Middlesex County Community Work Program to improve curb appeal and exterior/interior building conditions.
- Developed and implemented a Fence Policy to standardize the use of exterior fencing.
- Developed and implemented an Air Conditioner Policy common to all development to address safety and wellbeing of residents.
- Increase frequency of parking lot tours to address abandoned and/or illegally parked vehicles.
- Aggressively pursue eviction of lease violation of resident responsibilities.
- Initiated, trained and supported Neighborhood Watch Patrols.
- Initiated an "Officer Friendly" program where LHA police knock on 10 resident doors daily to introduce themselves and offer assistance. If residents are not home officers will leave a packet of information and a business card.
- Expanded resident communications by implementing a phone bank with Public Safety staff, making day and evening phone calls to our residents, gathering information for surveys and explaining Public Safety programs.
- Surveyed and addressed all resident parking areas for adequate lighting.

2. LHA Progress in Meeting the Mission and Goals Described in the Agency Five Year Plan

See Attachment J

3. Basic Criteria used in Determining Substantial Deviation

The LHA has determined that a substantial deviation will only occur if a formal vote of the Board of Commissioners is required for any changes to the Low Rent Public Housing Administrative Plan and the Section 8 Administrative Plan.

4. Basic Criteria used in Determining a Significant Amendment or Modification

The LHA has determined that a significant amendment or modification will only occur if a formal vote of the Board of Commissioners is required for any changes to the Capital Fund Plan or the Drug Elimination Plan which has a budgetary consequence greater than 20% and which

requires a vote of the Board of Commissioners. In addition, any plan to implement a decision to demolish or dispose of a development or to designate a development as elderly only or disabled only, which already requires a hearing and Board approval process as well as HUD approval, will be considered a significant amendment or modification to the PHA Plan.

ATTACHMENTS

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

List of Attachments

Required Attachments:

- A. Admissions Policy for Deconcentration
- B. FY2003 Capital Fund Program Annual Statement
- C. Most recent board -approved operating budget

Optional Attachments:

- D. FY2000 Capital Fund Program 5 Year Action Plan
- E. LHA Staffing
- F. Required Initial Conversion Assessment
- G. RAB Membership List
- Other (List below, providing each attachment name)
 - H. Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
 - I. Pet Policies
 - J. Progress Report (Year Three)
 - K. Voluntary Community Service and Self -Sufficiency Policy
 - L. Section 8 Homeownership Capacity Statement
 - M. Assessment of Site Based Waiting List Demographics
 - N. PHA Management Organizational Chart
 - O. Certifications

Attachment A: Admissions Policy for Deconcentration

The following is an extract from the Low Rent Public Housing Administrative Plan, approved by the Board on April 10th, 2001

Policies on Selection and Admission of Applicants from Waiting List

Subsequent to verification of the information provided in the full application, LHA will group the applications into two tiers.

Tier 1 will include all applicants with incomes that do not exceed 30% of median income for the Lowell area (NOTE: Families in this income category are termed Extremely Low Income (ELI) families).

Tier 2 will include all applicants with incomes that exceed 30% of median income but do not exceed 80% of median income for the area (Such families are termed Low Income Families).

Within each tier, families with local preferences will be listed first. Those preference holders meeting the ranking preference described in Chapter 4.B. will be filed first by earliest date of pre-application, followed by preference holders not meeting the ranking preference ordered by earliest date of pre-application.

In order to assure that the statutory income targeting requirement that "not less than 40% of the families admitted to a PHA's LRP program during the PHA fiscal year from the PHA waiting list be ELI families", 4 of the initial 10 referrals to briefings shall be families on the waiting list who are Tier 1 families and 6 of the initial 10 referrals to briefings shall be Tier 2 families that are preference holders. If there is not a sufficient number of Tier 2 preference holders, one or more of the referrals which were to be initially Tier 2 families will be Tier 1 preference holders.

In addition, if the agency's deconcentration analysis indicates that there are any developments which require targeted selection of below average or above average income families then a further tiering of applications will be done.

Tier 3 will include all covered applicants whose incomes are less than 85% of the average income of all covered families.

Tier 4 will include all covered applicants whose incomes are more than 115% of the average income of all covered families.

As units become available for any covered development under the deconcentration analysis, then in addition to the targeting tiers and procedures, skipping will be applied to admit only those applicants who are also in Tier 3 or Tier 4 as may be required.

AttachmentB: AnnualStatement/PerformanceandEvaluationReport

AnnualStatement/PerformanceandEvaluationReport CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary						
PHAName: LowellHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo:MA06P00150103 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2003	
<input type="checkbox"/> OriginalAnnualStatement ? ReserveforDisasters/Emergencies ? RevisedAnnualStatement # <u> </u> <input type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding: ? FinalPerformanceandEvaluationReport						
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost		
		Original	Revised	Obligated	Expended	
1	Totalnon -CFPFunds					
	1406Operations	125,000				
3	1408ManagementImprovementsSoftCosts	200,000				
	ManagementImprovementsHardCosts					
4	1410Administration	361,557				
5	1411Audit					
6	1415LiquidatedDamages					
7	1430FeesandCosts	200,000				
8	1440SiteAcquisition					
9	1450SiteImprovement	200,000				
10	1460DwellingStructures	1,335,000				
11	1465.1DwellingEquipment –Nonexpendable	50,000				
12	1470NondwellingStructures	94,012				
13	1475NondwellingEquipment	1,000,000				
14	1485Demolition					
15	1490ReplacementReserve					
16	1492MovingtoWorkDemonstration					

HUD50075

GaryK. Wallace, ExecutiveDirector

Date

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA/wide	Operations	1406	all	125,000				
HA/wide	FSS Programs and Services - Training- Security	1408	all	200,000				
HA/wide	Administration	1410	all	361,557				
HA/wide	A/E Contracts-Consultant Services	1430	all	200,000				
HA/wide	Site Improvements -Sidewalks, Parking, Green Space, Fencing	1450	all	200,000				
HA/wide	Dwelling Equipment -Stoves, Refrigerators, Air Conditioning	1465.1	all	50,000				
HA/wide	Non-Dwelling Structures -Maintenance Use Building, Fire Equipment, Stock and Work Space	1470	all	94,012				
HA/wide	Relocation for Rehab of Units at All Developments	1495.1	all	50,000				
George W. Flanagan Development/MA1 -2	Heating Upgrade	1475	166 units	500,000				
Bishop Markham Village/MA1 -3	Heating Upgrade	1475	399 units	500,000				
Bishop Markham Village/MA1 -3	Congregate Rehab	1460	20 units	100,000				
Faulkner Street Development/MA1 -4	Window and Floor Replacement	1460	28 units	125,000				
Fr. Norton Manor/ MA1 -5	Roof Replacement	1460	112 units	185,000				
Fr. Norton Manor/ MA1 -5	Exterior Painting	1460	1 bldg.	125,000				

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Gary K. Wallace, Executive Director

Date

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Scattered Site Housing/ MA1 -12	Unit Rehab	1460	45 units	200,000				
Scattered Site Housing/ MA1 -12	Exterior Building Rehab	1460	12 bldgs.	200,000				
Scattered Site Housing/ MA1 -14	Unit Rehab	1460	60 units	200,000				
Scattered Site Housing/ MA1 -14	Exterior Building Rehab	1460	18 bldgs.	200,000				
TOTALS:				3,615,569				

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 Gary K. Wallace, Executive Director

 Date

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Development Number Name/HA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA/wide Operations	12/05			12/07			
HA/wide Manage - ment Improvements	12/05			12/07			
HA/wide Administration	12/05			12/07			
HA/wide Fees and Costs	12/05			12/07			
HA/wide Site Improvements	12/05			12/07			
HA/wide Dwelling Equipment	12/05			12/07			
HA/wide Non - Dwelling Structures	12/05			12/07			
HA/wide Relocation	12/05			12/07			
MA1 -2/GWF Heating Upgrade	12/05			12/07			

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 Gary K. Wallace, Executive Director

 Date

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Development Number Name/HA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA1 -3/BMV Congregate Rehab	12/05			12/07			
MA1 -4/Faulkner St. Window and Floor Replacement	12/05			12/07			
MA1 -5/FNM Roof Replacement	12/05			12/07			
MA1 -5/FNM Exterior Painting	12/05			12/07			
MA1 -12 Scattered Sites/Unit Rehab	12/05			12/07			
MA1 -12 Scattered Sites/Exterior Bldg. Rehab	12/05			12/07			
MA1 -14 Scattered Sites/Unit Rehab	12/05			12/07			
MA1 -14 Scattered Sites/Exterior Bldg. Rehab	12/05			12/07			

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 Gary K. Wallace, Executive Director

 Date

Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150103			Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement ? Reserve for Disasters/Emergencies ? Revised Annual Statement ? 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	0				
2	1406 Operations	0				
3	1408 Management Improvements Soft Costs	0				
	Management Improvements Hard Costs	0				
4	1410 Administration	0				
5	1411 Audit	0				
6	1415 Liquidated Damages	0				
7	1430 Fees and Costs	0				
8	1440 Site Acquisition	0				
9	1450 Site Improvement	0				
10	1460 Dwelling Structures	0				
11	1465.1 Dwelling Equipment - Nonexpendable	0				
12	1470 Non dwelling Structures	0				
13	1475 Non dwelling Equipment	0				
14	1485 Demolition	0				
15	1490 Replacement Reserve	0				
16	1492 Moving to Work Demonstration	0				

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Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150103	Federal FY of Grant: 2003
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Development Number Name/HA-wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
H/A Wide	Replacement Housing		1499	all	39,716		
	TOTAL				39,716		

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 Gary K. Wallace, Executive Director

 Date

**AttachmentB: AnnualStatement/PerformanceandEvaluationReport
FY2000AnnualStatement/PerformanceandEvaluationReport**

AnnualStatement/PerformanceandEvaluationReport CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary					
PHAName: LowellHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo:MA06P00150100 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2000
? OriginalAnnualStatement		? ReserveforDisasters/Emergencies		? RevisedAnnualStatement _____	
■ PerformanceandEvaluationReportforPeriodEnding: Report		3/31/03		? FinalPerformanceandEvaluation	
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Revised(4)	Revised(5)	Obligated	Expended
1	Totalnon -CFPFunds	0	0	0	0
2	1406Operations	0	0	0	0
3	1408ManagementImprovementsSoftCosts	167,449	168,516	168,516	168,516
	ManagementImprovementsHardCosts	0	0	0	0
4	1410Administration	361,938	361,938	361,938	361,938
5	1411Audit	0	0	0	0
6	1415LiquidatedDamages	0	0	0	0
7	1430FeesandCosts	165,000	165,000	165,000	165,000
8	1440SiteAcquisition	0	0	0	0
9	1450SiteImprovement	0	0	0	0
10	1460DwellingStructures	2,825,000	2,845,339	2,845,339	2,433,000
11	1465.1DwellingEquipment –Nonexpendable	0	0	0	0
12	1470NondwellingStructures	0	0	0	0
13	1475NondwellingEquipment	50,000	48,335	48,335	33,518
14	1485Demolition	0	0	0	0
15	1490ReplacementReserve	0	0	0	0
16	1492MovingtoWorkDemonstration	0	0	0	0

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

PHAName: LowellHousingAuthority	GrantTypeandNumber CapitalFundProgramGrantNo:MA06P00150100 ReplacementHousingFactorGrantNo:	FederalFYofGrant: 2000
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? OriginalAnnualStatement ? ReserveforDisasters/Emergencies ? RevisedAnnualStatement _____
 ■ PerformanceandEvaluationReportforPeriodEnding: 3/31/03 ? FinalPerformanceandEvaluation Report

Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Revised(4)	Revised(5)	Obligated	Expended
17	1495.1RelocationCosts	50,000	30,259	30,259	30,259
18	1499DevelopmentActivities	0	0	0	0
19	1502Contingency	0	0	0	0
	AmountofAnnualGrant:(sumoflines...)	3,619,387	3,619,387	3,619,387	3,192,231
	AmountoflineXXRelatedtoLBPActivities	0	0	0	0
	AmountoflineXXRelatedtoSection504 compliance	0	0	0	0
	AmountoflineXXRelatedtoSecurity –Soft Costs	0	0	0	0
	AmountoflineXXRelatedtoSecurity –Hard Costs	0	0	0	0
	AmountoflineXXrelatedtoEnergy ConservationMeasures	0	0	0	0
	CollateralizationExpensesorDebtService	0	0	0	0

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Development Number Name/HA-wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
HA/wide	Operations	1406	all	0	0	
HA/wide	Management Improvements - Training-FSS-Security	1408	all	168,516	168,516	Complete
HA/wide	Administration-Salaries-C.F.P.	1410	all	361,938	361,938	Complete
HA/wide	Fees and Costs A/E Costs -Consultants	1430	all	165,000	165,000	Complete
HA/wide	Non-dwelling Equipment Truck for Rehab and Equipment	1475	all	48,335	33,518	Complete
HA/wide	Relocation Costs for MA1 -5 and MA1 -12/MA1 -14	1495.1		30,259	30,259	Complete
MA1 -5/FNM	Kitchen/Bathroom Renovations	1460	112 units	2,179,076	2,060,015	Complete
MA1 -1/NCV	Heating Repairs/Vacuum Pumps	1460	524 units	118,441	118,441	Complete
MA1 -12/ Scattered Sites	Unit Refurbishment/Forced Labor Account-Materials for Units Designed and Supervised by LHA Staff	1460	45 units	327,340	34,062	On-going
MA1 -14/ Scattered Sites	Unit Refurbishment/Forced Labor Account-Materials for Units Designed and Supervised by LHA Staff	1460	60 units	220,482	220,482	Complete
	TOTAL			3,619,387	3,192,231	

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Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Development Number Name/HA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA/wide1408	9/30/02			9/30/04			
HA/wide1410	9/30/02			9/30/04			
HA/wide1430	9/30/02			9/30/04			
HA/wide1475	9/30/02			9/30/04			
HA/wide1495.1	9/30/02			9/30/04			
MA1 -5/FNM	9/30/02			9/30/04			
MA1 -1/NCV	9/30/02			9/30/04			
MA1 -12/ Scattered Sites	9/30/02			9/30/04			
MA1 -14/ Scattered Sites	9/30/02			9/30/04			

HUD50075

Gary K. Wallace, Executive Director	Date
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Annual Statement/Performance and Evaluation Report

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150100	Federal FY of Grant: 2000
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? Original Annual Statement ? Reserve for Disasters/Emergencies ? Revised Annual Statement
 Performance and Evaluation Report for Period Ending: 3/31/03 ? Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFPFunds	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	0			
	Management Improvements Hard Costs	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment -Nonexpendable	0			
12	1470 Non Dwelling Structures	0			
13	1475 Non Dwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			

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Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150100	Federal FY of Grant: 2000
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? Original Annual Statement ? Reserve for Disasters/Emergencies ? Revised Annual Statement
 ■ Performance and Evaluation Report for Period Ending: 3/31/03 ? Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	33,868			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines...)	33,868			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of line XX Related to Security –Hard Costs				
	Amount of line XX related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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 Gary K. Wallace, Executive Director

 Date

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150100	Federal FY of Grant: 2000
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Development Number Name/HA-wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
H/A Wide	Replacement Housing		1499	all		33,868			
	TOTAL					33,868			

HUD50075

 Gary K. Wallace, Executive Director

 Date

FY2001AnnualStatement/PerformanceandEvaluationReport

AnnualStatement/PerformanceandEvaluationReport CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary						
PHAName: LowellHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo:MA06P00150101 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2001	
? OriginalAnnualStatement ? ReserveforDisasters/Emergencies ? RevisedAnnualStatement ■ PerformanceandEvaluationReportforPeriodEnding: 3/31/03 ? FinalPerformanceandEvaluation Report						
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost		
		Original	Revised(1)	Obligated	Expended	
1	Totalnon -CFPFunds	0	0	0	0	
2	1406Operations	0	100,000	0	0	
3	1408ManagementImprovementsSoftCosts	250,000	200,000	61,347	61,347	
	ManagementImprovementsHardCosts	100,000	0	0	0	
4	1410Administration	361,938	370,135	370,135	186,082	
5	1411Audit	0	0	0	0	
6	1415LiquidatedDamages	0	0	0	0	
7	1430FeesandCosts	150,000	181,591	181,591	181,591	
8	1440SiteAcquisition	0	0	0	0	
9	1450SiteImprovement	200,000	275,000	137,929	24,500	
10	1460DwellingStructures	1,467,449	1,725,349	1,561,582	620,701	
11	1465.1DwellingEquipment -Nonexpendable	0	24,276	0	0	
12	1470NondwellingStructures	115,000	100,000	100,000	15,840	
13	1475NondwellingEquipment	725,000	675,000	675,000	0	
14	1485Demolition	200,000	0	0	0	
15	1490Repl acementReserve	0	0	0	0	
16	1492MovingtoWorkDemonstration	0	0	0	0	

HUD50075

GaryK. Wallace,ExecutiveDirector

Date

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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? Original Annual Statement ? Reserve for Disasters/Emergencies ? Revised Annual Statement
 ■ Performance and Evaluation Report for Period Ending: 3/31/03 ? Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised(1)	Obligated	Expended
17	1495.1 Relocation Costs	50,000	50,000	50,000	6,131
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	81,964	0	0	0
	Amount of Annual Grant: (sum of lines...)	3,701,351	3,701,351	3,137,584	1,096,192
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	0	0	0	0
	Amount of line XX Related to Security –Soft Costs	0	0	0	0
	Amount of line XX Related to Security –Hard Costs	0	0	0	0
	Amount of line XX related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

HUD50075

 Gary K. Wallace, Executive Director

 Date

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work October 2002
				Original	Revised(1)	Funds Obligated	Funds Expended	
HA-wide	Operations	1406	all	0	100,000	0	0	On-going
HA-wide	Management Improvements Training, Salaries for FSS and Public Housing Staff	1408	all	350,000	200,000	61,347	61,347	On-going
HA-wide	Administration	1410	all	361,938	370,135	370,135	186,082	On-going
HA-wide	Fees/Costs Architect Fees - Consultants	1430	all	150,000	181,591	181,591	181,591	On-going
HA-wide	Site Improvements Fencing, Walks, Parking Lots, Common Areas	1450	all	0	75,000	24,500	24,500	On-going
HA-wide	Appliance Replacement Refrigerators and Stoves	1465.1	all	0	24,276	0	0	On-going
HA-wide	Computer Equipment	1475	all	50,000	0	0	0	Deferred
HA-wide	Relocation Costs	1495.1	all	50,000	50,000	50,000	6,131	On-going
HA-wide	Contingency	1502	all	81,964	0	0	0	Deferred
North Common Village MA1 -1	Site Work to Mailboxes and Surrounding Areas	1450	9 areas	200,000	200,000	113,429	0	Out to Bid
North Common Village MA1 -1	Intercom System (51 Hallways)	1460	13 bldgs.	200,000	200,000	200,000	0	Out to Bid
North Common Village MA1 -1	Demolition	1485	2 bldgs.	200,000	0	0	0	Deferred
George Flanagan Development/MA1 -2	Replace Hot Water System	1460	166 units	0	125,000	125,000	125,000	Complete
George Flanagan Development/MA1 -2	New Canopy Over Loading Dock	1470	1	115,000	100,000	100,000	15,840	In Construction
Bishop Markham Village MA1 -3	Rehab Congregate Living Space and Common Areas	1460	20 units	0	163,767	0	0	In Design
Bishop Markham Village MA1 -3	New Trash Compactors (11)	1475	399 units	500,000	500,000	500,000	0	Out to Bid
Fr. Martin Norton Manor MA1 -5	Replace Heating and Hot Water System	1460	112 units	267,449	284,981	284,981	284,981	Complete

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work October 2002
				Original	Revised(1)	Funds Obligated	Funds Expended	
Dewey Archambault Towers/MA1 -6	New Trash Compactor	1475	189 units	50,000	50,000	50,000	0	Out to Bid
Scattered Site Housing MA1 -12	Roof Replacement	1460	12 bldgs.	250,000	250,000	250,000	55,493	In Construction
Scattered Site Housing MA1 -12	Complete Rehab of Units and Common Areas	1460	12 bldgs.	250,000	232,468	232,468	22,776	On-going
Scattered Site Housing MA1 -14	Roof Replacement	1460	18 bldgs.	250,000	250,000	250,000	0	In Construction
Scattered Site Housing MA1 -14	Complete Rehab of Units and Common Areas	1460	18 bldgs.	250,000	219,133	219,133	132,451	On-going
TOTAL:				3,701,351	3,701,351	3,137,584	1,096,192	

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_____ Gary K. Wallace, Executive Director	_____ Date
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Development Number Name/HA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA/wide1406	10/31/03			10/31/05			
HA/wide1408	10/31/03			10/31/05			
HA/wide1410	10/31/03			10/31/05			
HA/wide1430	10/31/03			10/31/05			
HA/wide1450	10/31/03			10/31/05			
HA/wide1460	10/31/03			10/31/05			
HA/wide1465 .1	10/31/03			10/31/05			
HA/wide1470	10/31/03			10/31/05			
HA/wide1475	10/31/03			10/31/05			
HA/wide1495.1	10/31/03			10/31/05			

HUD50075

 Gary K. Wallace, Executive Director

 Date

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150101	Federal FY of Grant: 2001
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? Original Annual Statement ? Reserve for Disasters/Emergencies ? Revised Annual Statement
 ■ Performance and Evaluation Report for Period Ending: 3/31/03 ? Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	34,621			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines...)	34,621			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of line XX Related to Security –Hard Costs				
	Amount of line XX related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

HUD50075

 Gary K. Wallace, Executive Director Date

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150101	Federal FY of Grant: 2001
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Development Number Name/HA-wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
H/A Wide	Replacement Housing		1499	all		34,621			
	TOTAL					34,621			

HUD50075

 Gary K. Wallace, Executive Director

 Date

FY2002AnnualStatement/PerformanceandEvaluationReport

AnnualStatement/PerformanceandEvaluationRe port CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary						
PHAName: LowellHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo:MA06P00150102 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2002	
? OriginalAnnualStatement ? ReserveforDisasters/Emergencies ? RevisedAnnualStatement <u> </u> ■ PerformanceandEvaluationReportforPeriodEnding: 3/31/03 ? FinalPerformanceandEvaluation Report						
Line No.	SummarybyDevelopme ntAccount	TotalEstimatedCost		TotalActualCost		
		Original	Revised	Obligated	Expended	
1	Totalnon -CFPFunds					
2	1406Operations	0	150,000	0	0	
3	1408ManagementImprovementsSoftCosts	276,216	276,216	0	0	
	ManagementImprovementsHardCosts	0	0	0	0	
4	1410Administration	361,557	361,557	0	0	
5	1411Audit	0	0	0	0	
6	1415LiquidatedDamages	0	0	0	0	
7	1430FeesandCosts	225,000	225,000	100,000	43,261	
8	1440SiteAcquisition	0	0	0	0	
9	1450SiteImprovement	0	100,000	0	0	
10	1460DwellingStructures	2,275,000	2,200,000	200,000	41,171	
11	1465.1DwellingEquipment –Nonexpendable	15,000	15,000	0	0	
12	1470NondwellingStructures	150,000	150,000	0	0	
13	1475NondwellingEquipment	80,000	62,796	0	0	
14	1485Demolition	0	0	0	0	
15	1490ReplacementReserve	0	0	0	0	
16	1492MovingtoWorkDemonstration	0	0	0	0	

HUD50075

GaryK. Wallace,ExecutiveDirector

Date

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
? Original Annual Statement		? Reserve for Disasters/Emergencies		? Revised Annual Statement <u> </u>	
■ Performance and Evaluation Report for Period Ending: 3/31/03 ? Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	75,000	75,000	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines...)	3,615,569	3,615,569	300,000	84,432
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	0	0	0	0
	Amount of line XX Related to Security –Soft Costs	0	0	0	0
	Amount of line XX Related to Security –Hard Costs	0	0	0	0
	Amount of line XX related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

HUD50075

Gary K. Wallace, Executive Director

Date

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

PHAName: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised(1)	Funds Obligated	Funds Expended	
HA-wide	Operations	1406	all	0	150,000	0	0	On-going
HA-wide	Security Services, FSS Programs and Services, and Public Housing	1408	all	276,216	276,216	0	0	On-going
HA-wide	Salaries and Benefits CFP	1410	all	361,557	361,557	0	0	On-going
HA-wide	A/E Contracts - Consultant Services	1430	all	225,000	225,000	100,000	43,261	On-going
HA-wide	Site Improvements/Fencing, Walks, Parking, Landscaping	1450	all	0	100,000	0	0	On-going
HA-wide	Appliance Upgrade/Stoves, Refrigerators, Air Conditioners	1465.1	all	15,000	15,000	0	0	On-going
HA-wide	Utility Building/MA1 -2 Location	1470	all	150,000	150,000	0	0	In Design
HA-wide	Computer Equipment, Office Furniture, Card Key Equipment, Security Systems	1475	all	80,000	62,796	0	0	On-going
HA-wide	Relocation Costs	1495.1	all	75,000	75,000	0	0	On-going
HA-wide	Contingency	1502	all	157,796	0	0	0	Deferred
North Common Village/ MA1 -1	Heating System Conversion	1460	524 units	1,000,000	1,000,000	0	0	On-going
North Common Village/ MA1 -1	Roof Replacement	1460	2 bldgs.	500,000	0	0	0	Deferred
Bishop Markham Village/MA1 -3	Heating Conversion and Upgrade	1460	9 bldgs.	250,000	250,000	100,000	13,850	On-going
Bishop Markham Village/MA1 -3	Convert Units to Handicapped	1460	5 units	0	125,000	100,000	27,321	On-going
Bishop Markham Village/MA1 -3	Refurbish Complete Congregate Space	1460	20 units	0	300,000	0	0	In Design
Dewey Archambault Towers/MA1 -6	Hot Water Conversion	1460	189 units	125,000	125,000	0	0	On-going
Scattered Site Housing/ MA1 -12	Complete Rehab of Units	1460	45 units	200,000	200,000	0	0	On-going
Scattered Site Housing/ MA1 -14	Complete Rehab of Units	1460	60 units	200,000	200,000	0	0	On-going

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

PHAName: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised(1)	Funds Obligated	Funds Expended	
TOTALS:				3,615,569	3,615,569	300,000	84,432	

HUD50075

 Gary K. Wallace, Executive Director

 Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Development Number Name/HA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA/wide1406	12/04			12/06			
HA/wide1408	12/04			12/06			
HA/wide1410	12/04			12/06			
HA/wide1430	12/04			12/06			
HA/wide1460	12/04			12/06			
HA/wide1465.1	12/04			12/06			
HA/wide1470	12/04			12/06			
HA/wide1475	12/04			12/06			
HA/wide1495.1	12/04			12/06			

HUD50075

 Gary K. Wallace, Executive Director _____
 Date

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150102	Federal FY of Grant: 2002
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? Original Annual Statement ? Reserve for Disasters/Emergencies ? Revised Annual Statement
 Performance and Evaluation Report for Period Ending: 3/31/03 ? 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	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	0			
	Management Improvements Hard Costs	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment - Nonexpendable	0			
12	1470 Non Dwelling Structures	0			
13	1475 Non Dwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			

HUD50075

 Gary K. Wallace, Executive Director

 Date

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

PHAName: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150102	Federal FY of Grant: 2002
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? Original Annual Statement ? Reserve for Disasters/Emergencies ? Revised Annual Statement
 Performance and Evaluation Report for Period Ending: 3/31/03 ? Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	39,716			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines...)	39,716			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of line XX Related to Security –Hard Costs				
	Amount of line XX related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

HUD50075

 Gary K. Wallace, Executive Director

 Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150102	Federal FY of Grant: 2002
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Development Number Name/HA-wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
H/A Wide	Replacement Housing	1499	all		39,716			
	TOTAL				39,716			

HUD50075

 Gary K. Wallace, Executive Director

 Date

OPERATINGBUDGET
FORMHUD-52567
09/30/03

DESCRIPTION	FY01ACTUAL PUM	FY02EST PUM	FY03BDGT PUM	FY03BDGT AMOUNTS
DWELLINGRENTAL	241.94	247.25	250.85	4,930,636
INTEREST	7.31	2.80	3.36	66,000
OTHERINCOME	5.64	6.51	6.12	120,261
TOTALOPERATINGRECEIPTS	254.89	256.56	260.32	5,116,897
ADMINSALARIES	77.62	82.36	81.84	1,608,674
LEGALEXPENSE	1.66	1.09	1.14	22,468
STAFFTRAINING	-	0.46	1.02	20,000
TRAVEL	0.65	0.56	0.74	14,500
ACCT/AUDITFEES	0.38	0.38	0.38	7,537
OTHERADMIN	23.56	23.07	22.19	436,244
TOTALADMINISTRATIVE	103.87	107.92	107.32	2,109,423
TENANTSERVICES-SALARIES	3.91	4.27	4.44	87,339
TENANTSERVICES-SUPPLIES	1.29	2.08	2.08	40,950
TENANTSERVICES-COUNCILEXPENSE	0.41	0.23	0.25	4,935
TOTALTENANTSERVICES	5.61	6.59	6.78	133,224
WATER	32.80	36.61	30.08	591,258
ELECTRICITY	50.70	54.36	59.85	1,176,454
GAS	80.35	72.26	83.04	1,632,295
UTILITYLABOR	6.79	5.66	5.78	113,520
TOTALUTILITIES	170.64	168.89	178.75	3,513,527
MAINTENANCELABOR	82.78	96.69	94.17	1,850,911
MAINTENANCEMATERIALS	20.28	20.13	21.47	422,000
MAINTENANCECONTRACTCOSTS	25.13	21.92	22.49	442,000
TOTALMAINTENANCE	128.19	138.73	138.12	2,714,911
INSURANCE	13.42	14.93	16.38	321,931
PILOT	7.13	7.84	7.21	141,711
T/L&EEBENEFITS	64.69	76.59	69.89	1,373,762
COLLECTIONLOSSES	1.25	1.61	1.61	31,700
TOTALGENERALEXPENSE	86.49	100.97	95.09	1,869,104
ROUTINEEXPENSE	494.80	523.10	526.06	10,340,189
EXTRAORDINARYMAINTENANCE	10.92	9.41	8.14	160,000
REPLACEMENTNONEXPEQUIP	0.65	4.69	3.76	74,000
PROPBETTERMENT&ADDITIONS	3.83	2.37	0.13	2,500
TOTALNON-ROUTINEEXPENSE	15.40	16.47	12.03	236,500
OPERATINGEXPEDITURES	510.20	539.56	538.09	10,576,689
RESIDUAL(DEFICIT)BEFORESUBSIDY	(255.31)	(283.00)	(277.77)	(5,459,792)
OPERATINGSUBSIDY-PFS	211.33	253.77	277.77	5,459,792

<u>Line#</u>		<u>Description</u>	<u>Total</u>	<u>Mngt</u>	<u>Sec.8</u>	<u>Other</u>	
4130	1	Legal	43,250	22,468	15,089	5,693	
		Training:General	19,500	14,000	3,000	2,500	
		MembersCompensation	-	-	-	-	
		Training:TuitionReimb	5,000	5,000	-	-	
		Training:OutsideStaff	2,000	1,000	-	1,000	
4140	2	TotalTraining	26,500	20,000	3,000	3,500	
	3	Travel:Trips	-	-	-	-	
	4	Travel:Outside	7,500	7,000	500	-	
	5	Travel:Within	7,500	7,500	-	-	
4150	6	TotalTravel	15,000	14,500	500	-	
4171	8	Auditing	13,720	7,537	4,274	1,909	
	9	Sundry:					
	10	Publications	3,000	1,500	1,500	-	
	11	MemDuesFees	10,250	10,000	250	-	
	12	Telephone	156,600	105,900	30,000	20,700	
	13	EvictionExpense	19,250	16,250	1,000	2,000	
	14	RentExpense	62,150	62,150	-	-	
	15	Forms&Supplies	64,000	39,975	17,444	6,581	
	16	OtherSundry	323,550	200,469	77,217	45,864	SeeBelow
4190	17	TotalSundry	638,800	436,244	127,411	75,145	
	18	TotalAdminExpense	737,270	500,749	150,274	86,247	
			<u>Total</u>	<u>Mngt</u>	<u>Sec.8</u>	<u>Other</u>	
		PettyCash	2,400	1,248	837	315	
		DataProcessing	136,000	70,652	47,447	17,901	
		WordProcessing	-	-	-	-	
		Duplication	25,000	12,987	8,722	3,291	
		Postage	35,000	18,182	12,211	4,607	
		Advertising	9,500	8,000	500	1,000	
		TenantCoordinatorStipends	-	-	-	-	
		EscrowContributions	6,750	-	-	6,750	
		MiscSundry	108,900	89,400	7,500	12,000	
			323,550	200,469	77,217	45,864	CarryAbove

Utilities:			
	Water		591,258
	Electricity		1,176,454
	Gas		1,632,295
			<u>3,400,007</u>
Materials:			
FloorTiles	12,750	Glass	8,250
CleaningMaterials	30,350	PettyCash	10,100
Shades	9,500	Plumbing	51,500
Lumber	4,000	Uniforms	12,500
Heating	36,000	Electrical	70,500
Miscellaneous	75,500	Painting	36,400
Ranges&Refrigerators	28,500	RoofRepairs	10,500
Locks&Keys	7,500	ExpendableEquipment	6,400
Gas	2,250	ApplianceParts	9,500
	Total	\$	<u>422,000</u>
ContractCosts:			
Elevators	48,000	SmokeDetectors	7,000
Motor&TruckRepair	10,000	Extermination	35,000
BoilerRepair	-	Welding	2,500
TrashPickUp	185,000	LeaseTrashContainers	-
EquipmentRepair	4,000	Electrical	2,500
MiscContracts	131,000	Hardware	17,000
	Total	\$	<u>442,000</u>
Insurance:			
PropertyInsurance	60,534	Worker'sCompensation	88,678
GeneralLiability	124,897	Fidelity&Crime	907
VehicleInsurance	40,000	ComputerInsurance	1,125
BoilerInsurance	5,418	Miscellaneous	372
		Total:	<u>321,931</u>
EmployeeBenefitContributions:			
	Retirement		606,695
	GroupInsurance		604,546
	EmployerFICA/FICAMED		64,909
	StateUnemployment		53,358
	StateHealthInsurance		3,161
	DentalInsurance		41,093
	TerminalLeave		-
			<u>1,373,762</u>
CollectionLosses:			
	Estimate		31,700

ACCOUNTS	FORM	ORDER	STATE	DESCRIPTION	HUD	SCHDDATE
4310,4320,4330	52722-A	2		UTILITYSCH-52722A	PFS	05/15/02
	52722-B	20		UTILITYSCH-52722B	PFS	05/15/02
				SEC2-PARTA:DEPROGRAMMEDUNITS	PFS	05/15/02
				SEC2-PARTB:RENTALINCOMEROLLINGBASE	PFS	05/15/02
				SEC2-PARTC:NON-DWELLINGINCOME	PFS	05/15/02
				SEC2-PARTD:ADD-ONS	PFS	05/15/02
				SEC2-PARTF:	PFS	05/15/02
8020	52723	3		PFSSCH-52723	PFS	05/15/02
3110	52728	1		ESTIMATE	PFS	05/15/02
3610,3690		11		EXPERIENCE	OPBDGT	05/15/02
4110,4210,4350,4410		7	STATE	SALARYSCH	OPBDGT	05/17/02
4130,4140,4150,4171,4190	52571	5		ADMINSCH-52571	OPBDGT	05/22/02
4510	52573	9	STATE	INSSCH-52573	OPBDGT	05/22/02
4540	52573	9	STATE	BENSCH-52573	OPBDGT	05/22/02
4420	52573	9		MATSCH-52573	OPBDGT	05/24/02
4430	52573	9		CONTRSCH-52573	OPBDGT	05/24/02
4230,4570		10		ESTIMATE	OPBDGT	05/24/02
4610,7520,7540	52567	6	STATE	MAINTSCH-52567	OPBDGT	05/29/02
4520	52267	8		PILOT	OPBDGT	05/29/02
	52564	12		OPERATINGBUDGET	OPBDGT	05/29/02
NOTE: High or Standard PHA performers are required to submit only Form HUD-52723, Operating Fund-Calculation of Operating Subsidy, and supporting schedules. These budget documents are due no earlier than 150 days (4/30) and no later than 90 days (6/30) before the beginning of the PHA's requested budget year.						

SASQMA0012003200307290357-04
FY03HA-WIDE

LINE NO.	ACCOUNT NUMBER	Program: AnnualUnits:	HUD 1,638	S8/VCHR 1,100	PHDEP -	CG -	400-673/705 197	667-2B 42	689 16	777 160	TOTAL
		CLASSIFICATION									
		OPERATING RECEIPTS									
1	3110	ShelterRent-Tenant	4,930,636	-	-	-	-	-	-	-	4,930,636
2	3115	ShelterRent-FederalSection8	-	-	-	-	-	-	-	-	-
3	3116	ShelterRent-EOCDSection8	-	-	-	-	-	-	-	-	-
4	3120	UtilityChargestoTenants	-	-	-	-	-	-	-	-	-
5	3190	NondwellingRentals	-	-	-	-	-	-	-	-	-
6	3400	AdministrativeFee	-	-	-	-	-	-	-	-	-
7	3610	InterestonInvestments	66,000	-	-	-	-	-	-	-	66,000
8	3690	OtherOperatingReceipts	120,261	-	-	-	-	-	-	-	120,261
9	3000	TOTAL OPERATING RECEIPTS	5,116,897	-	-	-	-	-	-	-	5,116,897
		NONUTILITY EXPENDITURES									
10	4110	AdministrativeSalaries	1,608,674	577,296	121,860	258,804	50,897	17,229	6,404	25,115	2,666,279
11	4130	Legal	22,468	15,089	-	-	2,703	576	219	2,195	43,250
12	4140	MembersCompensation	20,000	-	-	-	-	-	-	-	20,000
13	4150	Travel&RelatedExpense	14,500	-	-	-	-	-	-	-	14,500
14	4170	AccountingServices	7,537	-	-	-	-	-	-	-	7,537
15	4190	AdministrativeOther	436,244	-	-	-	-	-	-	-	436,244
16	4100	TOTAL ADMINISTRATIVE	2,109,423	592,385	121,860	258,804	53,600	17,805	6,623	27,310	3,187,810
17	42XX	Tenant Organization	133,224	-	-	-	-	-	-	-	133,224
18	4410	MaintenanceLabor	1,850,911	-	-	-	137,381	40,703	1,000	-	2,029,995
19	4420	Materials&Supplies	422,000	-	-	-	-	-	-	-	422,000
20	4430	ContractCosts	442,000	-	-	-	-	-	-	-	442,000
21	4400	TOTAL MAINTENANCE	2,714,911	-	-	-	137,381	40,703	1,000	-	2,893,995
22	4510	Insurance	321,931	12,992	-	-	18,303	4,121	1,208	2,978	361,533
23	4520	PaymentinLieuofTaxes	141,711	-	-	-	17,793	-	1,747	-	161,251
24	4540	EmploymentBenefits	1,373,762	199,715	42,747	-	77,544	19,885	2,014	8,548	1,724,215
25	4500	TOTAL GENERAL	1,837,404	212,707	42,747	-	113,640	24,006	4,969	11,526	2,246,999
26	4790	ProvisionforOperatingReserve	-	-	-	-	-	-	-	-	-
27	4799	ProvisionforCapitalReserve	-	-	-	-	-	-	-	-	-
28	4700	TOTAL RESERVES	-	-	-	-	-	-	-	-	-
29	4800	EOCD-DirectCosts	-	-	-	-	-	-	-	-	-
30	4900	DebtService(Section8ONLY)	-	-	-	-	-	-	-	-	-
31		TOTAL NON-UTILITY COSTS	6,794,962	805,092	164,607	258,804	304,621	82,514	12,592	38,836	8,462,028
		Utilities									
32	4310	Water&Sewer	591,258	-	-	-	-	-	-	-	591,258
33	4320	Electricity	1,176,454	-	-	-	-	-	-	-	1,176,454
34	4330	Gas	1,632,295	-	-	-	-	-	-	-	1,632,295
35	4340	Fuel	-	-	-	-	-	-	-	-	-
36	4350	UtilityLabor	113,520	-	-	-	45,762	-	-	-	159,282
37	4390	Other	-	-	-	-	-	-	-	-	-
38	4300	TOTAL UTILITIES	3,513,527	-	-	-	45,762	-	-	-	3,559,289
39	4000	TOTAL OPERATING EXPENDITURES	10,308,489	805,092	164,607	258,804	350,383	82,514	12,592	38,836	12,021,317
40		NET INCOME (DEFICIT) BEFORE SUBSIDY	(5,191,592)	(805,092)	(164,607)	(258,804)	(350,383)	(82,514)	(12,592)	(38,836)	(6,904,420)
41	7300	OperatingSubsidyEarned-Line11051-5	5,459,792	-	-	-	-	-	-	-	5,459,792
		NET INCOME (DEFICIT) BEFORE NONROUTINE EXPENDITURES	268,200	(805,092)	(164,607)	(258,804)	(350,383)	(82,514)	(12,592)	(38,836)	(1,444,628)
		NONROUTINE EXPENDITURE AND (CREDITS)									
43	6210	PriorYear&OtherAdj.Debit(Credit)	-	-	-	-	-	-	-	-	-
44	6510	ExtraordinaryMaintenance	160,000	-	-	-	-	-	-	-	160,000
45	6580	CollectionLosses	31,700	-	-	-	-	-	-	-	31,700
46	7520	ReplacementofEquipment	74,000	-	-	-	-	-	-	-	74,000
47	7530	ReceiptsfromSaleofEquipment(Credit)	-	-	-	-	-	-	-	-	-
48	7540	Betterments&Additions	2,500	-	-	-	-	-	-	-	2,500
49		TOTAL NONROUTINE (SCHEDULE V)	268,200	-	-	-	-	-	-	-	268,200
50	2700	NET INCOME (DEFICIT)	(0)	(805,092)	(164,607)	(258,804)	(350,383)	(82,514)	(12,592)	(38,836)	(1,712,828)

AttachmentD: CapitalFundProgramFive -YearActionPlan
PartI:Summary

PHAName LowellHousingAuthority		<input type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:			
Development Number/Name/ HA-Wide	Year1 2003	WorkStatementforYear2 FFYGrant:2004 PHAFY: 2005	WorkStatementforYear3 FFYGrant:2005 PHAFY: 2006	WorkStatementforYear4 FFYGrant:2006 PHAFY: 2007	WorkStatementforYear5 FFYGrant:2007 PHAFY: 2008
NorthCommonVillage/ MA1 -1	Annual Statement	\$1,000,000		\$1,000,000	
GeorgeW.Flanagan Development/MA1 -2			\$500,000		
BishopMarkham Village/MA1 -3				\$400,000	\$800,000
FaulknerStreetDevelop - ment/MA1 -4					
Fr.NortonManor/ MA1 -5		\$75,000			\$400,000
DeweyArchambault Towers/MA1 -6			\$500,000		\$400,000
HaroldHartwellCourt / MA1 -7					
FrancisGatehouseMill/ MA1 -11				\$100,000	\$325,000
ScatteredSites/MA1 -12		\$250,000	\$250,000	\$200,000	\$300,000
ScatteredSites/MA1 -14		\$250,000	\$250,000	\$200,000	\$300,000
HA-Wide		\$2,040,569	\$2,115,569	\$1,715,569	\$1,090,569
CFPFundsListedfor 5-yearplanning		\$3,615,569	\$3,615,569	\$3,615,569	\$3,615,569
ReplacementHousing FactorFunds		\$39,716	\$39,716	\$39,716	\$39,716
TOTAL:		\$3,655,285	\$3,655,285	\$3,655,285	\$3,655,285

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

Activities for Year 1 2003	Activities for Year FFY Grant: 2004 PHAFY: 2005			Activities for Year FFY Grant: 2005 PHAFY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	North Common Village/MA1 -1	Heating Upgrade	\$1,000,000	George W. Flanagan Development/MA1 -2	Heating Upgrade and Conversion	\$500,000
	Fr. Norton Manor/MA1 -5	Interior Halls and Entrance	\$75,000	Dewey Archambault Towers/MA1 -6	Convert Administrative Office Space	\$500,000
	Scattered Sites/MA1 -12	Unit Rehab and Exterior Buildings	\$250,000	Scattered Sites/MA1 -12	Unit Rehab and Building Exteriors	\$250,000
	Scattered Sites/MA1 -14	Unit Rehab and Exterior Buildings	\$250,000	Scattered Sites/MA1 -14	Unit Rehab and Building Exteriors	\$250,000
	HA-Wide	1470/Admin. Building	\$804,000	HA-Wide	1470/Youth Sports Building	\$875,000
		1408/Management Improvement	\$250,000		1408/Management Improvements	\$250,000
		1410/Administration	\$361,557		1410/Administration	\$361,557
		1406/Operations	\$125,012		1406/Operations	\$129,012
		1430/Fees and Costs	\$200,000		1430/Fees and Costs	\$200,000
		1450/Site Improvements	\$200,000		1450/Site Improvements	\$200,000
		1465.1/Dwelling Equipment	\$50,000		1465.1/Dwelling Equipment	\$50,000
		1490/Relocation	\$50,000		1490/Relocation	\$50,000
	Total CFPEstimated Cost		\$3,615,569			\$3,615,569

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

Activities for Year 1 2003	Activities for Year FFY Grant: 2006 PHAFY: 2007			Activities for Year FFY Grant: 2007 PHAFY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	North Common Village/MA1 -1	Heating Upgrade and Conversion	\$1,000,000	Bishop Markham Village/MA1 -3	Elevator Upgrade Handicapped Rehab Congregate Rehab	\$400,000 \$200,000 \$200,000
	Bishop Markham Village/MA1 -3	Site Work, Sidewalks, Parking and Fencing	\$400,000	Fr. Norton Manor/MA1 -5	Elevator Upgrade	\$400,000
	Francis Gatehouse Mill/MA1 -11	Site Work, Sidewalks, Parking and Fencing	\$100,000	Dewey Archambault Towers/MA1 -6	Elevator Upgrade	\$400,000
	Scattered Sites/MA1 -12	Unit Rehab and Exterior Buildings	\$200,000	Francis Gatehouse Mill/MA1 -11	Elevator Upgrade Building Rehab/Interior and Exterior	\$200,000 \$125,000
	Scattered Sites/MA1 -14	Unit Rehab and Exterior Buildings	\$200,000	Scattered Sites/MA1 -12	Unit Rehab Exterior Bldg. Rehab	\$200,000 \$100,000
	HA-Wide	1410/Administration	\$361,557	Scattered Sites/MA1 -14	Unit Rehab	\$200,000
		1408/Management Improvements	\$200,000	HA-Wide	Exterior Bldg. Rehab	\$100,000
		1406/Operations	\$125,000		1408/Management Improvements	\$200,000
		1465.1/Dwelling Equipment	\$50,000		1410/Administration	\$361,557
		1475/Non-Dwelling Equipment (Elevator Upgrade)	\$929,012		1430/Fees and Costs	\$200,000
		1495.1/Relocation	\$50,000		1450/Site Improvements	\$100,000
					1495.1/Relocation	\$50,000
				1465.1/Dwelling Equipment	\$50,000	
				1470/Non-Dwelling Structures	\$60,000	
				1406/Operations	\$69,012	
	Total CFPEstimated Cost		\$3,615,569			\$3,615,569

AttachmentE: LowellHousingAuthorityStaffingInformation

ExecutiveDepartment:

AdministrativeOffice

GaryK.Wallace,ExecutiveDirector	116
CaroleTsitsianopoulos,ExecutiveAssistant	170
MariaRodriguez,ExecutiveSecretary	122
SrinivasuluBuss a,InformationTechnologyDirector	
DennisConnors,DirectorofProgramDevelopment	132
MarleneA.Browne,EmployeeDevelopmentandTrainingManager	126

PublicandLeasedHousing

WilliamSheehan,DivisionDirector/ConventionalHousingPrograms	138
MaryannMaciejewski,DivisionDirector/LeasedHousingPrograms	146
ThaChan,AministrativeSupervisor	
MarkBriere,AdministrativeAide	
ArleneMcDermott,AdministrativeAide	
TracyCarbonneau,AdministrativeAide	
EllenKotzias,Secretary	
MaryCarmichael,Data ProcessingTechnician	
AmyDalton,HousingTechnician	
KathyFineberg,HousingTechnician	
MelissaSinuon,HousingTechnician	
FranciscoSurillo,Receptionist/Jr.HousingTechnician	
LynnFlynn,Jr.HousingTechnician	
RichardOwens,Jr.HousingTechnician	
SandraBaez,Receptionist	

ResidentManagement

BrianMoriarty,PropertyManager	515
BarbaraO'Connor,AssistantManager	
BrianDean,Mechanic(Lead)	
BrianBarter,MaintenanceAide	
MichaelGoyette,MaintenanceTechnician	
MarkFantasia,MaintenanceTechnician	
Chanthaln,Custodian	
JamesMarcopoulos,MaintenanceTechnician	
LeoMason,MechanicAide/Painter	
BarryMurphy,MaintenanceTechnician	
BrianCassidy,Custodian	
GerryLamphier,Temp.Custodian	

DoloresDonnelly,PropertyManager 541
LauretteMcAneney,AssistantManager
PaulDonahue,Mechanic(Lead)
RogerTremblay,Mechanic
RogerMarion,MaintenanceAide
BrianBerard,Custodian
RickGreenhalge,Custodian
ToddCarr,MaintenanceTechnician
GeraldMcGrade,MechanicAide/Painter
KevinPelletier,Temp.Custodian
DebbieDowling,Custodian

DanielRyan,PropertyManager 156
ConstanceMacLeod,HousingManager
CarmenRojas,AssistantManager
WilliamCassella,Mechanic(Lead)
MaryGailLynch,HousingTechnician
RaymondReid,Mechanic
GeorgeCampbell,MaintenanceAide
HenryBabcock,Custodian
AngelTorres,Maintenanceaide
CherylCalvertinos,MaintenanceTechnician
JohnHowarth,MaintenanceAide
ConradLeClair,MaintenanceAide
RenaudLaFontaine,MaintenanceTechnician
ThomasKing,Custodian
StanleyMcQuaid,Mechanic Aide/Painter

WilliamWelch,PropertyManager 543
NancyViera,AssistantManager
JohnGreenwood,Mechanic(Lead)
DanielSadkowski,Mechanic
JamesDonnelly,Mechanic
GaryFlynn,Custodian
RonaldMorrissette,Mechanic
DonaldGenest,MaintenanceTechnician
GerryLutkus,Mechanic

SupportiveServices

MichelleRecco,SupportiveServicesProgramDirector 453-
1114

Self-Sufficiency/CommunityService

MaryKarabatsos,FamilySelf -SufficiencyDirector 177
AngelinaRamos,FamilySelf -SufficiencyOutreachWorker
KevinAhem,CommunityServiceCoordinator

RobertLeary,Manager/Planner -HomebuyerProgramsConsultant

PublicSafety

KevinForsley,OfficeManager/Dispatcher **518**
SusanLucas,Dispatcher/2DdShift
WilliamWinn,PublicSafetyInvestigator*

YouthServices

ReySerrano,YouthActivitiesDirector **978-**
937-3596
EdwardSanchez,AssistantYouthActivitiesDirector*

FinanceDepartment

AdministrativeOffice
GeraldMoore,DeputyDirectorofFinance **123**
ElizabethMuse,ChiefAccountant
JamesFoley,Procurementand InventoryControlOfficer
Lallsrani,Accountant/EnergyConservationOfficer
KellyBrooks,Accountant
CarolMartin,Clerk/Payroll
BrendaO'Keefe,Secretary

FacilitiesManagementDepartment

AdministrativeOffice
WilliamDuggan,DeputyDirectorofFacilitiesManagement **137**
ThomasCollins,AssociateDirectorofDesignandConstruction
PamelaRyan,Exec.Sec.FacilityManagementAssistant
BrendaChateauneuf,AdministrativeAssistant/Contracts

FacilitiesManagementDepartment

ProjectLevelOffices

ThomasCashman,Coord.Facilities/SpecialProjects/Maint
ReneChateauneuf,MaintenanceFacilitiesCoord/HeatingPlumbing,Air
Conditioning
DennisMercier,HousingQualityStandardsTechnician
JudiBeilen,PurchasingAgentforCentralStorage&Spec.Projects
BillMurphy,StockClerk

FacilitiesManagementStaffPositions/Union

FrankStewart,Mechanic,Electrician
JohnLaRock,Mechanic/Plumber
KevinWinn,MechanicAide/Heating
StevenSantos,MechanicAide/Heating
MichaelGlasheenWorkingSupervisor
BillLaBranche,SmallEngine/AutoMechanic
RobertLemire,Mech.AideHeating

AttachmentF: RequiredInitialConversionAssessment

a) HowManyofthePHA’sdevelopmentsaresubjecttotheRequiredInitial Assessments?

5

b) HowmanyofthePHA’adevelopmentsarenotsubjecttotheRequiredInitial Assessmentsbasedonexemptions(e.g.,elderlyand/ordisableddevelopmentsnotgeneral occupancyprojects)?

5

c) HowmanyAssessmentswereconductedforthePHA’scovereddevelopments?

2

d) IdentifyPHADevelopmentsthatmaybeappropriateforconversionbasedonthe RequiredInitialAssessments:

0

e) IfthePHAhasnotcompletedtheRequiredInitialAssessments,describethe statusoftheseassessments:

Completed

DevelopmentName	#ofUnits	OccupancyRate	FinancialAnalysis - %ofRentCollected
NorthCommon VillageMA1 -01	524	99.6	99.99
GeorgeFlanaganMA 1-2	166	98.8	100
HaroldHartwellCourt MA1 -7	26	99.7	100
ScatteredSitesMA1 - 12	45	97.9	99.97
ScatteredSitesMA1 - 14	60	99.2	99.99

AsindicatedbytheInitialAssessment,allfivecovereddevelopmentshavehighratings relatedtooccupancyandrentscollected.

Allfivedevelopmentshavereceivedextensivemodernization.

Conversionwouldadverselyaffecttheaffordablehousinginthecommunity.

AttachmentG: RABMembership

PURPOSE: In response to the requirements of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the Lowell Housing Authority has established a Resident Advisory Board (RAB). The purpose of the Resident Advisory Board is to provide assistance to the housing authority in evaluating agency policies and the Agency Plan.

GUIDELINES: In drafting the Five Year Plan and the First Annual Plan in FY 2000, because the Lowell Housing Authority does not have an Authority-wide Tenant Council, it invited the Tenant Councils for each development to appoint representatives, the number for each being based on the size of the development. In addition, Section 8 voucher recipients were invited by a letter to all, to volunteer to serve on the RAB.

In all 45 members were selected. The RAB list for 2002 was revised. In addition to the some of the same RAB members, new residents were invited to participate. The RAB list is comprised of old and new members who participated in the 2002 Annual Plan.

In addition, members were encouraged to meet separately with their respective Councils and other Voucher members who volunteered between meetings of the RAB.

**Lowell Housing Authority
Lowell, Massachusetts**

Resident Advisory Board 200 2

FirstName	LastName	ResidentialAddress	Development/Program
1. Eileen	Agruso	735 Broadway St. Apt. #213	Francis Gatehouse, Ma 1 -11
2. Michael	Anneheim	657 Merrimack St. Apt. #232	Dewey Archambault Towers, Ma 1-6
3. Wanda	Bautista	200 Mass Mill Drive #216	Section 8
4. Doris	Bonacci	117 High St. Apt. #108W	Fr. Norton Manor, Ma 1 -5
5. Robert	Brady	735 Broadway Street Apt. #B21	Francis Gatehouse, Ma 1 -11
6. John	Burke	604 Market Street #H314	North Common Village, Ma 1 -1

FirstName	LastName	ResidentialAddress	Development/Program
7. Elsie	Burke	735BroadwayStreetApt. #125	FrancisGatehouse,Ma1 -11
8. Nancy	Burke	604MarketStreetApt.#H - 314	NorthCommonVillage,Ma1 -1
9. Torres	Carmen	3HazelSquare	Section8
10. Paul	Chicklis	18-EGilmoreStreet	Section8
11. Diane	Comtois	50SummerStreetApt.#111	BishopMarkhamVillage,Ma1 -3
12. Donna	Day	137HighStreetApt.#109E	Fr.NortonManor,Ma1 -5
13. Melende z	Debra	5DalstonStreet	Section8
14. Rita	Douglas	50SummerStreetApt.#112	BishopMarkhamVillage,Ma1 -3
15. Michelle	Duclos	59AvenueCApt.#122	GeorgeW.Flanagan,Ma1 -2
16. Rita	Gaullin	590MarketStreetApt.#323	NorthCommonVillage,Ma1 -1
17. Rita	Grady	735BroadwaySt.Apt.#B24	FrancisGatehouse,Ma1 -11
18. Mamie	Groenendal	117HighStreetApt.#211W	Fr.NortonManor,Ma1 -5
19. Ruth	Grout	735BroadwayStreetApt. #126	FrancisGatehouse,Ma1 -11
20. Jeannette	Hedlund	657MerrimackStreetApt. #738	DeweyArchambaultTowers,Ma 1-6
21. Karen	Higgins	61AvenueCApt.#121	GeorgeW.Flanagan,Ma1 -2
22. John	Kolofolias	657MerrimackStreetApt.	DeweyArchambaultTowers,Ma

FirstName	LastName	ResidentialAddress	Development/Program
		#111	1-6
23. Landry	Mark	277EastM errimackStreet	Section8
24. Rudy	MaryJane	171CrossStreet	Section8
25. Michele	McEnany	50SummerStreetApt.#108	BishopMarkhamVillage,Ma1 -3
26. Tara	Menzies	592MarketStreetApt.#333	NorthCommonVillage,Ma1 -1
27. Pamela	Miller	20MorseStreet	GeorgeW.Flanagan,Ma1 -2
28. Robert	Murphy	14BFaulknerStreet	FaulknerStreet,Ma1 -4
29. Sandy	Nothacker	657MerrimackSt.Apt.#518	DeweyArchambaultTowers,Ma 1-6
30. Mark	Palo	657MerrimackSt.Apt.#508	DeweyArchambaultTowers,Ma 1-6
31. Henry	Perrin	408AdamsStreet Apt.#132	NorthCommonVillage,Ma1 -1
32. Carol	Proctor	50SummerStreetApt.#123	BishopMarkhamVillage,Ma1 -3
33. Priscilla	Rivers	50SummerStreetApt.#86	BishopMarkhamVillage,Ma1 -3
34. Angel	Vega	408AdamsStreetApt.#128	NorthCommonVillage,Ma1 -1
35. Ann	Wallace	735BroadwaySt.Apt.#215	FrancisGatehouse,Ma1 -11
36. Sharyn	Whalen	198SouthStreetApt.#H201	BishopMarkhamVillage,Ma1 -3
37. Donna	Whalen	145GorahmStreetApt.#264	BishopMarhamVillage,Ma1 -3
38. Rosaline	Willie-Bonglo	21AvenueC	George W.Flanagan,Ma1 -2
39. Arce	Yamira	161LakeviewAvenue	Section8

AttachmentH: Comments of Resident Advisory Board or Boards

Resident Advisory Board Meetings held on February 20th 2003. In addition there was a public hearing held on June 11th, 2003.

1. Resident Comment: Gladys Hernandez, Section 8 participant stated that overall, she is very pleased with the program. 'Thank to this program I was able to become self sufficient'. She suggested the implementation of a group consisting of elderly and family member to learn ways how to contribute time to the LHA or to raise funds. She said that there is the need for more vouchers, more housing.

LHA Response : The recommendation will be taken under consideration

2. Resident Comment: Ms. Susan Lucas, FSS participant is happy to report that she just purchased her first home, through the RFDC. She is very pleased with the FSS program.

LHA Response : None

3. Resident Comment: The following were comments/concerns from residents at North Common Village (see attached letter):

- Improve transfer policy by placing a moratorium on new admissions until all transfers have been handled. Then there should be a constant updating of transfers by at a minimum alternating between a transfer and a new admission.
- Improve quality of life and economic life by controlling entry to certain areas and improving parking. Also improve pest control. In addition improve the curb appeal of the development. Construct tot lots. Improve security.
- Have individual meetings with each development to address Capital expenditures.
- Promote Self-sufficiency by increasing ESL classes, by forming partnerships with vendors to improve communication and respect, by helping elders to be more self-sufficient, by assisting the disabled to get into the mainstream and by setting workshops for tenants to advise them of opportunities.
- Improve Equal Opportunity in Housing by monitoring any concentration of any one group in a development.

LHA Response : It is the general policy of the housing authority to use vacancies within a development to improve the living conditions of present residents. The goal is to prevent overcrowding and avoid underutilization and to respond to the special situations and needs of residents, their neighborhoods and the authority. Presently underhoused transfer requests are handled on an every other one basis with new admissions, overhoused transfer requests are one in four with new admissions and handicapped transfer requests have first priority over new admissions.

The housing authority has begun landscaping (planting trees, bushes, etc.) and installing new lighting (Victorian lamp posts) at North Common that is helping to improve the curb appeal and security of the development. North Common is situated next to a grammar school, playground, athletic field and public swimming pool and offers plenty of recreational space for children.

All Capital Fund Budgets are available for discussion at RAB meetings.

The housing authority continues to provide and expand services to the elderly and disabled population to improve their quality of life. We provide many supervised programs including, but not limited to, recreational activities, health and exercise information, lunch programs geared towards socialization and communication and services such as; sewing and mending, hairdressing, etc..

4. Resident Comment: Residents from the George Flanagan Development stated that they are in agreement to continue the existing goals of the LHAPlan and feel that many improvements have been made over the past year, specifically security. They raised concern relative to the present condition of the kitchen and bathrooms as well as the floors.

LHA Response : The unit improvement needs have been brought to the attention of Bill Duggan.

**MINUTES OF PUBLIC HEARING
PUBLIC HOUSING AGENCY'S
3RD YEAR PLAN OF THE 5 YEAR ANNUAL PLAN
WEDNESDAY, JUNE 11, 2003
5:00 P.M**

Chairman Mark A. Paton opened the meeting at 5:00 p.m.

In attendance at this hearing besides the Residents Advisory Board, were:

Phil Mayfield, LHA Consultant
Mark A. Paton, LHA Chairman
Gary K. Wallace, Executive Director
Carole Tsitsianopoulos, Executive Assistant
Maria G. Rodriguez, Executive Secretary
William W. Duggan, Deputy Director/Facilities
Gerald F. Moore, Deputy Director/Finance
Mary Ann Maciejewski, Division Director or/Leased Housing
William D. Sheehan, Division Director/Conventional Housing

Chairman Paton stated the reasons for the Public Hearing.

Mr. Mayfield explained the Agency's 4th Year Plan of the 5 Year Annual Plan.

The hearing closed at 5:10 pm.

March 9, 2004

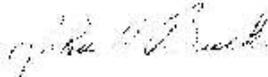
Gary Wallace
Executive Director
Lowell Housing Authority
335 Moody Street
PO BOX 60
Lowell, MA 01853-0060

Dear Gary,

On March 2nd the tenant members of the RAB met in order to provide their input into the one year plan to be submitted to HUD. There were representatives of South Congress Village, Bishop Blackham Village, Father North Manor and Francis Gore Apartments. Some were members of George W. Dunagan, Ackersault Towers, and Section 8 residences. Though we were short these members mentioned we still had a total of 17 resident members. The information that follows will be directed as if each individual project in which the whole group agreed that it is a common area of concern it will be so stated and differences noted.

The reason that the above absent members were mentioned is due to the fact they did not receive notice of the meeting until the day of submission of Towers as an exception because they have not sent a number as of yet. We believe that it may be possible to eliminate this problem by using inter-office mail in respective managers office for the respective Tenant Council Offices to distribute to their respective RAB members. The program 8 will still be going through the Postal system but it could make it easier for most of the resident RAB members.

Thank you



John A. Burke
Managing Director



Officers: Angel Vega, Jose Rodriguez, Harold Baker, John A. Burke
Tenants: Nancy Burke, Nancy Clarke, Catherine Huber, Henry Perez, Yanell Zouma,
Christina Sierra, Francisco Sierra, Dorcas Ferrant de Ana, Warritha Williams, Warriman

Tenants' Council

PHAS 2014-2015 ANNUAL PLAN
27 October 2014
Council Box 01155

PHAS 2014-2015 ANNUAL PLAN
27 October 2014
Council Box 01155

Increase availability

In order to increase the number of available multi & single bedroom units, there should be a concentration on all outside entry into North Common Village. That all internal transfers be handled for all over & under housed tenants.

With the availability of handicapped units being as it presently is, there should be a yearly check to ensure the those tenants presently assigned a unit are in need of that unit.

Let the transfer policy for over & under housed tenants to be done on a first come basis. That would mean one from the outside and one from the inside. When there is a possibility of a voucher unit becoming available the over/under housed be given consideration in getting the transfer (locked certificates only).

If through this we were eliminate the problem of many under/over housed applicants and be able to provide a more stable stock of apartments.

Improve quality of life & convenience

1. North Common Village, is over 40 yrs. Old and falls far short of the security parking needed for today's market. We believe that by working with the city of Lowell, there needs to be a setting aside the following areas that are adjacent to North Common Village. Beginning with Lower Street both sides, Norfolk Street from the end of St. Pauls property to Market Street on both sides, Adams Street from Cross Street to the intersection of Salem, Cabot, and Market Streets, and Common Street on the project side only.
2. For those buildings that have handicapped units. A dedicated parking space for that unit, and 2 handicapped parking spaces in Common Area for the Market Center or 2 handicapped spaces in front of the Market Center.
3. There was the possibility of increasing the size of the project lots at North Common Village. The concern for parking was also made by all of the other members present. It was also brought out that all of the parking lots used to be regulated and utilized for the safety of all.

4. A far more vigorous approach to trash and rodent control, with the possibility of compelling every unit on a quarterly basis, with no units being exempt. It was mentioned that in buildings that are having problems with BAs there are Units available from the local home construction outlets that are meant to do just that, and have proven successful.
5. The North Common Village needs to form a partnership with the Tenants' Council, and local businesses to assist this development in landscaping to have a better eye appeal. This idea was thought to be a good one to continue through all developments. Bishop Markham stated that the idea of having flowers and green space has helped it look more like apartments than a housing project.
6. Construction of the TOT LOTS in the previously designated areas of North Common Village.
7. Security was a major concern of all present, with all in total agreement that better than before, is not an acceptable answer for those of us that live in these developments. What is being done is not enough, we need to do more. This is a project and may require a new way of thinking. It seems that those that want to break the law can find more ways to do it, so we come up with ways to stop them. Each and every development has their own problems and each one will be required to make at least one call need to be handled. The Security doc system at all of the developments needs to be updated and one probably be a non-wearable part, working with each of the residential groups. The size of the problem is only beyond us, if we let it.
8. Bishop Markham brought forward that the Capitol Expenditure budget is out to March as to what is being done, what needs to be done, and just what the priorities are. There needs to be a separate meeting with each of the developments to make sure that everything is where it should be as of today. To set an example I will use some of their list to show that there have been changes, and they do need to be included. The list is as follows:
 1. Overhaul/replace elevators
 2. New heating systems
 3. Emergency gas repairs
 4. Cleaning and sanitizing of trash chutes and compactors
 5. Use for quarterly tests for heating vents
 6. Repair of all sidewalks, driveways, and walkways
 7. Designation of development as elderly/disabled
 8. Renovation of trash enclosure.

Encourage Self-sufficiency

1. With the large population of Spanish and Cambodian, the Tenant Council, the Lowell Housing Authority, and local outside agencies need to form a partnership to provide ESL classes here at North Common Village. This way, we would be opening up the tenants' possibilities of increasing their income and assist them before they go to college because they may speak english in order to go to college.
2. Form a partnership of all providers that are presently working with the Lowell Housing Authority in terms of the programs so that they can better serve all of the tenants, and assist with working on the diverse populations of all developments. This way each vendor would be working with the total population of each development on the level.

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4. required for that particular development. Should that vendor not be able to provide services then that provider should be retained and a new one obtained
5. Work to assist those clients that live in North Junction Village, to be as self-sufficient as possible to take advantage of all services that can be provided by the Council Council on Aging.
6. Work toward getting the young disabled back into the mainstream as possible. Helping them get jobs by using some of our municipal experience.
7. North Junction Village believes that with the educational facilities that are available in Lowell, a workshop should be set up on a bi-annual basis for the students so that they are aware of all the opportunities available.

Equal opportunity in housing

We believe the housing authority is doing a good job in this area and can only suggest that they try to do more and that there is not a concentration of any one group in a development, where the only real attraction would be ease of transportation.

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Attachment I: Pet Policies

Federal Elderly Developments Pet Policy

1. Tenants in Federally assisted housing designed for the elderly or handicapped are permitted to own and keep common household pets in their dwelling units in accordance with federal regulations adopted by the Lowell Housing Authority.
2. Common household pet means a domesticated animal such as a dog, cat, bird, fish, rodent or turtle.
3. Mandatory pet rules:
 - A. All pets must be registered with the Lowell Housing Authority before they are allowed on the premises.
 - B. Only one four-legged pet per household.
 - C. Dogs must be licensed by the City of Lowell and updated annually. The Tenant shall provide proof of license to the Lowell Housing Authority.
 - D. The weight of the dog/cat shall not exceed 20 pounds.
 - E. Dogs/cats must be spayed or neutered whichever is applicable. Certification by a licensed veterinarian must attest to this service and required inoculations in accordance with the State law and local ordinances. Proof of compliance to be submitted to the Lowell Housing Authority prior to entry on the premises.
 - F. Pet owners are to remove and properly dispose of all removable pet litter or waste down the trash chute. Litter and waste must be securely wrapped and placed in the barrel located outside the building.
 - G. Dogs/cats shall be appropriately and effectively restrained and under the control of a responsible person while in the common areas of the project. The use of common hallways for pet exercising or loitering is prohibited.
 - H. Pets are to be excluded from specific common areas such as lobbies, laundry rooms, social rooms and elevators.
 - I. The Authority may adjust the pet and no pet areas or may direct such additional moves as may be necessary to accommodate for tenancy or to meet the changing needs of existing tenants.
4. Tenant must pay reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacement and fumigation of the tenant's dwelling and charges up to \$5.00 per occurrence to pet owner may be assessed to tenants who fail to remove pet waste in accordance with procedures.
5. Tenant shall identify an alternate custodian for pets in the event of tenant's illness or other absence from the dwelling unit. This identification of an alternate custodian must occur prior to the pet admission permit.
6. If the health or safety of a pet is threatened by the death, absence or incapacity of the owner and the owner or alternate is unwilling or unable to care for the pet, the Authority is authorized to remove and place the pet in another facility at the owner's expense not to exceed 30 days.

7. If the pets conductor condition is duly determined to be an nuisance or threat to the health or safety of the tenants and the pet owner has failed to correct this violation in accordance with procedure the Authority may serve a written notice requiring the pet owner to remove the pet from the premises.
8. If the pets are left unattended for a period of 24 hours or more, the Lowell Housing Authority may enter the dwelling unit, remove the pet and transfer it to the proper agency, subject to the provisions of the State law and pertinent local ordinances.
9. The owners of pets which create an nuisance or interfere with the privacy or peace and quiet of the tenants will be given one written notice to control the pet and a second violation will be cause to require the removal of said pet from the premises. Failure to heed these second notice will be cause for tenant eviction.

Animals that are used to assist the handicapped are excluded from the pet ownership requirements.

The above are reasonable regulations adopted by the Lowell Housing Authority and therefore become a lease provision.

Federal Family Developments Pet Policy

- A. Ownership conditions – A resident of a dwelling unit in a federally subsidized family public housing development may own one or more common household pets or have one or more common household pets present in the dwelling unit of such resident, subject to the reasonable requirements of the Lowell Housing Authority.
- B. Common household pet means, “a domesticated animal such as a dog, cat, bird, fish, rodent or turtle.” Snakes and lizards are not allowed.

The resident must comply with the following:

- All pets must be registered with the Lowell Housing Authority before they are allowed on the premises. (Registrations shall include the naming of an alternate custodian.)
- Dogs must be licensed by the City of Lowell and license must be updated annually with a copy of same provided to the Housing Manager.
- Dogs/Cats must be spayed or neutered, whichever is applicable. Certification by a licensed veterinarian must attest to this service and any required inoculations in accordance with the State Law and local ordinance. Proof of compliance to be submitted to the Lowell Housing Authority prior to the entry of pet on LHA premises.
- The resident must maintain each pet in a responsible manner.
- Pet owners are to remove and properly dispose of all removable pet waste. In the case of cats, litter boxes are to be changed a minimum of twice per week. Litter is to be double-bagged and disposed of properly.
- Dogs/cats shall be appropriately and effectively restrained (leashed) and under the control of a responsible person while in the common areas such as entrance areas and hallways, etc. The use of common areas and hallways for pet exercising or loitering is prohibited. Pets are not to be tied outside and left unattended at any time. Violation of this clause shall be a violation of resident's lease.

- Pets are excluded from common areas such as lobbies, laundry rooms, elevators, social/community rooms and meeting areas.
- Residents must comply with all applicable State and local public health, animal control, and animal anti-cruelty laws and regulations.
- Pets must comply with the following policies established by the Lowell Housing Authority:

A. A limit on the number of animals in a unit.

Not more than one dog or cat per unit.

B. The following types of animals are prohibited:

Dangerous animals such as rottweilers, German shepherds, Dobermans or pit bulls.

Animals weighing more than 20 lbs at maturity.

- C. Residents shall identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. This identification of an alternate custodian must occur prior to the pet admission permit.
- D. If the health or safety of a pet is threatened by the death, absence, or incapacity of the owner, and the owner or alternate is unwilling or unable to care for the pet, the Authority is authorized to remove and place the pet in another facility at the owner's expense not to exceed thirty days.
- E. If the pet's conduct or condition is duly determined to be a nuisance or threat to the health or safety of other residents, and the pet owner has failed to correct this violation in accordance with procedures, the Authority may serve a written notice requiring the pet owner to remove the pet from the premises.
- F. Dogs shall not be left unattended for more than 4 hours and cats for more than 12 hours otherwise residents shall be cited. If the pets are left unattended for a period of twenty-four hours or more, the Lowell Housing Authority may enter the dwelling unit, have the dog officer remove the pet and transfer it to the proper agency, subject to the provisions of State Law and pertinent local ordinances.
- G. The owners of pets which create a nuisance or interfere with the privacy or peace and quiet of other tenants will be given one written notice to control the pet and a second violation will be cause to require the removal of said pet from the premises. Failure to heed second notice will be cause for tenant eviction.

The Housing Authority prohibits pets in buildings that share common entrance ways. Service animals that assist persons with disabilities are excluded from the pet ownership policies.

The above are reasonable regulations adopted by the Lowell Housing Authority and therefore become a lease provision.

Attachment J: Progress Report

Accomplishments of the Lowell Housing Authority in Year 3 (10/2002 - 9/2003) of the Five Year PHA Plan

Summary

The Board of Commissioners and the staff of the Lowell Housing Authority remain committed to the goals and objectives outlined in the 5 year and annual agency plans approved by the Department of Housing and Urban Development. The mission of the Lowell Housing Authority reflects our commitment to provide good, decent, safe and sanitary housing to our residents within a framework of providing an opportunity for self sufficiency.

As this annual plan illustrates, the Lowell Housing Authority accomplished many of its goals outlined in the 3rd Annual Plan.

Financial Accomplishments

The Authority had one of the most successful fiscal years in recent history. Change was a constant challenge. In total the Authority lost twelve (12) employees to an early retirement incentive program. The Finance Department itself went through a major reorganization, losing two (2) valuable employees to retirement. Despite the significant organizational and departmental changes, the Finance Staff was able to remain flexible and adapt to the changes with extraordinary success. The credit goes to the hardworking, dedicated employees of the Finance Department.

Low Rent Public Housing Program

The low rent public housing program (LRPH) enjoyed a year of financial success. LRPH funded the following directives: an early retirement incentive program, leasing of additional office space for the Division of Conventional and Leased Housing Programs and a new employee dental plan. Occupancy levels remained above 99% and tenant receivables continued to be kept at a minimum. Operating receipts totaled \$5,053,466, federal subsidies totaled \$5,113,591 and operating expenses totaled \$10,154,044, for a profit from operations of \$13,013.

State Aided Programs

The state operated developments remain a constant challenge to the financial operations of the Authority. With limited income from residents and state agencies, as well as the dilapidated condition of some of the state developments, the Authority was still able to operate efficiently. Operating receipts totaled \$745,264, subsidies totaled \$705,963, and expenses totaled \$1,442,723, resulting in a profit from operations of \$8,504.

The Authority completed the relocation efforts at Julian D. Steele. The Reinvention of this state development has been, and continues to be, a fiscal and budgetary challenge for

the Department. The Authority continues to effectively absorb administrative costs once associated with the Julian D. Steele development.

Housing Choice Voucher Program

The Housing Choice Voucher Program was a financial success. Utilization percentages continue to increase due to the efforts of the Division of Leased Housing. Vouchers under lease increased from 787 vouchers in October of 2001 to 1,002 vouchers in September of 2002, resulting in additional revenues of \$77,558. Operating expenses were on budget for the program, resulting in a healthy operating reserve of \$135,797.

PHAS

The Authority scored a 30 out of a possible 30 points (100%) on the Public Housing Assessment Subsystem's Financial Indicator. This score is a true indicator that the Lowell Housing Authority remains a sound financial operation. The credit goes to the Board of Commissioners, the Executive Director, top-level management, the Finance Staff, and to the dedicated employees of the Lowell Housing Authority.

Community Service Program

The Lowell Housing Authority had a voluntary community service program in place after HUD had lifted the regulations in regard to community service. This voluntary program has once again become mandated by HUD. Project Managers have started to target all non-exempt public housing residents and refer them to the Family Self-Sufficiency Department. The FSSD Department has started to work with these individuals to either find them gainful employment or schedule eight hours a month of community service. The Lowell Housing Authority has had the community service residents work on assisting residents who are moving due to different relocation programs at some of our sites, they assist with large mailings (folding and stuffing envelopes), and they participate in some of the training programs modeled for self-sufficiency. The Lowell Housing Authority is currently working on a mechanism that would allow us to monitor all individuals mandated to participate in community service.

Drug Elimination Program

The LHA continued to implement a Drug Elimination Program with funding from HUD. These funds provided police dispatch services during first and second shifts for both family and elderly developments. In addition, security services were provided in several elderly developments that have made residents feel safer in their residences. A family support program called "Family Parenting Program" was provided at the North Common Village and George W. Flanagan Developments under contract with Casey Family Services, Inc.. This program provides a substance abuse prevention component that has been successful in providing referrals and direct service to residents who have substance abuse problems. Lastly, a youth recreation and activities program has provided direct programming to the youth of the LHA in order to prevent drug abuse in youth. Overall,

these programs have been successful in reaching residents in need and in enhancing the overall security and safety at the Lowell Housing Authority.

ROSS Program

The LHA continued providing programs to elders/disabled adults in the second of a three year ROSS funded program. The program provides support services to elders/disabled adults such as meal on-site, on-site beauty and cosmetology services, on-site store for residents, on-site cafes. Many of the activities have been staffed by resident volunteers who were retrained by the Resident Service Coordinator. Other activities have included health screenings, field trips, and educational and informational programs. Many community partnerships have been formed in order to provide a comprehensive array of services to the elderly/disabled adult population. The program is run by a Resident Service Coordinator who is responsible for the success of the activities at each of the elderly sites. The programs get elders/disabled persons to get out and participate in various programs, thus reducing their isolation and improving their overall life experiences.

Family Self Sufficiency Program

This past year the Family Self Sufficiency Department has expanded our staff. We have added an FSS Outreach Worker as well as a Homebuyer/Planner. The Youth Services Department of the Lowell Housing Authority also comes under the umbrella of the FSS Department. The mission of the Family Self Sufficiency Department is to foster a holistic approach to self-sufficiency. We have also offered all of our services to the Public Housing Residents of the Lowell Housing Authority.

Over the course of the year the FSS Department has focused quite a bit on homeownership. We have offered many trainings and seminars addressing homeownership and the preparation that is needed to attain homeownership. We offered a seminar titled "Home is Where the Heart Is"; this was offered to Section 8 and Public Housing Residents. Through this seminar we were able to explain the process of purchasing a home. All participants are offered the opportunity to meet with our staff. During this initial meeting we lay out a homebuying plan. We try to give our clients a realistic picture of what it takes to purchase a home. We begin by accessing credit reports and counseling participants on how to repair and in some cases re-establish their credit. We continue to work with our clients through the entire homebuying process. Just last month two FSS participants purchased new town houses utilizing the Section 8 Homeownership Voucher Program.

The FSS Department focuses on the needs of our clients. We refer clients to all types of services within the Merrimack Valley. Referrals include, the Merrimack Valley Housing Partnership, Office of Employment and Training, Job Search, Access to Jobs, Adult Education, etc... Our goal is to meet each individual need of our clients.

The FSS Department has also become very active in servicing our clients living in Public Housing. This past year the FSS Department implemented the Joint Employment Program. This program provides employment opportunities for motivated residents of the Lowell Housing Authority. The objective of this program is to aid residents in obtaining meaningful full-time employment and ultimately economic self-sufficiency. The premise of this program is to find employment placement for residents. During the first year of employment the Lowell Housing Authority pays half the salary and the worksite pays the other half of the salary. After one year of employment the participating work-site will assume the cost of the entire salary. During the year we offer the resident/employee any services that will enable them to maintain their employment. This program received a National Award of Merit for Program Innovation at the 2002 NAHRO Conference.

This year the FSS Department in collaboration with Casey Family Services is offering an Earned Income Tax Credit Program to our residents. We have volunteered as a VITA site and we are offering free tax preparation to our residents on Tuesday and Thursday Evenings, from 5:00 – 9:00. This program has been implemented to offer a free service to residents but also to educate residents in financial literacy.

Our FSS Section 8 Program has also expanded this year. Since October 2002 we have added 15 Section 8 Participants to our FSS Program. Three clients have completed their FSS contracts and all three have purchased homes.

Mandatory Community Service

The Lowell Housing Authority had a voluntary community service program in place after HUD had lifted the regulations in regard to community service.

This voluntary program has once again become mandated by HUD. Project Managers have started to target all non-exempt public housing residents and refer them to the Family Self-Sufficiency Department. The FSS Department has started to work with these individuals to either find them gainful employment or schedule eight hours a month of community service. The Lowell Housing Authority has had the community service residents work on assisting residents who are moving due to different relocation programs at some of our sites, assisting with large mailings (folding and stuffing envelopes), and participating in some of the training programs modeled for self-sufficiency.

The Lowell Housing Authority is currently working on a mechanism which would allow us to monitor all individuals mandated to participate in community service.

Admissions

Public Housing: The update of the entire LRPH Waiting List was completed. A site based Waiting List plan was implemented and the Designation Plan begun.

Section 8: As a result of the April 2001 Waiting List opening, the LHA designated two staff members to screen the 1920 candidates who applied. In September issuance of vouchers commenced and applicants are being screened and placed at the rate of 50 per month.

Division of Leased Housing

The Section 8 Housing Choice Voucher Program increased utilization dramatically during the period of October 2001 through September 2002. In September the Authority reached a utilization rate of 93%. This increase in utilization is due to increased staffing levels, better screening of applicants and outreach to area landlords. In addition, Payment Standards were set at 120% of the FMR in order to meet area market rents.

Two Section 8 Participants were selected for participation in the Section 8 Homeownership Program. Properties were identified and income was determined sufficient for purchasing the properties. At the close of FY 2002, banks were reviewing information for final approval. All in all it was a very busy year for the Division.

LRPH Management Operations

Progress is continuing on the transfer list, with the target on all overhoused tenants. The update of the LRP waiting list is complete and a site based waiting list is now being implemented. We hired a new intake clerk for applications and screening. We are waiting to incorporate our site based waiting list into our designation plan.

Facilities Management Programs

Facilities Maintenance

The past year has seen many improvements completed by the Facilities Management Department.

As part of its Annual Plan the housing authority has implemented changes in the facilities/maintenance structure. These changes started with the creation of (4) Property Managers' positions in the Executive Department and a Facilities Department.

The Property Manager now oversees maintenance and management of his respective developments. Facilities, while a separate department is responsible for all special projects in relation to the rehab of vacant units, heating, plumbing and air conditioning.

Another important role the Facilities staff plays is to support the Property Managers maintenance staff. Journeyman level tradesmen and facilities staff are available to the Property Managers to complete special projects that require higher skill levels.

Journeyman level tradesmen continue to remodel and redesign units at our scattered sites. This has also provided training for LHA maintenance staff. Support of the Property Managers continues in the skill trades positions. Many special projects were planned and completed during this year.

The landscaping and light maintenance crew has assisted all Property Managers in the upkeep of exterior areas and common areas. This crew is comprised of LHA residents and supervised by LHA staff.

All accomplishments and progress made over the past year is a direct result of the cooperation and efforts of the Facilities Management staff along with Property Managers and their staff.

Capital Improvements

Capital Improvements made over the last year and pending contracts to perform:

1. New kitchen and baths at Father Norton Manor, MA1 -5 will be completed by April 15, 2003.
2. New boilers have been installed at Father Norton Manor, MA1 -5 resulting in high efficiency boiler and energy savings.
3. Installed new high efficiency boiler and backup system for hot water at George Flanagan, MA1 -2.
4. The remodeling and redesign of family units at MA1 -12/1-14 using forced labor account has continued.
5. Repointing of exterior brickwork at Francis Gatehouse, MA1 -11.
6. Finished main officer remodeling using forced labor account and LHA staff at Dewey Archambault Towers, MA1 -6.
7. New office for Property Manager at George Flanagan, MA1 -2 using forced labor account and LHA staff.
8. Heating control up -grade completed and zone valves and condensate line repairs made at Bishop Markham Village, MA1 -3.

Executed contract and contracts pending advertisement:

1. New roofs for MA1 -12/1-14 buildings beginning spring of 2003.

2. New canopy over central storage areas beginning spring of 2003.
3. Preparing advertisement for work at North Common Village, MA1 -1, for mailboxes and enclosures, and intercom system for all hallways.
4. Completed advertisement for new compactors at Dewey Archambault Towers, MA1 -6, Bishop Markham Village, MA1 -3, and Father Norton Manor, MA1 -5.
5. Preparing specifications and bids for remodeling of front lobby at Dewey Archambault Towers, MA1 -6 and congregation and handicapped units at Bishop Markham Village, MA1 -3.

AttachmentK: LowellHousingAuthorityCommunityServiceand Self-SufficiencyPolicy

PURPOSE

TheCommunityServiceandSelf -SufficiencyRequirementwasalegislativemoveby CongressaspartofthePublicHousingReformActof1998.Underthispro visionoflaw, theLowellHousingAuthority mayoffereveryadult(non -exempt)residentofPublic Housingtheopportunitytoperformeight(8)hoursofcommunityserviceeachmonth,or participateinanEconomicSelf -SufficiencyProgramforatleasteight(8)hoursevery monthoracombinationofeachactivity,foranyNon -HOPEVIDevelopments.For HOPEVIDevelopmentsitismandatory.LowellhasnoHOPEVIDevelopments.TheFY 2003OmnibusAppropriationsActdoesnotcontainaprohibitiononcommunityse rvice requirements,sotherequirementstakeeffectonceagain.

WHATISCOMMUNITYSERVICE?

Theterm **communityservice** isdefinedinCodeofFederalRegulations24(CFR) 960.601astheperformanceofvoluntaryworkordutiesthatareapublicbenefit,andthat servetoimprovethequalityoflife,enhanceresidents self -sufficiencyorincreaseresident self-responsibilityinthecommunity.CommunityServiceisnotemploymentandmay notincludepoliticalactivities.Communityserviceoreconomicself -sufficiency activitiesperformedbyresidents **maynotbesubstituted** forworkordinarilyperformed byLowellHousingAuthority'semployees,orreplacajobatanylowelllocationwhere residentsperformactivitiestosatisfytheservicerequirement(24CFR960.609).

EconomicSelf -sufficiencyprogram isdefinedin24CFR5.603asanyprogram "designedtoencourage,assist,train,orfacilitatetheeconomicindependenceofHUD - assistedfamiliesortoprovideworkforsuchfamilies."

WHODOESCOMMUNITYSERVICEAPPL YTO?

CommunityServiceandSelf -Sufficiencyappliestoall(non -exempt),adultresidentsin publichousing.Therearenumerousexemptionsunderthelawforadultresidentswho areunabletoparticipateorforwhomtheprovisionisunfeasible(24CFR960.601).

Technically,astheLHAhasnoHOPEVIprojects,allresidentsareexempt. Howeverthepolicyremainsforthosewhowishtoparticipatevoluntarily.

WHOISEXEMPTFROMCOMMUNITYSERVICE?

1. AllpersonsnotresidinginaHOPEVIDevelopeddevelopment .ForLowellin2002, thatisallPublicHousingresidents.
2. Personsage62yearsorolder
3. Blindordisabled(asdefinedunder216(i)(1)or1614oftheSocialSecurityAct (42U.S.C.416(i)(1),1382©andwhocertifythatbecauseofthisdisabilitytheyare unabletocomplywiththeserviceprovisionsorprimarycaretakersofsuch individuals.
4. Engagedinworkactivities:definedinSection401(d)oftheSocialSecurityAct (42U.S.C.607(d)asthefollowing:

- a. Unsubsidized employment
- b. Subsidized private-sector employment
- c. Subsidized public –sector employment
- d. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private –sector employment is not available.
- e. On-the-job training
- f. Job Search and Job –Readiness assistance
- g. Community Service programs
- h. Vocational educational and training (not to exceed 12 months with respect to any individual)
- i. Job Skill training directly related to employment
- j. Education directly related to employment in the case of a recipient who has not received a High School Diploma or a Certificate of High School Equivalency.
- k. Satisfactory attendance at secondary school or in a course of study leading to a Certificate of General Equivalence, in the case of a recipient who has not completed secondary school or received such a certificate (GED course).
- l. The provision of Childcare Services to an individual who is participating in a Community Service Program.
- m. Persons receiving welfare assistance, an adult who is receiving assistance, benefits or services under a state program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et. seq.) or under any other welfare program of the State in which the Lowell Housing Authority is located including a state –administered welfare –to–work program and has not been found by the State or other administering entity to be in noncompliance with such program.

WHAT ARE CONSIDERED AS COMMUNITY SERVICE & SELF – SUFFICIENCY ACTIVITIES?

The Lowell Housing Authority will determine what activities are acceptable under community service. Some examples **may** include but not limited to:

Assisting in an afterschool program

- 1. Volunteering at a Lowell Public School
- 2. Assisting with an elderly development gardening and landscaping project
- 3. Taking GED course
- 4. Taking English as a Second Language (ESL) or Literacy course
- 5. Involvement in Homeownership Counseling
- 6. Volunteering in any Lowell Housing Authority’s training and educational programs
- 7. Or any other Lowell Housing Authority’s activity

ECONOMIC SELF –SUFFICIENCY PROGRAM ACTIVITIES CAN BE:

1. Jobtraining
2. Employmentcounseling
3. Workplace
4. BasicSkillstraining
5. Education
6. Englishproficiency
7. Workfare
8. Financialorhouseholdmanagement
9. Apprenticeship
10. Oranyprogramnecessarytoreadyaparticipantforwork(includingasubstance abuseormentalhealthtreatmentprogram),orotherworkactivities.

SomeexamplesofHUDeconomicself -sufficiencyprogramsinclude:

1. FamilySelf -Sufficiencyprogram
2. ResidentOpportunityandSelf –Sufficiencyprogram
3. MovingtoWork
4. WelfaretoWork
5. MovingtoOpportunity
6. HOPEVI
7. PublicHousingDrugEliminationProgram

WHATCOMMUNITYSERVICEISNOT

24CFR960.609

1. Employment(paidwages)
2. PoliticalActivities
3. WorkordinarilyperformedbytheLowellHousingAuthority’semployees
4. Replacearegularjob

WHATARETHELOWELLHOUSINGAUTHORITYRESPONSIBILITIESIN ASSURINGCOMPLIANCEFORCOMMUNITYSERVICES

1. TheLowellHousingAuthority’s residentsmayparticipateinthecommunity serviceandself -sufficiencyrequirementsbeginningOctober1,2000.
2. TheLowellHousingAuthority’sCommunityServicesProgramStaffwill determineeligibilityofexemptandnonexemptpublichousingadultresidents.
3. TheLowellHousingAuthoritywillactasthesiteperformingthecommunity servicesactivity,but,instead,willprovidealistofpossiblesitesinthecommunity oractivitieshatareacceptableto meettheservicerequirement.
4. TheLowellCommunityServicesProgramStaffwillmeetwitheachresident wishestoparticipateincommunityservicesandgivegeneralcommunityservice guidelinesontypesofactivities,buthavegreatflexibilityindeterminingwhere andhowtheywillmeettheservicerequirementaslongastheactivityisunpaid andcanbedocumented.

Attachment L: Section 8 Homeownership Capacity Statement

SECTION 8 HOMEOWNERSHIP PROGRAM ADMINISTRATIVE PLAN

(REVISED December 10, 2002)

The intent of the Plan is to develop specific local homeownership policies within program regulations designed to allow Section 8 program participants to become homeowners, while including adequate safeguards to protect program integrity, the Lowell Housing Authority and program participants.

Prior to providing details of the Administrative Plan, the LHA feels it is important to note that it has been operating an ongoing Homeownership Program since 1998. The Program is open to public housing residents, as well as Section 8 program participants. In terms of program requirements, the LHA's Homeownership Program is very similar to the Homeownership Option for Section 8 program participants currently in effect. The Administrative Plan has been developed in compliance with all known HUD regulations and with knowledge gained from past experiences derived from the LHA's ongoing Homeownership Program.

1. HUD REQUIREMENTS

Program participants will be selected from the current base of Section 8 participants. Initially the Program size will be limited to ten (10) families. The Authority will choose candidates for the Program based on the length of time of participation in the Section 8 Rental Assistance Program. **Additionally, a preference for current participants of the Family Self Sufficiency Program will be granted.** All participants must meet the following minimum requirements as mandated by HUD.

2. Must be a first time homeowner as defined by HUD. Specifically, applicants cannot have owned a home within the past three years.
3. Both the family and the adult members who will own the home must be able to document a minimum annual income (excluding welfare) of \$10,300.
4. One or more adult family members must be able to document that he or she has been continually employed (at least 30 hours per week) during the prior year. An interruption of 4 weeks or less is not considered a break in continuity. Considerations will be given for longer breaks in employment IF the adult family members were working an average of 20 hours per week and attending school or job training for 10 hours a week or more. Exemptions shall be granted to elderly and disabled participants.
5. Must complete a **HUD certified** homeownership counseling program provided free through the LHA.
6. Must not have defaulted previously on Section 8 Homeownership Assistance.
7. Program participant(s) must determine and document whether or not the unit is located in an airport runway clear zone or an airfield clear zone.

8. Program participants must determine and document whether or not the units located in a flood hazard area. Units in flood hazard areas must retain flood insurance.

2. LHA BRIEFINGS and HOMEOWNERSHIP COUNSELING

While the LHA realizes that not all Section 8 tenants are ready, willing and able to purchase a home, it plans to notify all current Section 8 program participants in writing, of the newly enacted Homeownership Option and provide a brief description of the program and its possible benefits.

If a tenant responds to the initial letter, the tenant will be mailed an application for entry into the Homeownership Option Program. Once the application has been completed and returned, the LHA will order and pay for a credit report in the name(s) of the applicant(s), perform an employment verification for all applicant(s) and determine the applicant's ability to qualify for financing and the amount of said financing. At this point, an individual briefing session will be scheduled.

At the LHA briefing session, the applicant(s) and at least **one** LHA staff person currently involved with the Authority's ongoing Homeownership Program will be in attendance. The LHA will provide the program participant(s) with information regarding geographic choice, portability and benefits of purchasing in low poverty areas. Additionally the participant's application, including their verified employment history and their current credit report, will be discussed and a determination of participant readiness to purchase will be made.

Having an active ongoing Homeownership Program, LHA staff has worked closely with local banks and are familiar with qualifying ratios and bank formulas used for evaluating home loan applications. Using income information supplied and verified by the applicant(s) employer and credit information taken from the applicant(s) credit report, LHA staff will determine if the applicant(s) income, credit history and current monthly installment debt are such that said applicant(s) is likely to qualify for a home loan and, if so, the approximate amount of the loan.

Assuming the applicant (s) is likely to qualify for a home loan in an amount sufficient to purchase a suitable home, the LHA will proceed to enroll the applicant in "Project Genesis" **or any other HUD certified and** approved homebuyer counseling program. Administered by Merrimack Valley Housing Partnership, "Project Genesis" consists of three, two-hour counseling sessions. Qualified professionals in the field of housing and related issues teach instructional classes.

Homebuyer counseling will include the following elements:

1. Home maintenance
2. Budgeting and money management

3. Credit Counseling
4. Negotiate purchase price
5. Financing
6. Home search
7. Advantages of purchasing in areas that do not have high concentrations of low income families
8. Information regarding fair housing
9. Information relative to settlement procedures, truth in lending laws and loan terms

The LHA will strongly consider local circumstances and the needs of individual families when providing briefing and counseling. The LHA plan to require that program participants enroll in and complete post-purchase counseling for a period of one year. The one-year local requirement may be extended at the discretion of the LHA.

10. SEARCH TIME/OPTIONS FOR HOUSEHOLDS UNABLE TO BUY

The LHA has chosen not to establish a minimum/maximum search time for program participants to select and purchase a home. Also, the LHA will not require program participants to provide periodic reports regarding the home search process.

11. UNIT ELIGIBILITY/INSPECTION REQUIREMENTS

In terms of unit eligibility, the LHA is required to enforce specific unit eligibility standards. One such standard is the type of unit a program participant may purchase. Under program guidelines, participants are restricted to purchasing existing or new single-family homes, condominiums and cooperative units. The purchase of multi-unit structures, including two-family dwellings, is prohibited.

In terms of unit inspections, the Homeownership Option requires two pre-purchase inspections. One will be performed by a qualified LHA employee, while the second inspection is to be performed by a privately employed qualified professional Home Inspector. There will be no fee associated with the LHA inspection. However, the program participant must pay for the cost of the inspection done by a professional Home Inspector. The LHA will review the inspection performed by the professional Home Inspector and determine if the dwelling is suitable for purchase and eligible for sale to a program participant. The LHA may disapprove a unit based on information provided in the Inspection Reports.

The Lowell Housing Authority plan to utilize the same procedure for unit inspection as it now uses for Section 8 rental units. Currently, the LHA has qualified staff persons designated to perform unit inspections prior to occupancy. The inspection conducted by the Authority will be used to determine compliance with Housing Quality Standards.

When a Section 8 unit is ready for inspection, the LHA inspector will gain access to the unit by coordinating with the property owner. The LHA inspector then conducts a thorough room-by-room inspection of the premises, including the basement and any and all mechanical systems, all common areas and the exterior. The inspection results are written on the LHA standard unit inspection form and maintained on file. The unit must meet the inspection criteria of Housing Quality Standards in order to qualify for the Homeownership Program.

If the unit fails the inspection, the owner of the property will be required to make needed repairs in order to bring the unit into compliance with Housing Quality Standards.

As part of its existing homebuyer program, the LHA requires a home inspection by a qualified home inspector. In an effort to provide the potential Section 8 buyers with a choice of qualified home inspectors, the LHA has developed a list of qualified home inspectors in the Greater Lowell area. Each applicant will be given a copy of the list and the potential homebuyer(s) may select whomever they want. It should also be mentioned that prior to placing a home inspector's name on the list, the LHA requires said home inspector provide the LHA with their qualifications.

If the applicant wishes to utilize a home inspector who is not on the list the LHA will permit the applicant to do so. However, the LHA will require that the selected home inspector provide the LHA and the applicant with qualifications that are acceptable to the LHA.

12. CONTRACT OF SALE/BUYER PROTECTION

In terms of the contract for sale, the LHA plan to utilize the same contract for sale as it now uses for its ongoing homebuyer program.

The contract for sale will contain an additional list of provisions including the following:

13. The price and other terms of sale.
14. The purchaser will arrange for a pre-purchase inspection to be performed by an independent inspector selected and paid for by the purchaser.
15. The purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser and the LHA.
16. The purchaser is not obligated to pay for any repairs.
17. The seller certifies that he or she has not been debarred, suspended, or subject to a limited denial of participation under part 24 of this title.

1. FINANCING

The LHA plan to utilize the same financing program as is currently in effect as part of the Authority's ongoing Homeownership Program. Since 1997, the LHA has assisted

twenty former public housing residents and Section 8 program participants in becoming first time home buyers.

The financing package is as follows:

1. **First mortgage –75% of purchase price**
2. **Second mortgage -20% of purchase price**
3. **Third mortgage –(only if public subsidy is involved)**
4. **Subordinate mortgage -2% of purchase price**
5. **Buyer cash -3% of purchase price**

The LHA plan to utilize the “Soft Second” Mortgage financing program funded through the Massachusetts Housing Partnership. Basically, the “Soft Second” Program utilizes the services of local participating banks. In Lowell, participating lenders will be required to be approved by the Lowell Housing Authority and MHP and offer borrower the two point rate of interest without charging points. Section 8 Homeownership Program participants will apply for both first and second mortgages from the same participating lender. If there is a public subsidy involved, a third mortgage will be required by the participating lender. The City of Lowell will provide subordinate mortgage financing to secure its down payment assistance and closing costs loans.

The aforementioned financing package has several positive aspects, which work to the advantage of the purchaser including the following:

1. Minimum buyer cash down (3%)
2. Second mortgage requires interest only payments for first ten years
3. Purchaser not required to pay private mortgage insurance

The program participant will be required to have adequate funds (buyer cash) to meet the 3% down payment amount. Through its Down Payment Assistance Program, the City of Lowell will provide financing for all or a portion of the closing costs. Assessments of costs involved will be completed on a case-by-case basis.

A. OTHER ALTERNATIVE

This approach to financing is basically the same as the PREFERRED ALTERNATIVE with one exception. That being the “Soft Second” provider will be the Lowell Development and Financial Corporation instead of the Massachusetts Housing Partnership. The financing breakdown is as follows:

First Mortgage:	80% of purchase price
Second Mortgage:	15% of purchase price
Third Mortgage:	2% of purchase price
Buyer Cash:	3% of purchase price

In addition to the financing package previously described, the LHA plans to implement the following requirements:

1. Prohibit balloon payments
2. LHA to reserve the right to approve or reject financing terms and conditions
3. Allow seller financing on a case by case basis
4. Purchasers must not exceed qualifying ratio and must meet all other financing requirements established by the first mortgage lender.

6. AMOUNT OF ASSISTANCE

The amount of the Homeownership Assistance Payments shall be as much as the lower of:

1. The payment standard minus the total tenant payment
2. The family's monthly homeownership expenses minus the total tenant payment

The payment standard for a family is the lower of:

1. The payment standard for the family unit size
2. The payment standard for the size of the home

If the home is located in an exception payment standard area, the LHA will use the approximate payment standard for the exception payment standard area. The LHA will use the same payment schedule, payment standard amounts and subsidy standards for the Homeownership Option as for the Rental Voucher Program. The LHA will conduct an annual reexamination of program participants in order to update income, family size and other relevant data and adjust the payment standard accordingly.

The LHA has adopted the following homeownership expenses in accordance with HUD requirements:

1. Principal and interest on initial mortgage(s) debt including refinancing if any
2. Real estate taxes
3. Sewer and water fees
4. Trash pickup and disposal fees
5. Homeowners insurance costs
6. Allowance for maintenance expenses*
7. Allowance for costs of major repairs and replacements**
8. Utility allowance
9. Principal and interest on debt incurred to finance major repairs or HCP accessible

*Monthly allowance for maintenance \$75 - Existing \$125

**Monthly allowance for major repairs and replacements \$75 - Existing \$125

If the home is a cooperative or condominium unit, homeownership expenses will include maintenance fees assessed by the condominium or cooperative homeowner association. Additionally, the LHA will make payment directly to the first mortgage lender or to the Section 8 Homeownership Program participant. If the assistance payment exceeds the amount due the lender, the LHA will pay the balance directly to the homeowner

The term of homeowner assistance shall be fifteen (15) years if the term of the first mortgage is twenty (20) years or longer, except in the case of elderly and disabled program participants where the maximum term of fifteen (15) years does not apply. In all other cases, the term shall be ten (10) years.

7. POSTPURCHASE REQUIREMENTS FOR FAMILIES

The family must sign a statement of homeowner obligations before the start of homeownership assistance agreeing to comply with all obligations under the program. In keeping with HUD regulations, the LHA has imposed the following postpurchase requirements:

1. The family must reside in the home. If the family moves out of the home, the LHA will not continue homeownership assistance payments after the month when the family moves out.
2. The LHA will require each family receiving homeownership assistance to attend and participate in postpurchase counseling. **The counseling sessions will be administered by either LHA staff or a certified postpurchase counseling agent** and will focus on home maintenance issues, family finances and budgeting and maintaining good credit by ensuring that the family is paying off its credit card and other monthly debt in a timely fashion.
3. The family must comply with the terms of all mortgage(s) securing debt incurred to purchase the home and any refinancing debt, if applicable.
4. The family must not convey or transfer ownership of the home while receiving homeownership assistance.
5. The family may grant a mortgage on the home for debt incurred to finance the purchase of the home or any refinancing of such debt.
6. After the death of a family member who holds title to the home, homeownership assistance will continue pending settlement of the estate provided that the family continues to occupy the home.
7. The family must comply with all requirements of the Section 8 Program or be subject to termination of assistance.
8. The family must allow the LHA access to the home for the purpose of performing an inspection, if it is so required.

The family must supply the LHA with the following information upon request:

1. Information relative to any mortgage(s) secured by the property.
 2. Any sale or transfer of any interest in the home.
 3. The family must provide the LHA with its home ownership expenses.
 4. The family must notify the LHA before moving out of the home.
1. The family must notify the LHA if it defaults on any mortgages securing debt incurred to purchase the home. If the family defaults on the mortgage, the LHA may choose to issue a Voucher to the family to facilitate a move to a rental unit and continue rental assistance. However, the determination will be at the LHA's discretion, based on the good faith efforts of the family to meet its obligations and prevent default.
 2. Proof that no family member has an ownership interest in other real estate while receiving home ownership assistance.

8. PORTABILITY

The LHA will not be accepting any new voucher holders as part of the Homeownership Option. If a family currently participating in the LHA's Section 8 Rental Voucher Program wants to purchase a home outside of the LHA's jurisdiction under the Homeownership Option it may do so provided that the receiving PHA is accepting new home ownership families and provided that the family meets all the requirements of the receiving PHA.

9. RECAPTURE OF HOMEOWNERSHIP ASSISTANCE

Program recipients participating in the Homeownership Option are subject to recapture provisions if they sell their unit within ten (10) years of initially purchasing the unit.

At the time of sale, the LHA will place a lien on the property in accordance with HUD regulations. The lien will be drawn up in such a way that it is consistent with State and local law. The amount of home ownership assistance subject to recapture will be the lesser of the following two recapture alternatives:

1. The amount of home ownership assistance subject to recapture will automatically be reduced over a ten-year period, beginning one year from the purchase date, in annual increments of ten percent. At the end of the ten-year period, the amount of home ownership assistance subject to recapture will be zero.
2. The difference between the sales price and the purchase price of the home minus the costs of any capital expenditures, the costs incurred by the family in the sale of the home, the amount of the difference between the sales price and purchase price that is being used, upon sale, toward the purchase of a new home under the

Section 8 Homeownership Option and any amounts that have been previously recaptured.

In the case of a refinancing of the home, the recapture will be an amount equaling the lesser of:

1. The amount of home ownership assistance subject to recapture will automatically be reduced over a ten-year period, beginning one year from the purchase date, in annual increments of ten percent. At the end of the ten-year period, the amount of home ownership assistance subject to recapture will be zero.
2. The difference between the current mortgage debt and the new mortgage debt minus the cost of any capital expenditures, the costs incurred by the family in the refinancing of the home and any amounts that have been previously recaptured.

In the case of identity-of-interest transactions, the LHA will establish a sales price based on fair market value.

10. OTHER PROVISIONS

Section 8 families that currently receive Section 8 rental assistance can enter a lease-purchase agreement. Prior to closing the sale, they will receive conventional rental assistance and the Section 8 payment cannot be used to cover the "homeownership premium" (the portion of the payment used to accumulate a down payment or reduce the purchase price). Instead, the family must use its own funds for the premium. The LHA must and will exclude the homeownership premium in determining rent reasonableness.

A family receiving home ownership assistance can move to a new unit with home ownership assistance, as long as it is in compliance with program requirements, no family member has any ownership interest in the prior unit, and the LHA has sufficient funds. To move with continued homeowner assistance, families must again meet all eligibility requirements. A family may not move more than one time per year.

AttachmentM-SiteBasedWaitingListsDemographicAnalysis

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographic s	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
North Common Village, MA 1-1 21 Salem Street	1941	DisabledElderly	25	25	0%
		Non-ElderlyFamilieswithPhysical Disabilities	0	0	0%
		Non-ElderlyFamilieswithOther Disabilities	0	0	0%
		White	152	152	0%
		Black	27	27	0%
		Hispanic	130	130	0%
		Asian	241	241	0%
George Flanagan MA 1-2 580 Chelmsford St.	1954	DisabledElderly	17	17	0%
		Non-ElderlyFamilieswithPhysical Disabilities	0	0	0%
		Non-ElderlyFamilieswithOther Disabilities	0	0	0%
		White	160	160	0%
		Black	25	25	0%
		Hispanic	228	228	0%
		Asian	117	117	0%
Bishop Markham MA 1-3 198 South Street	1958	DisabledElderly	45	45	0%
		Non-ElderlyFamilieswithPhysical Disabilities	0	0	0%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographics	Current Mix of Racial, Ethnic or Disability Demographic s	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	167	167	0%
		Black	12	12	0%
		Hispanic	107	107	0%
		Asian	60	60	0%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographics	Current Mix of Racial, Ethnic or Disability Demographic s	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
Faulkner Street MA 1-4 758-772 Lawrence St.	1967	DisabledElderly	30	30	0%
		Non-ElderlyFamilieswithPhysical Disabilities	0	0	0%
		Non-ElderlyFamilieswithOther Disabilities	0	0	0%
		White	128	128	0%
		Black	11	11	0%
		Hispanic	75	75	0%
		Asian	33	33	0%
Father Norton Manor MA 1-5 117-137 High Street	1968	DisabledElderly	35	35	0%
		Non-ElderlyFamilieswithPhysical Disabilities	0	0	0%
		Non-ElderlyFamilieswithOther Disabilities	0	0	0%
		White	154	154	0%
		Black	12	12	0%
		Hispanic	78	78	0%
		Asian	40	40	0%
Dewey Archambault Towers MA 1-6 657 Merrimack Street	1971	DisabledElderly	35	35	0%
		Non-ElderlyFamilieswithPhysical Disabilities	0	0	0%
		Non-ElderlyFamilieswithOther Disabilities	0	0	0%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographics	Current Mix of Racial, Ethnic or Disability Demographic s	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
		White	156	156	0%
		Black	10	10	0%
		Hispanic	94	94	0%
		Asian	52	52	0%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographics	Current Mix of Racial, Ethnic or Disability Demographic s	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
Harold Hartwell Court MA 1-7 25-35 Temple Street	1975	DisabledElderly	11	11	0%
		Non-ElderlyFamilieswithPhysical Disabilities	0	0	0%
		Non-ElderlyFamilieswithOther Disabilities	0	0	0%
		White	106	106	0%
		Black	20	20	0%
		Hispanic	181	181	0%
		Asian	92	92	0%
Francis Gatehouse MA 1-11 735 Broadway Street	1977	DisabledElderly	32	32	0%
		Non-ElderlyFamilieswithPhysical Disabilities	0	0	0%
		Non-ElderlyFamilieswithOther Disabilities	0	0	0%
		White	162	162	0%
		Black	12	12	0%
		Hispanic	79	79	0%
		Asian	37	37	0%
Scattered Sites MA 1-12, MA 1-14 657 Merrimack Street 580 Chelmsford Street	1980/1982	DisabledElderly	16	16	0%
		Non-ElderlyFamilieswithPhysical Disabilities	0	0	0%
		Non-ElderlyFamilieswithOther Disabilities	0	0	0%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographics	Current Mix of Racial, Ethnic or Disability Demographic s	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
		White	136	136	0%
		Black	24	24	0%
		Hispanic	200	200	0%
		Asian	96	96	0%

	#ofFamilies	%ofTotal Families	Annual Turnover
WaitingList Total	552		
Extremely LowIncome <=30%AMI	509	92%	
VeryLow Income >30%but <=50%AMI	39	7%	
LowIncome >50%but <80%AMI	4	1%	
Familieswith Children	396	72%	
Elderly Families	41	7%	
Disabled Elderly	25	5%	
Non-Elderly Familieswith Physical Disabilities			
Non-Elderly Familieswith Other Disabilities			
White	152	28%	
Black	27	5%	
Hispanic	130	24%	
Asian	241	44%	

	#ofFamilies	%ofTotal Families	AnnualTurnover
WaitingList Total	532		
Extremely LowIncome <=30%AMI	486	91%	
VeryLow Income >30%but <=50%AMI	44	8%	
LowIncome >50%but <80%AMI	2	0	
Familieswith Children	409	77%	
Elderly Families	26	5%	
Disabled Elderly	17	3%	
Non-Elderly Familieswith Physical Disabilities			
Non-Elderly Familieswith Other Disabilities			
White	160	30%	
Black	25	5%	
Hispanic	228	43%	
Asian	117	22%	

	#ofFamilies	%ofTotal Families	Annual Turnover
WaitingList Total	347		
Extremely LowIncome <=30%AMI	331	95%	
VeryLow Income >30%but <=50%AMI	15	4%	
LowIncome >50%but <80%AMI	1	0	
Familieswith Children	0	0	
Elderly Families	89	26%	
Disabled Elderly	45	13%	
Non-Elderly Familieswith Physical Disabilities			
Non-Elderly Familieswith Other Disabilities			
White	167	48%	
Black	12	3%	
Hispanic	107	31%	
Asian	60	17%	

	#ofFamilies	%ofTotal Families	Annual Turnover
WaitingList Total	249		
Extremely LowIncome <=30%AMI	233	94%	
VeryLow Income >30%but <=50%AMI	13	4%	
LowIncome >50%but <80%AMI	2	1%	
Familieswith Children	3	1%	
Elderly Families	72	29%	
Disabled Elderly	30	12%	
Non-Elderly Familieswith Physical Disabilities			
Non-Elderly Familieswith Other Disabilities			
White	128	51%	
Black	11	4%	
Hispanic	75	30%	
Asian	33	13%	

	#ofFamilies	%ofTotal Families	Annual Turnover
WaitingList Total	286		
Extremely LowIncome <=30%AMI	269	94%	
VeryLow Income >30%but <=50%AMI	14	1%	
LowIncome >50%but <80%AMI	2	1%	
Familieswith Children	0	0	
Elderly Families	88	31%	
Disabled Elderly	35	12%	
Non-Elderly Familieswith Physical Disabilities			
Non-Elderly Familieswith Other Disabilities			
White	154	54%	
Black	12	4%	
Hispanic	78	27%	
Asian	40	14%	

	#ofFamilies	%ofTotal Families	Annual Turnover
WaitingList Total	314		
Extremely LowIncome <=30%AMI	298	95%	
VeryLow Income >30%but <=50%AMI	15	5%	
LowIncome >50%but <80%AMI	1	0	
Familieswith Children	0	0	
Elderly Families	82	26%	
Disabled Elderly	35	11%	
Non-Elderly Familieswith Physical Disabilities			
Non-Elderly Familieswith Other Disabilities			
White	156	50%	
Black	10	3%	
Hispanic	94	30%	
Asian	52	17%	

	#ofFamilies	%ofTotal Families	Annual Turnover
WaitingList Total	402		
Extremely LowIncome <=30%AMI	365	91%	
VeryLow Income >30%but <=50%AMI	35	9%	
LowIncome >50%but <80%AMI	2	0	
Familieswith Children	379	94%	
Elderly Families	15	4%	
Disabled Elderly	11	3%	
Non-Elderly Familieswith Physical Disabilities			
Non-Elderly Familieswith Other Disabilities			
White	106	26%	
Black	20	5%	
Hispanic	181	45%	
Asian	92	23%	

	#ofFamilies	%ofTotal Families	Annual Turnover
WaitingList Total	292		
Extremely LowIncome <=30%AMI	273	93%	
VeryLow Income >30%but <=50%AMI	15	5%	
LowIncome >50%but <80%AMI	3	1%	
Familieswith Children	0	0	
Elderly Families	85	29%	
Disabled Elderly	32	11%	
Non-Elderly Familieswith Physical Disabilities			
Non-Elderly Familieswith Other Disabilities			
White	162	55%	
Black	12	4%	
Hispanic	79	27%	
Asian	37	13%	

	#ofFamilies	%ofTotal Families	Annual Turnover
WaitingList Total	457		
Extremely LowIncome <=30%AMI	419	92%	
VeryLow Income >30%but <=50%AMI	36	8%	
LowIncome >50%but <80%AMI	2	0	
Familieswith Children	425	93%	
Elderly Families	21	5%	
Disabled Elderly	16	4%	
Non-Elderly Familieswith Physical Disabilities			
Non-Elderly Familieswith Other Disabilities			
White	136	30%	
Black	24	5%	
Hispanic	200	44%	
Asian	96	21%	

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning 2003 ____, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

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

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

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

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

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

Lowell Housing Authority

MA 001

PHA Name

PHA Number

Mark A. Paton 6-12-03

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

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Lowell Housing Authority

Program/Activity Receiving Federal Grant Funding

PHA - PLAN

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above. Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not certified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompanying file(s), is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 8723, 8802)

Name of Authorized Official Gary K. Wallace	Title Executive Director
Signature <i>Gary K. Wallace</i>	Date 6/12/2003

Form HUD-50070 (3-99)
ref. Handbooks 7417.1, 7475.13, 7480.1 & 3

**Certification of Payments
to Influence Federal Transactions**

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

Recipient Name:

Lowell Housing Authority

Program—Activity Receiving Federal Grant/Funding:

PHA - PLAN

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-278, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3225, 3802)

Name of Authorized Official

Gary K. Wallace

Title

Executive Director

Signature

Date (mm/dd/yyyy)



06/12/2003

Previous edition is obsolete

Form HUD 06071 (3-98)
of Handbooks 7417.1, 747E.16, 748E.1, & 7425.2

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0048

1. Type of Federal Action: <input checked="" type="checkbox"/> B a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> A a. bid/offer/application b. initial award c. post-award	3. Report Type: <input checked="" type="checkbox"/> A a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:	
6. Federal Department/Agency: HUD	7. Federal Program Name/Description: CFDA Number, if applicable: PHA PLAN	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information required through this form is authorized by 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the federal agency when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress periodically and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u><i>Gary K. Wallace</i></u> Print Name: <u>Gary K. Wallace</u> Title: <u>Executive Director</u> Telephone No.: <u>(978) 957-5487</u> Date: <u>6/12/2003</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

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

I, John Cox the City Manager certify
that the Five Year and Annual PHA Plan of the Lowell Housing Authority is
consistent with the Consolidated Plan of City of Lowell prepared
pursuant to 24 CFR Part 91.


6/16/03
Signed: Dated by Appropriate State or Local Official