

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

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# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008  
Annual Plan for Fiscal Year 2004

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

## PHA Plan Agency Identification

**PHA Name:** Fall River Housing Authority

**PHA Number:** MA006

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2003

### 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)

Fall River Community Development Agency

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)

Fall River Community Development Agency

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2002 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The mission of the Fall River Housing Authority is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)

- Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- Perform a market analysis to determine the need for public housing in Fall River and the actions necessary to meet the need. It may suggest that public housing in the City is in excess of the need. We will determine the course of our action when the study is completed.

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

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**Annual Plan**

- i. Executive Summary
- ii. Table of Contents
  - 1. Housing Needs
  - 2. Financial Resources
  - 3. Policies on Eligibility, Selection and Admissions
  - 4. Rent Determination Policies
  - 5. Operations and Management Policies
  - 6. Grievance Procedures
  - 7. Capital Improvement Needs
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  - 9. Designation of Housing
  - 10. Conversions of Public Housing
  - 11. Homeownership
  - 12. Community Service Programs

- 13. Crime and Safety
- 14. Pets (Inactive for January 1 PHAs)
- 15. Civil Rights Certifications (included with PHA Plan Certifications)
- 16. Audit
- 17. Asset Management
- 18. Other Information

**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration (MA006a01)
- FY 2004 Capital Fund Program Annual Statement (MA006b01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan (MA006c01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (MA006e01)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Yes	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Yes	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Yes	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Yes	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Yes	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <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
Yes	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
Yes	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Yes	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Yes	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
Yes	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Yes	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Yes	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	any active CIAP grant	
Yes	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Yes	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Yes	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Yes	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Yes	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Yes	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4	5	2	3	4	2	2
Income >30% but <=50% of AMI	3	3	2	3	4	2	2
Income >50% but <80% of AMI	2	2	2	3	4	2	2
Elderly	3	5	2	2	2	2	2
Families with Disabilities	2	3	2	2	2	2	2
Black	3	3	2	3	2	2	2
Hispanic	3	3	2	3	2	2	2
Asian	3	3	2	3	2	2	2
Race/Ethnicity							

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

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

## **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.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,807		
Extremely low income <=30% AMI	1,753	97	
Very low income (>30% but <=50% AMI)	54	03	
Low income (>50% but <80% AMI)	00	00	
Families with children	1,288	71	
Elderly families	76	04	
Families with Disabilities	283	16	
Race/ethnicity Wh	1,254	69	
Race/ethnicity Bl	468	26	
Race/ethnicity As	74	04	
Race/ethnicity Na	11	01	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	38	02	
1BR	370	20	
2 BR	710	39	
3 BR	546	30	

Housing Needs of Families on the Waiting List			
4 BR	132	07	
5 BR	11	01	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input 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 type="checkbox"/> Yes			

### B1. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	947		
Extremely low income <=30% AMI	928	98	
Very low income (>30% but <=50% AMI)	19	02	
Low income (>50% but <80% AMI)	0	00	
Families with children	580	61	
Elderly families	56	06	
Families with Disabilities	244	26	

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity Wh	650	69	
Race/ethnicity Bl	265	28	
Race/ethnicity As	25	03	
Race/ethnicity Na	07	01	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	302	32	
2 BR	370	39	
3 BR	229	24	
4 BR	44	05	
5 BR	02	01	
5+ BR	00	00	
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			
Does the PHA expect to reopen 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

The Fall River Housing Authority has a significant vacancy rate in both our family and Elderly developments. Our effort during our FYE 03/31/04 will be to analyze the factors leading to the vacancy rate and develop procedures to increase occupancy and reduce unit turnaround time.

The City as a whole also suffers from a significant vacancy rate, sometimes quoted as being between 10% and 12%.

The consulting firm RKG performed an analysis of the City's housing and concluded that the City has an excess of affordable housing.

As such we will concentrate our efforts on improving our existing housing through Modernization. We will also analyze the livability of our Family sites to determine if selective demolition should be considered to create more open space and increase the livability of the sites. We are also considering the conversion of Elderly Units to an Assisted Living Model and will be performing a feasibility study during FYE 3/2004.

This strategy will enable the FRHA to use existing resources to meet the need and allow for future planning.

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)  
The FRHA has an approved Allocation Plan

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

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

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

The Fall River Housing Authority has a sufficient vacancy rate as does the City as a whole. Our efforts will be to determine the actual market in the City and then determine.

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	4,303,878	Operations
b) Public Housing Capital Fund	3,244,693	Capital Improvements
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	13,897,776	Operations
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>Service Coordinator</b>	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Grant 50102	3,244,693	Capital Improvements
		Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	3,901,810	Operations
<b>4. Other income (list below)Other</b>		
Excess Utilities	25,000	Operations
<b>Non-Dwelling</b>	41,000	Operations
<b>4. Non-federal sources (see 1 below)</b>	9,600	Operations
<b>Investment Income</b>	39,120	Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>Total resources</b>	28,707,570	
1) other income from PHA Units	9,600	Operations

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time) 3 months
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

##### **(2) Waiting List Organization**

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

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

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

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

Or via Mail. The Authority also has a WEB page where any person may request that an application be mailed to them

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

1. How many site-based waiting lists will the PHA operate in the coming year? 0

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income? Currently 95% of our occupants are extremely low income i.e. lower than 30% of median income.

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2  Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1  Residents who live and/or work in the jurisdiction
- 2  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  Domestic Violence
- 4  Emergency Cases

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements. Currently 95% of our occupants are extremely low income i.e. lower than 30% of median income.

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing? Our attached Deconcentration Policy will be amended to reflect the fact that no site have an average income greater than the 30% income limit as adjusted and eliminate the need for Deconcentration Efforts, when HUD promulgates the anticipated changes.

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

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

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

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

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

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

**(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)
- Applicants may request an application via mail, telephone, etc. Applications may be returned by mail.

**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit? **OUR STANDARD VOUCHER HAS A 120 DAY TIME PERIOD.**

If yes, state circumstances below:

Where an applicant can demonstrate that they were actively seeking an apartment but due to circumstances beyond their control they were not able to find an appropriate unit we will extend to 180 days.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
At least 15% of vouchers will be issued to handicapped/disabled applicants.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your

second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 3  Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 2  Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
- 1 Residents of Fall River paying more than 40% of income for rent
- 4 Victims of domestic violence
- 5 Disabled

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

- Date and time of application for applications received after 1/24/03
- Drawing (lottery) or other random choice technique for reopening 1/6/03 to 1/24/03

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

We are adding a preference for residents of Fall River paying more than 40% of their income for rent.

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

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

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

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

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

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

- Through published notices
- Other (list below)

Local Cable, Spanish Radio, Khmer Radio, local and state wide special interest groups representing Handicapped/Disabled Individuals

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase

- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

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

**(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)

Analysis of rents that appear to be fair and appropriate for each individual site. Our analysis considered the uniqueness of our sites and the amenities available at each site and considers the fair rental value of each site as compared to private rents and Sec 8 FMR's

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1,470	370
Section 8 Vouchers	2,431	288
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

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

Maintenance Policies:

Preventative Maintenance Program, Maintenance Training Program, Custodial Activities, After-Hours Maintenance (Emergency) Services, Master Key Policy, Maintenance Procedures During Emergencies, Procedures for Stripping And Waxing Floors, Turning On of Gas Meters, Uniform Policy, Resident Maintenance Requests Policy, Maintenance Personnel Requirements, Advance Notice for Vacation Requests Policy and Pest Control Policy.

Management Policies:

Rent Collection Policy, Eviction Policy, Transfer Policy, Pet Policy and Grievance Procedure Policy, Personnel Policy, Procurement Policy, Capitalization Policy, and Disposition Policy.

- a. Section 8 Management: (list below)  
Section 8 Administrative Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

- PHA development management offices  
 Other (list below)

### **B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)  
The Sec 8 Rental Assistance Department at  
180 Morgan Street  
Fall River, Ma 02721

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) MA006b01

-or-

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

**(2) Optional 5-Year Action Plan**

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

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) MA006c01
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]  
 Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

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

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Cardinal Medeiros Towers
1b. Development (project) number: MA06P006008
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"/>
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: <u>(02/16/2001)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 208
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: O'Brien Apartments
1b. Development (project) number: MA06P006005
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved: <u>(02/16/2001)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 100
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Holmes Apartments
1b. Development (project) number: MA06P006006
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved: <u>(02/16/2001)</u>

<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6 Number of units affected: 100</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

<b>Designation of Public Housing Activity Description</b>
<p>1a. Development name: Oliveira Apartments</p> <p>1b. Development (project) number: MA06P006007</p>
<p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved: <u>(02/16/2001)</u></p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6 Number of units affected: 84</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

<b>Designation of Public Housing Activity Description</b>
<p>1a. Development name: Cottell Heights</p> <p>1b. Development (project) number: MA06P006010</p>
<p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved: <u>(02/16/2001)</u></p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>



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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name: Sunset Hill	
1b. Development (project) number: MA06P006001	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input checked="" 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 checked="" 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)

Fall River Housing Authority submission and subsequent review by ABT associates resulted in conclusion that site is both viable and cheaper to maintain than vouchers.

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

**Public Housing Homeownership Activity Description  
(Complete one for each development affected)**

1a. Development name:

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe) The FRHA has a very strong working relationship with the local office of the state TANF agency. Our Social Service staff is in routine contact with this department and ideas and approaches to problems resolution and FRHA activities are discussed and resolved.

### **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. )

<b>Services and Programs</b>				
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)
DEP-ED/Training Component Provide outreach/recruitment and Linkage to education/job training	50	Interested tenants	Development office, main office, Fall River career center	Public housing
Watuppa Heights Center Improve basic academic skills, homework social activities.	20	Interested tenants	Development office, main office, Fall River career center, Fall River School Dept., Cambodian Comm. & PYCO	Public Housing
Adult Education Classes 6-03	15	Interested Tenants	6-03, MAIN OFFICE Local Community College	Both

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	25	0 (as of 11/1/2001)

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

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

**Sunset Hill, Heritage Heights, Diafarrio Village, No. Roccliffe, Fordney, Bennie Costa Plaza and Riley Plaza**

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

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

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

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

- Sunset Hill**
- Heritage Heights**
- Diafario Village**
- No Roccliffe Apartments**
- Fordney Apartments**
- Bennie Costa Plaza**
- George Riley Plaza**

**C. Coordination between PHA and the police**

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

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

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

- Sunset Hill**
- Heritage Heights**
- Diafario Village**
- No Roccliffe Apartments**
- Fordney Apartments**
- Bennie Costa Plaza**
- George Riley Plaza**

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

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: Pending)

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

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

Comprehensive stock assessment

Other: (list below)

Housing Authority has developed procedures for and is managing Diafarrio Village under project based policies and procedures.

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

Attached at Attachment (File name) MA006e01

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below: See MA006e01

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here)  
City of Fall River

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

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

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

**Our Agency Plan and the City's Consolidated Plan are consistent in their goals and in addressing the Housing Needs of Fall River.**

#### **D. Other Information Required by HUD**

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

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners.

## Attachments

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

Deconcentration Plan	MA006a01
Capital Plan Year 1	MA006b01
Capital Plan 5 Years	MA006c01
PHDEP NO LONGER USED	
Resident Advisory Board Summary	MA006e01
Admissions and Continued Occupancy Policies	MA006f01
Section 8 Administrative Plan	MA006g01
Rent Policies	MA006h01
Grievance Procedures	MA006i01
Maintenance Policy	MA006j01
Pest Control Policy	MA006k01
Section 8 Payment Standard	MA006l01
Pet Policy	MA006m01
Community Service Policy	MA006n01
New Federal Lease	MA006o01

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

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



**AS of 8/21/2002**  
**Fall River Housing Authority**  
**Deconcentration Policy for Federal Family Developments**

Pursuant to the requirements of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) the FRHA is hereby implementing a Deconcentration Plan to assure that families with children are not concentrated in our various federally aided family developments.

We have analyzed the income levels in the affected family developments and the following information summarizes the results.

**Summary of Average Family Income Levels**

Location	Average Family Income	Acceptable Range (85 to 115%)
All Federal Family Sites	10,466	8,896 to 12,036
Sunset Hill	10,564	Within
Heritage Heights	9,351	Within
Diafario Village	10,014	Within
No. Rocliffe Apts	10,701	Within
Fordney Apartments	11,006	Within
Bennie Costa Plaza	11,314	Within
Riley Apartments	14,676	Above See Note Below (1)

In order to comply with the requirements of QHWRA we will adjust our Admissions and Continued Occupancy Plan to provide for the following actions:

We will recompute the Income levels as shown in the above table every year.

HUD has issued regulations eliminating the need for deconcentration at sites that have an average income at or below the extremely low income level.

- (1) The only site that potentially would be subject to the Deconcentration process would be Riley Plaza, since it is not within the 85 to 115% range. Riley Plaza has an average income of \$14,676 per year as adjusted for Bedroom distribution. It has an average family size of 4. The Extremely Low Income Limits for a 4 person family \$16,850. The average income is well below the threshold set in 24CFR903.2. i.e. the site is below the Extremely Low Income Threshold and therefore the upper limit shall never be less than the limit at which a family would be defined as an extremely low income family under 24CFR5.603(b).

We will therefore not require any selection of residents based on income until the Income Levels are recomputed one year from now.

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Fall River Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P006-50103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	53,775			
3	1408 Management Improvements Soft Costs	385,725			
	Management Improvements Hard Costs				
4	1410 Administration	152,620			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	150,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	151,800			
10	1460 Dwelling Structures	2,269,773			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	78,500			
13	1475 Nondwelling Equipment	2,500			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

PHA Name: Fall River Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06-P006-50103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	3,244,693			
	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				

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

PHA Name: Fall River Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P006-50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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
MA 6-01 Sunset Hill	New Building/apartment door locks		1460		230,690			
	New heavy duty baseboard covers in apts		1460		188,598			
	New circulators on Heating lines (2 per bldg)		1460		37,000			
	Replace gauges around mixing valves (4 per bldg)		1460		29,600			
	Replace automatic vents on heating lines		1460		35,500			
	Replace sump pumps in basements		1460		96,100			
	Install expansion joints on sewer lines		1450		30,000			
	Install new hot water mixing valves in basements		1460		18,500			
	Install new zone valves in showers		1460		71,000			
	Replace mixing valves in showers		1460		106,500			
	Re-install main heating and plumbing lines in basements		1460		198,000			

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

PHA Name: Fall River Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P006-50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
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
MA 6-02 Heritage Heights	New bathroom Faucets		1460			47,600			
	Rebuild hot water mixing valves (1 per bldg)		1460			9,500			
	Install new apartment metal doors and frames		1460			95,250			
MA 6-03 Diaferio Village	Install coin vents in apartment baseboard		1460			44,800			
	Separate heating zones I management and Maintenance area		1470			30,000			
	Install tub wall liners		1460			47,585			

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

PHA Name: Fall River Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P006-50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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
MA 6-04 Oak Village	Remove incinerators		1450		56,800			
	New apartment isolation valves		1460		8,000			
	New bathroom sinks and faucets		1460		24,000			
	New shut-offs under toilets		1460		4,000			
	Upgrade heating controls in bldg		1460		4,500			
	Install new heating zones in community building		1470		10,500			
MA 6-05 O'Brien Apts.	Install heat in old boiler room		1460		15,000			
	Replace generator/remove asbestos		1460		65,000			
	Upgrade office light fixtures		1470		12,500			
	Install new office carpeting		1470		15,500			

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

PHA Name: Fall River Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P006-50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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	
MA 6-06 Holmes Apts	New bathroom faucets		1460		10,000			
	New toilet shut-offs		1460		10,000			
	Install clean-out at first floor office area		1470		3,500			
MA 6-08 Cardinal Medeiros	Upgrade emergency pull cord system		1460		265,000			
	Repair 6" check valve on sprinkler system		1460		3,500			
	New shut-offs for toilets		1460		15,600			
	New exterior metal railings		1450		65,000			
	Upgrade laundry room		1470		6,500			
	New community room curtains		1475		2,500			

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

PHA Name: Fall River Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P006-50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
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

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

PHA Name: Fall River Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P006-50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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
MA 6-10 Cottell Apts	Replace roof exhaust units/louvers (belt driven)		1460		20,150			
	Install new hot water mixing valves		1460		14,200			
	Repair/replace hot water storage tank		1460		55,000			
	Install isolation valves on risers		1460		4,200			
MA 6-11 Mitchell Apts	Install new domestic water pump system		1460		55,000			
	Upgrade public restrooms		1460		10,000			
	Install two (2) new heating circulators		1460		1,500			
	Building exterior repairs		1460		355,000			
MA 6-13 N. Rocliffe Apts	Install new shut-offs for sinks & toilets		1460		7,000			
	Install new apartment shut-off valves		1460		3,500			
	Install bypass on water meters		1460		1,500			

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

PHA Name: Fall River Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P006-50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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
MA 6-15 Fordney Apts	Install new shut-offs for sinks & toilets		1460		7,200			
	Install new apartment shut-off valves		1460		3,600			
	Install bypass on water meters		1460		2,100			
	New hot air furnaces in maintenance area		1460		9,500			
MA 6-16 Bennie Costa	Install new shut-offs for sinks & toilets		1460		12,000			
	Install new apartment shut-off valves		1460		6,000			
	Install bypass on water meters		1460		3,000			
MA 6-17 Riley Plaza	Install new shut-offs for sinks & toilets		1460		5,000			
	Install new apartment shut-off valves		1460		2,500			
	Install bypass on water meters		1460		1,500			
	New hot air furnaces in maintenance area		1460		9,500			

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>							
PHA Name: Fall River Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P006-50103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
PHA WIDE	Inventory Work Order Clerk I		1406		24,000		
OPERATIONS	Inventory Work Order Clerk II		1406		29,775		
PHA WIDE	Elder Services Contract		1408		15,600		
MANAGEMENT	Hire City Police/security guards		1408		360,125		
	Tenant Coordinator		1408		10,000		
PHA WIDE							
ADMIN.	Financial Analyst		1410		26,000		
	Project Manager		1410		36,250		
	Modernization Devel. Coord		1410		42,241		
	Fringe Benefits		1410		48,129		
FEES & COSTS	Fees & Costs for engineering services		1430		145,000		
	CFP advertising for contracts		1430		5,000		

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

PHA Name: Fall River Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P006-50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
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



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

PHA Name: Fall River Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P006-50103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
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		
MA6-01 SUNSET HILL	06/30/05			06/30/07				
MA6-02 HERITAGE	06/30/05			06/30/07				
MA6-03 DIAFERIO	06/30/05			06/30/07				
MA6-04 OAK VILLAGE	06/30/05			06/30/07				
MA6-05 O'BRIEN	06/30/05			06/30/07				
MA6-06 HOLMES	06/30/05			06/30/07				
MA6-07 OLIVEIRA	06/30/05			06/30/07				
MA6-08 MEDEIROS	06/30/05			06/30/07				
MA6-10 COTTELL	06/30/05			06/30/07				
MA6-11 MITCHELL	06/30/05			06/30/07				
MA6-13 N. ROCLIFFE	06/30/05			06/30/07				
MA6-15 FORDNEY ST	06/30/05			06/30/07				
MA6-16 BENNIE COSTA	06/30/05			06/30/07				
MA6-17 RILEY PLAZA	06/30/05			06/30/07				



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Fall River Housing Authority		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
MA 06-01	Annual Statement	573,775	2,502,573	1,597,487	597,343
MA 06-02		204,377	0	308,236	299,000
MA 06-03		164,400	0	37,000	696,000
MA 06-04		28,500	0	9,100	57,500
MA 06-05		0	0	26,375	60,000
MA 06-06		181,000	0	20,750	40,000
MA 06-07		145,600	0	5,000	45,000
MA 06-08		423,071	0	126,125	297,250
MA 06-10		166,450	0	15,650	205,825
MA 06-11		14,000	0	15,250	80,500
MA 06-13		135,750	0	8,750	35,000
MA 06-15		139,400	0	9,000	35,000
MA 06-16		227,000	0	290,900	40,000
MA 06-17		99,250	0	32,950	14,155
PHA WIDE		742,120	742,120	742,120	742,120
Total CFP Funds (Est.)	3,244,693	3,244,693	3,244,693	3,244,693	3,244,693
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 2006		
	Development Number	Major Work Catagories	Estimated Cost	Development Number	Major Work Catagories	Estimated Cost
SEE ANNUAL STATEMEN	PHA WIDE	Operations Elder Service Coord Hire city police-security Project manager Financial Analyst Mod. & Dev. Coord Fringe benefits Fees & Costs A&E svcs	742,120	PHA WIDE	Operations Elder Service Coord Hire city police-security Project manager Financial Analyst Mod. & Dev. Coord Fringe benefits Fees & Costs A&E svcs	742,120
	MA 6-01	Replace bathroom floors	573,775	MA 6-01	Improve site drainage Paint Handrails New site Lighting Plant trees loom,seed New concrete stairs Replace water/sewer lines	2,502,573
	MA 6-02	Remove one (1) tot lot Landscape upgrade	204,377	MA 6-02	None	0
	MA 6-03	Install non electric zone valves on hallway heaters Upgrade air handling units on comm. Bldg Landscape upgrade (washouts @ bldg 13)	164,400	MA 6-03	None	0
	MA 6-04	Upgrade Comm kitchen Upgrade mger's office Expand maint. Area	28,500	MA 6-04	None	0
	MA 6-05	None	0	MA 6-05	None	0



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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 2006		
	Development Number	Major Work Catagories	Estimated Cost	Development Number	Major Work Catagories	Estimated Cost
	MA 6-08	Upgrade comm. Kitchen Install heavy duty baseboard covers throughout	423,071	MA 6-08	None	0
	MA 6-10	Upgrade comm. Kitchen Install additional electrical outlets in comm. Rm elevator lobbies Upgrade laundry room Site improvements	166,450	MA 6-10	None	0
	MA 6-11	Upgrade comm. Kitchen Install new unit heater in front vestibule Upgrade laundry room	14,000	MA 6-11	None	0
	MA 6-13	Eliminate mildew in boiler rooms Laundry room upgrade Exhaust fans in bathrooms	135,750	MA 6-13	None	0
		Upgrade access panels In living rooms				

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 2006		
	Development Number	Major Work Categories	Estimated Cost	Development Number	Major Work Categories	Estimated Cost
	MA 6-15	Eliminate mildew in boiler rooms Laundry room upgrade Exhaust fans in bathrooms Upgrade access panels in living rooms	139,400	MA 6-15	None	0
	MA 6-16	Eliminate mildew in boiler rooms Laundry room upgrade Exhaust fans in bathrooms Upgrade access panels in living rooms	227,000	MA 6-16	None	0
	MA 6-17	Eliminate mildew in Boiler rooms	99,250	MA 6-17	None	0
		Laundry room upgrade				
		Exhaust fans bathrooms				
		Upgrade access panels In living rooms				
	MA 6-028	None	0	MA 6-028	None	0
	MA 6-031	None	0	MA 6-031	None	0

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

Activities for Year : \_\_4\_  
FFY Grant: 2006  
PHA FY: 2007

Activities for Year: \_\_5\_  
FFY Grant: 2007  
PHA FY: 2008

Development Numbers	Major Work Catagories	Estimated Cost	Development Numbers	Major Work Catagories	Estimated Cost
PHA WIDE	Operations Elder Service Contract Hire City police/security Project Manager Financial Analyst Mod & Dev Coord Fringe benefits Fees & Costs A & E svcs	742,120	PHA WIDE	Operations Elder Service Contract Hire city police/security Project Manager Financial Analyst Mod & Dev Coord Fringe benefits Fees & Costs A&E svcs	742,120
MA 6-01	Bathtub & valve replacement Replace refrig, ranges	1,597,487	MA 6-01	Painting of apts/common hallways/admin bldg Bldg exterior upgrade Comm room upgrade	597,343
MA 6-02	Window replacement Replace refrig, ranges	308,236	MA 6-02	Painting of apts/common hallways/admin bldg Upgrade bathroom exhaust system Window glazing	299,000
MA 6-03	Upgrade office Telecommunications	37,000	MA 6-03	Painting of apts/ Common hallways/ Basements Construct modular bldg	696,000

Capital Fund Program Five Year Action Plan  
 Part II: Supporting Pages – Work Activities  
 Activities for Year : \_\_4\_  
 FFY Grant: 2006  
 PHA FY: 2007

Activities for Year: \_\_5\_  
 FFY Grant: 2007  
 PHA FY: 2008

Development Number	Major Work Catagories	Estimated Cost	Development Number	Major Work Catagories	Estimated Cost
MA 6-04	Window treatment in comm.. hall Bldg exterior repairs	9,100	MA 6-04	Structural repairs/bldg exteriors Landscape improvement	57,500
MA 6-05	Remove obsolete hot water re-circulation lines Upgrade Elevators for EMS Key	26,375	MA 6-05	Common Area Improve Replace air conditioning system on main floor	60,000
MA 6-06	Bldg Exterior repairs Upgrade elevators for EMS key	20,750	MA 6-06	Common area improvmt	40,000
MA 6-07	Upgrade elevators for EMS key	5,000	MA 6-07	Common area improvmt	45,000

Capital Fund Program Five-Year Action Plan  
 Part II: Supporting Pages – Work Activities  
 Activities for Year : \_\_4\_  
 FFY Grant: 2006  
 PHA FY: 2007

Activities for Year: \_\_5\_  
 FFY Grant: 2007  
 PHA FY: 2008

Development Number	Major Work Catagories	Estimated Cost	Development Number	Major Work Catagories	Estimated Cost
MA 6-08	Office telecommunication upgrade Upgrade elevators for EMS key Fire alarm system upgrade Site improvements	126,125	MA 6-08	Replace shower mixing valves Replace apt water rise New fire doors in boiler room Elevator lobby improvements Floor cleaning equip Common area improvmt Upgrade air conditioning units Laundry room upgrade	297,250
MA 6-10	Replace kitchen faucets Upgrade elevators for EMS key	15,650	MA 6-10	Install new bathroom faucets & valves Install new bathroom risers Paint stairwells and upgrade corridors	205,825
MA 6-11	Replace storeroom Hardware Upgrade elevators for EMS key Replace hot water Control panel	15,250	MA 6-11	Upgrade sprinkler Riser system Relocate gas pipe in Boiler room Upgrade Corridors	80,500

Capital Fund Program Five-Year Action Plan  
 Part II: Supporting Pages—Work Activities  
 Activities for Year :\_\_4\_  
 FFY Grant: 2006  
 PHA FY: 2007

Activities for Year: \_\_5\_  
 FFY Grant: 2007  
 PHA FY: 2008

Development Number	Major Work Catagories	Estimated Cost	Development Number	Major Work Catagories	Estimated Cost
MA 6-13	Replace bathroom medicine cabinet/light fixtures	8,750	MA 6-13	Landscape Improvement Install heavy duty screen doors	35,000
MA 6-15	Replace bathroom medicine cabinet/light fixtures	9,000	MA 6-15	Landscape improvement Install heavy duty screen doors	35,000
MA 6-16	Replace bathroom medicine cabinet/light fixtures Site improvements Replace roofs	290,900	MA 6-16	Expand community building Install heavy duty screen doors	40,000
MA 6-17	Replace bathroom medicine cabinet/light fixtures Site improvements New perimeter fencing	32,950	MA 6-17	Install heavy duty screen doors	14,155
MA 6-028	None	0	MA 6-028	None	0
MA 6-031	None	0	MA 6-031	None	0











## Summary of RAB MEETINGS and PUBLIC HEARING

The Fall River Housing Authority (FRHA), pursuant to Federal Guidelines, appointed the Citywide legal representation of the developments--the Fall River Joint Tenants Council, Inc. (JTC)--as the Resident Advisory Board (RAB).

The members of the RAB are as follows:

William H. King, Public Housing  
Bette Ann Lavoie, Public Housing  
Nancy Paquette, Public Housing  
Bob Tetrault, Public Housing  
Muriel Berryman, Public Housing  
Evelyn Moniz, Section 8, Tenant Based  
Margaret Barboza, Section 8, Tenant Based  
Adrienne Doucet, Section 8, Tenant Based  
James Martin, Section 8, Tenant Based  
Dawn Nardi, Section 8, Tenant Based  
Theresa Sequin, Section 8, Tenant Based  
Nancy Martin, Section 8, Tenant Based  
Elizabeth Paquette, Section 8, Tenant Based  
Gail Oliveira, Section 8, Tenant Based

The RAB also had the following unofficial member/observers that represented our state aided developments insofar as issues such as lease and grievance procedures also will effect them.

Judy Ferreira, State Aided Public Housing, Unofficial Member/Observer  
Nola Coleman, State Aided Public Housing, Unofficial Member/Observer  
Connie Proto, State Aided Public Housing, Unofficial Member/Observer

Six meetings were held and the Five Year and Annual Plans were presented to the RAB and discussed at length.

### **RAB meeting #1** **10/8/2002**

Mr. Daniel P. McDonald was elected to act as the chairman of the meetings. This was suggested by William King and accepted unanimously.

Mr. McDonald explained the RAB process and its relationship to the QHWRA of 1998 and the process of developing and submitting an annual Agency Plan.

Also in attendance were representatives from some of our state developments. While not officially members of the RAB their input will be important where policies affect state developments i.e. lease, grievance and other common issues.

Packages including the attached documents were mailed to members. The HUD RAB handbook was provided to all members as well as 24CFR903. Specifics of the discussion are as follows;

1) Payment Standard - HCVP - The proposed new payment standard was presented. (Attachment 1 - MA006l01.doc). This payment standard is based on the FMR's as published for effect 10/1/02 in the Federal Register. The RAB agreed with the implementation of it. The standard will be presented to the FRHA Board at its 10/16/02 meeting.

2) Flat Rents - The RAB was presented with the history of Ceiling and Flat Rents at FRHA. Betty Lavoie questioned the proposed increase of about 5%. I explained that the FRHA was attempting to maintain a Flat Rent structure which fairly represented the fair rental value of the units.

After discussion the RAB agreed with the proposed new Flat Rents to be effective 4/1/03. (Attachment 2 - MA006h01.doc)

3) Deconcentration - The requirement to assure that our sites do not have a Concentration of either very poor or higher income groups. The most recent calculation was presented and explained in detail, including the 85-115% calculation and the exemption for sites that are below the 30% (extremely low income) income limit. (Attachment 3 - MA006a01.doc) The RAB was also inferred that these calculations will be continuously updated.

The RAB had no specific comments or questions re this matter.

4) Pet Policy - The Pet Policy was discussed in detail. The FRHA management department will review the current policy with the FRHAJTC, namely William King its Chairman.

This policy was discussed in detail and its intent to protect residents from other's potentially dangerous pets was discussed and generally agreed upon.

Any changes proposed will be presented at a future meeting.

Several of the RAB members from Sec 8 questioned the policy's applicability to them. It was explained that it did not apply but a landlord would enforce his standard policies as applied to both assisted and non-assisted residents equally and consistently.

5) Grievance Procedure - A proposed new Grievance Procedure was discussed. As part of our State programs we have been required to implement DHCD's Standard Procedure. We have previously discussed this with our state residents. We amended the state policy to consist of 5 vs. 3 members and amended it for that only.

We explained that we agreed to this policy and amending it by attaching an addendum that applied to our federally assisted programs only.

This addendum will include HUD's ONE-STRIKE requirements as well as language applicable to termination of assistance in our Sec 8 program.

The purpose of the procedure was explained as it is used to settle disputes with our residents and its applicability to evictions. It was also explained that the decisions of the Panel can be appealed.

Sec 8 residents were informed that their Landlords were not subject to this policy. It's only applicability to them was when the FRHA was attempting termination of their assistance.

The RAB was informed that we would be meeting over the next few months and that we would be discussing other parts of the PLAN such as our ACOP and the Sec 8 Administration Plan at future meetings.

The next meeting was scheduled for 10/23/02 at the same time and location.

Several RAB members had questions about subjects other than those applicable to the agency plan process. These items were discussed but are not considered in these minutes.

**RAB meeting #2**  
**October 23, 2002**

Minutes of last meeting read and accepted.

Discussions of this meeting primarily regarding ACOP changes and Section 8 Admin. Plan changes.

FRHA and FRJTC has reviewed same and both agreed upon all changes.

Changes to ACOP are as follows:

Page 7--Tenant Selection Department relocation to new address of 220 Johnson St.

Page 15--Missed Appointments--although certain situations, where documented, 4 time limit will be waived.

Page 17--Elderly 62 and over/Near Elderly 55-61

Page 19--Clarification of documentation for additional bedroom sizes

Page 21--Deconcentration no longer in effect at this time.

Page 30--Third Party Verification clarification.

Page 32--Need for RECENT paystubs.

Page 39--Community Service--discontinued.

Page 44--Transfers--ratio not needed.

Page 16--Participant had a question regarding preferences, so this section was discussed.

Income Limits need to be updated and will do same as soon as HUD forwards them to us.

Changes to Section 8 Administrative Plan are as follows:

Page 37--Disallowance--Mandatory Earned Income Disallowance. Under Section 8 applies to disabled adult members only. Increase in income disregarded for 1st year; ½ counted 2nd year; and full amount counted 3rd year.

Page 56--Residual members of household--continuing subsidy for remaining family member(s).

Page 94-96--Termination of Assistance/One Strike Policy for Drug, Sex, Violent criminal activity. Clarification only.

Bill King asked if CORI check responses can be speeded up from Boston. Explained that emergency situations can be faxed to Criminal Board for quicker response.

Preference for date/time of Public Hearing discussed. Date and time will be announced.

Meeting adjourned at approximately 1:30 p.m.

Next RAB meeting scheduled for Wednesday, November 6, 2002 at 12:30 p.m.

**RAB Meeting #3**  
**November 6, 2002**

Minutes of last meeting were mailed out to all in attendance at October 23, 2002 meeting.

Introduction was made with regard to the presence of Jack Cooper, Executive Director, Mass. Union of Public Housing Tenants; and attendance of William King, Chairman of the MUPHT, as well as the Fall River Joint Tenants Council, Inc.; Jack English, Commissioner, Fall River Housing Authority Board of Commissioners; Deborah Saba, Coordinator of Housing Assistance (Housing Choice Voucher/Section 8 Program); John Picard, Director of Housing Developments & Support Services; and Steven Freitas, Assistant to Director of Housing Developments & Support Services.

Discussions of this meeting primarily centered around the following issues:

1. Centralized Section 8 Waiting List (Boston Globe article of November 4, 2002 handed out);
2. Details regarding Centralized Section 8 Waiting List with regard to our Administrative Plan (draft of process handed out);
3. PHA Plans (5 Year Plan for Fiscal Years 2004-2008/Annual Plan for Fiscal Year 2004);
4. Fall River Housing Authority Pet Policy for State-aided developments;
5. Site-Based Housing Under the Housing Choice Voucher Program (in collaboration with DMH and DMR);
6. Extension of our current Designated Housing Plan;
7. Earnings from employment deduction for elderly in State-aided developments, and whether or not this may become a reality for elderly residents in Federal developments;
8. Date and time of Public Hearing.

**CENTRALIZED SECTION 8 WAITING LIST (CWL)**

Currently every housing authority in the State, as well as non-profit agencies, have their own Section 8 waiting lists--roughly 200 or so. Many applicants are on numerous waiting lists, which creates an abundance of paperwork trying to keep the information updated, tracking applicants down, etc. The

CWL would eliminate the need for applicants to file on more than one list, which would be shared with all housing authorities who participate in the program, thus cutting way down on unnecessary paperwork for both the applicants and housing authority staff. We will utilize the same preference system that is currently in place.

We still need to wait for HUD and Mass. Law Reform to agree to same, and a few changes may take place upon finalization, should this come to fruition, and our Administrative Plan would be changed accordingly.

It is a win-win situation for all involved.

#### PHA PLANS (5 YEAR/ANNUAL PLAN)

Discussed the evolution and purpose of the Agency Plan and how it affects our Federal sites. Handout of the 5 Year Plan and Annual Plan details, including the PHA's mission, goals, supporting documents, statement of housing needs, statistics, strategy for addressing needs and financial resources.

One of the goals outlined in our current PHAS report is improved customer relations--including safety/lighting; neighborhood appearance and better communication with our residents.

1. Lighting surveys to start again;
2. Newsletters at each site to keep residents updated regarding what is going on in their development, including lease provisions, upcoming modernization activities, meetings, etc.
3. Monthly meetings with residents and Manager (as well as Administrative staff), tentatively scheduled for the 1st Wednesday of each month. Date and time will be posted in each community hall, office bulletin board, laundry room, mailed with rent receipts, etc. In the developments where there is no community hall, the meeting will be held at the nearest community hall to the particular development.

#### PET POLICY

The Pet Policy for State-aided developments expired on September 30, 2002, extended to March 31, 2004, same as Federal developments Pet Policy.

#### SITE-BASED HOUSING UNDER THE HOUSING CHOICE VOUCHER PROGRAM (SECTION 8) FOR MENTALLY AND PHYSICALLY CHALLENGED PERSONS

The Department of Mental Health and the Department of Mental Retardation have operated a number of facilities that subsidize mentally and physically challenged persons, usually housing 8 persons per facility. The Housing Authority alone owns five such facilities that are operated under the auspices of DMH and DMR. Since it is very difficult to find suitable housing as a mentally or physically challenged person, this type of program is very important, and more of the same is always needed.

If the Housing Authority decided to increase their role in this endeavor, we would need to solicit proposals and get Board approval. This is not something that will be happening immediately. We will keep the RAB Committee updated on any information we receive regarding this.

We are adding this clause to allow us to do this. We are not currently pursuing this ability.

## DESIGNATED HOUSING PLAN EXTENSION

The Fall River Housing Authority is requesting an extension on our current Designated Housing Plan, which excludes younger disabled (under 55) from residing in six of our Federal elderly sites. The plan has work very well thus far, and we are confident that our extension of same will be approved.

## EARNINGS FROM EMPLOYMENT DEDUCTION FOR ELDERLY IN STATE-AIDED ELDERLY DEVELOPMENTS

Currently elderly residents residing in State elderly developments are able to work up to 20 hours per week and not have to have this income calculated into their rent. Unfortunately, this is not true for elderly residents of our Federal elderly developments, but might be something the Federal government could approve in the future.

## DATE/TIME FOR PUBLIC HEARING

Although this was not discussed at the meeting, please be advised that the Public Hearing has been scheduled for THURSDAY, JANUARY 2, 2003 AT 6:30 P.M. in the James A. O'Brien, Sr. Apartments Community Hall.

The next RAB meeting is scheduled for Wednesday, November 20, 2002 at 12:30 p.m.

### **RAB Meeting #4** **November 20, 2002**

Minutes of last meeting were mailed out to all in attendance at November 6, 2002 meeting.

Discussions of this meeting primarily centered around the following issues:

#### 1. Grievance Procedures

A copy of the revised Grievance Procedures (including Addendum 1) was handed out and discussed. The addendum lists the Provisions for Federal Sites as stated on same. Also, we will be adding one sentence to the Procedures clarifying that these same procedures are used in situations involving residents of Federal developments as well. The FRHA is utilizing the procedures promulgated by the Department of Housing & Communities and Development (DHCD).

#### 2. Fall River Housing Authority Section 8 Administrative Plan--ADDENDUM 1

Addendum 1 explains the utilization of Mass NAHRO's newly formed Centralized Section 8 Waiting List and the FRHA's use of same. The Section 8 Centralized Waiting List concept was discussed at our meeting on November 6, 2002. The CWL will become part of our Section 8 Administrative Plan.

#### 3. Fall River Housing Authority Section 8 Administrative Plan--ADDENDUM 2

Addendum 2 explains the Project-Based Assistance Program (PBA). It is only included in the Plan in the event that the FRHA decides at a future date to become involved in this endeavor. We are not planning to at this time.

#### 4. Pet Policy

The current Pet Policy will be in effect until March 31, 2004, at which time the RAB will convene with FRHA management and FRJTC to discuss and deliberate the no pet policy in State family developments. (See #3 of Policy)

#### 5. Agency Plan

This information is the updated information that was discussed at the RAB meeting of November 6, 2002. You will notice that it is only the pages that contains changes at this time. Please note the information on Page 12 are projected figures. If and when any of this information changes, the RAB will be informed. Hopefully at the next meeting, we will have a list of the improvements to be made. The FRHA will also be forming a committee comprised of FRHA management, maintenance and finance staff, as well as residents and FRJTC members to discuss and determine how the money can best be spent.

#### 6. FRHA Section 8 Administrative Plan--Page 20

As approved by the RAB, FRJTC and FRHA, the Section 8 Administrative Plan will be changed as follows:

“Families within preferences will be selected in such a manner that not less than 85% of selected applicants fall within this category. (See attached page 20)

THE NEXT RAB MEETING IS SCHEDULED FOR WEDNESDAY, DECEMBER 4, 2002 AT 12:30 P.M.

### RAB Meeting #5 December 4, 2002

Minutes of the last meeting were mailed out to all in attendance at the November 20, 2002 meeting. Discussions of this meeting primarily centered around the following issues:

#### 1. Section 8 Administrative Plan--Centralized Waiting List

Mr. McDonald attended a training session with three of staff members regarding this new concept. So far 39 housing authorities are participating with Taunton being the closest to the FRHA.

It appears that this centralized waiting list will be a win win situation for all involved.

#### 2. Page 21--Section 8 Administrative Plan--Preferences

The Centralized Waiting List system cannot recognize “going to school or training” in Fall River as one of the preferences. As it is, we have only had a small handful of people who have ever been in this category.

3. The proposed dates for the opening of the Section 8 waiting list are January 6, 2003 to January 26, 2003. There will be no benefit to camping out or waiting in line. All applications will be entered as long as they are received by the deadline date of January 26th.

#### 4. Capital Fund Program

CFP Year Starting 4-1-03 Table--There was one mathematical error, which was corrected by changing the first item on the list--Sunset Hill--New Building and Apartment Door Locks-- from \$240,690 to \$230,690.

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

Capital Fund Program--New Items for 2007--New Items--This is a list of proposed items for 2007, which can be changed between now and then, should we so choose.

The next RAB meeting (#6) should be the last one, at which time we will discuss the Lease and any other items that need to be finalized.

Date of RAB meeting #6 has been scheduled for WEDNESDAY, DECEMBER 18, 2002 at 12:30 p.m.

### **RAB Meeting #6** **December 18, 2002**

Minutes of the last meeting were mailed out to all in attendance at the December 4, 2002 meeting.

Attendance sheet attached.

Discussions of this meeting primarily centered around the following issues:

#### 1. CFP

Increase amount of funds in Line Item 1408 (Management Improvements) to allow us to continue with the Police Department services in our Federal family developments.

\$214,000 was earmarked for replacement of tubwall liners. Because the tubliners are relatively new, the Authority has determined that \$214,000 is not needed to repair/replace the few that may be in disrepair. We have set aside \$45,000 for the tubliner repairs/replacement and the rest will be put in the Police Department fund.

#### 2. LEASE

With agreement by the Fall River Joint Tenants Council, Inc., the FRHA will continue with the current lease and at this time next year, we will meet to negotiate a State lease, using the model lease from DHCD. Hopefully, effective April 1, 2004, we will have one lease with DHCD approval.

### 3. SUMMARY OF RAB MEETINGS

Everyone will be provided with a summary of the RAB meetings, which will be included in the Agency Plan.

### 4. PUBLIC HEARING

We have enclosed a copy of the newspaper notice regarding the upcoming Public Hearing. You are all welcome and encouraged to attend the hearing. IF ANYONE NEEDS TRANSPORTATION, PLEASE CONTACT US AT THE AUTHORITY'S MAIN NUMBER (508) 675-3500 NO LATER THAN FRIDAY, DECEMBER 27, 2002.

### 5. THANK YOU.

On behalf of the entire Fall River Housing Authority, we would like to THANK everyone who has been involved in the RAB meetings and the Agency Plan process. It is very important to us to have as much resident input as possible and your attendance and comments are very much appreciated. HAPPY HOLIDAYS TO YOU AND YOUR FAMILIES!!!

### **PUBLIC HEARING HELD 1/2/2003**

Matthew F. Burke, Chairman of the FRHA Board of Commissioners, as well as Commissioner John English attended the meeting for the Authority and the hearing was conducted in an informal manner. The issues discussed are summarized below with any comments notated. Copies of relevant portions of documents were provided to the attendees. The following subjects were discussed and were also reviewed in detail at the RAB meetings. All areas discussed below were also discussed in detail at the RAB meetings.

Daniel McDonald, Deputy Executive Director presented the Agency Plan and it's components for the Authority.

**Capital Fund** – both the One and Five year plans were passed out and reviewed by the attendees. No attendee had any questions regarding the Plans or the explanation. Handicapped Access for the public restroom in the community hall was raised as an issue.

**Pet Policy** – The Pet Policy distributed and was discussed. The only revision to the pet policy was the extension of the time that it would pertain to State Aided Developments. The to the attendee's had no objections and appeared in favor of the Policy.

**Rent Policies** – We explained the current proposed rent policy that was agreed to last year. The only change as delineated to the attendees was the Flat Rents proposed for the Coming Year.

**Section 8 Programmatic Changes** – The decision to set the Payment Standard at 110% was presented. The changes as shown in the summary above were also presented. Participation in the Massachusetts Chapter of NAHRO was presented and explained. A question was raised regarding applicants currently on the list and we explained that we would maintain two lists until applicants on the FRHA list were exhausted.

**ACOP plan** changes were also discussed.

**Deconcentration.** We explained our Deconcentration Policy and explained the current status whereby we are not currently required to perform any actions regarding Deconcentration. We will monitor the situation and make changes as necessary.

The Agency Plan Template was presented in detail and received no comments.

In summary the FRHA developed the Agency Plan in conjunction with the RAB and provided the public with an opportunity to discuss and comment at the Public Hearing

**The result is an Agency Plan that is agreed to by all parties and with no unresolved issues. The Plan reflects a workable document and is the Sum of the FRHA, RAB and public desires.**

**FALL RIVER HOUSING AUTHORITY  
GRIEVANCE PROCEDURE**

**Part A**

**1. General Overview**

**A.** Department of Housing and Community and Development (DHCD) regulations (760 CMR 6.08) require each local housing authority (LHA) to have a grievance procedure of which the purpose shall be the prompt and reliable determination of grievances. The procedure must be available to state-aided public housing tenants, participants in the Massachusetts Rental Voucher Program (MRVP) and the Alternative Housing Voucher Program (AHVP), and to individuals who file appeals pursuant to 760 CMR 8.00 (Privacy and Confidentiality). This policy is applicable to our Federally Assisted Sites and as such where applicable HUD regulations apply to the Grievance being considered.

**B.** A grievance is defined as: (1) an allegation that an LHA or an LHA employee has acted or failed to act in accordance with the tenant's lease or any statute, regulation, or rule regarding the conditions of tenancy and the alleged action or failure to act has adversely affected the status, rights, duties or welfare of the grievant and/or a household member; (2) an allegation that an LHA or an LHA employee has acted or failed to act in accordance with any statute, regulation, or rule regarding the program and that the alleged action or failure to act has adversely affected the status, rights, duties, or welfare of the grievant or a household member; or (3) an appeal by a data subject pursuant to 760 CMR 8.00.

**C.** The meaning of a statute, regulation or rule shall not be the subject of a grievance. A dispute between a tenant and another tenant or household member, in which the LHA is not involved, shall not be the subject of a grievance. A grievance shall not be filed by a tenant on behalf of another tenant or any household member of another tenant.

**2. Initiation of a Grievance**

**A.** A grievance regarding whether good cause exists for terminating a lease shall be initiated by a tenant, in writing, and shall be mailed (postmarked) or delivered to the Fall River Housing Authority (FRHA) at its main office within seven (7) days after a notice of lease termination has been given to the tenant by the FRHA.

**B.** A grievance regarding whether cause exists for terminating participation in the MRVP or AHVP shall be initiated by a program participant, in writing, and shall be mailed (postmarked) or delivered to the FRHA at its main office within seven (7) days after a notice of program termination has been given to the tenant by the FRHA.

**C.** A grievance regarding some other matter shall be initiated by a grievant in writing and shall be mailed (postmarked) or delivered to the FRHA at its main office no more than fourteen (14) days after the date on which the grievant first became aware or should have become aware of the subject matter of the grievance, provided the FRHA shall have discretion to permit a grievance to be initiated late.

**D.** In the event that a tenant files a grievance as to the amount of a redetermined rent within fourteen (14) days of the FRHA's notice of the redetermined rent, the tenant shall continue to pay the rent then in effect (unless the redetermined rent is lower) until final disposition of the grievance. Upon final

disposition of the grievance, the tenant shall pay any additional amounts determined to have been due but not paid since the effective date set out in the notice of redetermined rent or the FRHA shall credit the tenant with any amounts paid but determined not to have been due.

E. The FRHA shall permit additional time for initiation of a grievance if the FRHA shall find that there was a good reason for late initiation of the grievance and that the late initiation would not cause prejudice to the FRHA. The FRHA shall have available forms on which a grievance may be initiated.

### **3. Informal Settlement Conference**

Promptly after the initiation of a grievance, unless otherwise provided, the FRHA's Executive Director or his or her designee shall give the grievant the opportunity to discuss the grievance informally in an attempt to settle the grievance without the necessity of a grievance hearing. The FRHA shall give reasonable advance notice to the grievant and his or her representative (if any) of a time and place for an informal settlement conference, unless such a conference shall have taken place when the grievance was delivered to the FRHA. At the informal settlement conference, the FRHA and the grievant may be represented by a lawyer or by a non-lawyer. If the grievance is resolved at the informal settlement conference, the FRHA and grievant shall acknowledge the terms of the resolution in writing. If the grievance is resolved at the informal settlement conference no grievance hearing shall be held. If a grievance is not resolved at the informal conference, a grievance hearing shall be held. Failure to attend an informal settlement conference shall not affect a grievant's right to a grievance hearing.

### **4. Right to a Hearing**

A. The FRHA's hearing panel shall conduct hearings on grievances filed by a public housing tenant, a program participant, or a data subject concerning a grievable matter, provided that no grievance hearing regarding whether good cause exists for terminating a lease shall be requested or held under any of the circumstances specified in MGL c.121B, §32, including the following circumstances.~

- (1) in the event of non-payment of rent;
- (2) in the event the FRHA has reason to believe that tenant or household member:
  - a. has unlawfully caused serious physical harm to another tenant or employee of the FRHA or any other person lawfully on the FRHA's property;
  - b. has unlawfully threatened to cause serious physical harm to any member of a tenant household or an FRHA employee or any person lawfully on the FRHA's property;
  - c. has unlawfully destroyed, vandalized or stolen property of any member of a tenant household or of the FRHA or of any person lawfully on the FRHA's property, if such conduct involved a serious threat to the health or safety of any such person;
  - d. has unlawfully possessed, carried or kept a weapon on or adjacent to the FRHA's property in violation of MGL c.269 §10;
  - e. has unlawfully possessed or used an explosive or incendiary device on or adjacent to FRHA's property or has otherwise violated MGL c.266 §~101, 102, 102A or 102B;
  - f. has unlawfully possessed, sold or possessed with intent to distribute a class A, B or C controlled substance, as defined in MGL, c.94C §31, on or adjacent to the FRHA's property;
  - g. has engaged in other criminal conduct which has seriously threatened or endangered the health or safety of any member of a tenant household, an FRHA employee, or any person lawfully on the FRHA's property, or

h. has engaged in behavior which would be cause for voiding the lease pursuant to the provisions of MGL, c139, §19; or

(3) in the event the FRHA has reason to believe that a guest of a tenant or a guest of a household member has engaged in any of the behavior listed in subparagraph 4 A (2) and that the tenant knew beforehand or should have known beforehand that there was a reasonable possibility that the guest would engage in misconduct.

## **5. Hearing Date and Notice of Hearing**

A. The FRHA shall schedule of a grievance hearing regarding whether good cause exists for terminating a lease within fourteen (14) days after the date on which the FRHA receives the grievance. At such time, the FRHA shall set a date for the hearing no more than thirty (30) days from the date of the request for a grievance hearing (or as soon as reasonably practical thereafter) and at least fifteen (15) days prior to the date of termination.

The FRHA shall give grievant written notice of the date, time and place at least seven (7) days before the hearing. At the grievance hearing any additional reason(s) for termination of the lease, which arose subsequent to the date of the notice of termination, shall be considered so long as the FRHA has given written notice to the grievant as to the additional reason(s) not less than three (3) days before the hearing, or, if the additional reason(s) for termination shall have arisen within such three (3) day period, a subsequent session of the hearing may be scheduled on not less than three (3) days notice to consider such reason(s). In lease terminations if grievant is entitled to request a grievance hearing and has made a timely request, the FRHA shall not file a summary process summons and complaint seeking an eviction pending the hearing and a decision or other resolution in the FRHA's favor.

B. A hearing of a grievance regarding an issue other than lease termination shall be scheduled as soon as reasonably convenient following receipt of the grievance. The FRHA shall give reasonable advance written notice of the time and place of the hearing to the grievant and to his or her representative, if any is known.

C. The FRHA or the Presiding Member may reschedule a hearing by agreement of the FRHA and the grievant; or upon a showing by the grievant or by the FRHA that rescheduling is reasonably necessary.

## **6. Pre-Hearing Examination of Relevant Documents**

Prior to a grievance hearing the FRHA shall give the grievant or his or her representative a reasonable opportunity to examine FRHA documents which are directly relevant to the grievance. Following a timely request, the FRHA shall provide copies of such documents to grievant and for good cause (including financial hardship), may waive charge for the copies.

## **7. Persons Entitled to be Present**

The grievance hearing shall be private unless the grievant requests that it be open to the public. If the grievant requests an open hearing, the hearing shall be open to the public unless the Presiding Member of the grievance panel otherwise orders. The FRHA and the grievant shall be entitled to specify a reasonable number of persons who may be present at a private hearing. A challenge to the presence of any such person shall be decided by the Presiding Member. At the grievance hearing, the FRHA and the grievant may be represented by a lawyer or by a non-lawyer. Each person present at the hearing shall conduct

himself or herself in an orderly manner or he or she may be excluded. If the grievant misbehaves at the hearing, the hearing panel by majority vote may take other appropriate measures to deal with the misbehavior including dismissing the grievance.

## **8. Procedure at Grievance Hearings**

The hearing panel shall conduct the grievance hearing in a fair manner without undue delay. The Presiding Member shall initially take appropriate steps to define the issues. Thereafter, relevant information, including testimony of witnesses and written material, shall be received regarding such issues. Both the grievant and the WA shall be entitled to question each other's witnesses. Procedure at the hearing shall be informal, and formal rules of evidence shall not apply. The hearing shall be tape recorded. The panel members may question witnesses and may take notice of matters of common knowledge and applicable laws, regulations and FRHA rules and policies. The panel members may request the FRHA or the grievant to produce additional information which is relevant to the issues or which is necessary for a decision to be made provided that the other party is provided an opportunity to respond to such additional information.

The tapes of the hearing shall be maintained by the FRHA until any applicable appeals have been decided. During that time grievant and or his or her representative may listen to the tapes at the FRHA's offices.

## **9. Written Decision by the Grievance Panel**

Within fourteen (14) days following the hearing or as soon thereafter as reasonably possible, the hearing panel shall provide the FRHA with a written decision on the grievance, describing the factual situation and ordering whatever relief, if any, that shall be appropriate under the circumstances and under applicable laws, regulations, rules and/or policies. The decision shall be made by a vote of at least a majority of the panel members who heard the hearing. The decision shall be based on the information at the grievance hearing and such additional information as may have been provided to the hearing panel at its request. The FRHA shall forthwith mail or otherwise deliver a copy of the decision to the grievant and his or her representative if any. A copy of the decision (with names and personal identifiers deleted) shall thereafter be maintained at the FRHA and shall be open to public inspection.

## **10. Review by the FRHA's Board**

In cases where the decision of the hearing panel concerns whether good cause exists for terminating a lease, there shall be no review by the FRHA's Board. In other cases, in the event that the grievant or the FRHA believes that: (a) the decision of the hearing panel is not supported by the facts; (b) the decision does not correctly apply the terms of the lease or applicable laws, regulations, rules and/or policies; or (c) the subject matter is not grievable, within fourteen (14) days of mailing or other delivery of the decision, the grievant or the FRHA may request review of the decision by the FRHA's Board. The Board shall promptly decide whether to uphold, set aside or modify the decision after permitting the FRHA and grievant to make oral presentations and/or submit documentation. The Board may also permit the hearing panel to make a presentation. The Board's review shall be at an open meeting unless an executive session is warranted pursuant to the Open Meeting Law. The decision of the Board shall be in writing and shall explain its reasoning. If a written decision is not rendered within forty-five (45) days from the date a review is requested, the decision of the Board, when rendered, shall specify a reason showing that there has been an undue delay.

## **11. Review by the Department of Housing and Community Development**

In the event that the FRHA's Board shall make a material change in a decision of the grievance panel, upon written request of the grievant, made to DHCD within fourteen (14) days of mailing or other delivery of the Board's decision, DHCD shall review the decision of the Board and shall render a written decision upholding, setting aside or modifying the decision of the Board. DHCD shall mail copies of its decision to the FRHA and the grievant or to their attorneys.

## **12. Effect of a Decision on a Grievant**

The final decision on a grievance (after any properly requested administrative reviews have been decided) shall be binding between the FRHA and the grievant with respect to the particular circumstances involved in the grievance, provided that if a court has jurisdiction to determine a matter which has been subject to decision on a grievance, the court's determination on the matter shall supersede the decision on the grievance. In the event the hearing panel's decision on a grievance determines that good cause exists for terminating a lease, the FRHA may, upon receipt of the decision, file a summary process summons and complaint, and there shall be no review by the Board or DHCD. The fact that a person may have failed to grieve a matter shall not affect any such jurisdiction by a court. As between the FRHA and any person who was not a grievant, the decision on a grievance shall have no binding effect.

### **Part B**

#### **1. Five Member Hearing Panel**

All grievance hearings and determinations of a matter subject to this grievance procedure shall be by a five member hearing panel except as otherwise provided herein. Two members (and an alternate member to serve in the event of the member's unavailability for a hearing) shall be chosen by the FRHA and two members (and such an alternate member) shall be chosen by the Fall River Housing Authority Joint Tenants Council (FHRAJTC). The fifth member (and such an alternate member) shall be chosen by agreement of the other two members. The fifth member (including the alternate member) shall not be a board member of the FRHA or an officer of an FHRAJTC. Whenever a member (including an alternate member) is chosen, notice of the choice shall be given to the member and shall specify the term, not to exceed seven years, for which the member so chosen shall serve. A copy of the notice shall be given to the FRHA (if the FHRAJTC made the choice) or to the FHRAJTC(s) (if the FRHA made the choice). Each member so chosen shall mail or deliver his or her written acceptance to the FRHA promptly after being chosen. The FRHA shall maintain all such notices and acceptances in its files.

A hearing panel so chosen shall serve all tenants of state-aided public housing represented by the FHRAJTC(s) in the city or town as well as those who are unrepresented by an FHRAJTC and all participants in the Massachusetts Rental Voucher Program (MRVP) and the Alternative Housing Voucher Program (AHVP) who hold vouchers administered by the FRHA.

Each member (including each alternate member) shall annually certify to the FRHA in writing that he or she is ready, willing and able to serve; failure so to certify within ten (10) days of receipt of a written request by the FRHA shall render the member's position vacant. Upon a vacancy, however created, a new member shall be appointed in the same manner as the previous member was appointed. The FRHA shall maintain all such certifications in its files.

## **2. Impartiality of Members**

No member of a hearing panel, which is to determine a particular matter, shall have or shall appear to have any direct personal or financial interest in the outcome. No member of a hearing panel, which is to determine a particular matter, shall be related by blood or marriage to any party or to any person who is the source of evidence as to facts that are disputed by the parties. No member may determine matters which directly concern his or her own housing or the housing of a family member or his or her own status or the status of a family member in that housing.

Each member of the hearing panel shall determine any matter at issue impartially and objectively. Any panel member, who shall be or shall appear to be unable to determine any particular matter impartially or objectively on the basis of the evidence and applicable law, shall remove himself or herself as a member of the panel hearing the particular matter, or, if he or she fails to do so, shall be removed from the panel by the Presiding Member upon written objection by the FRHA, any affected LID, or the person who requested the hearing. Any member of a hearing panel who shall willfully obstruct prompt and reliable determination of any matter before the panel shall be removed from the panel for that hearing by the Presiding Member upon such an objection.

## **3. Removal of a Member**

A member (including an alternate member) may be permanently removed as a member at any time for inefficiency, neglect of duty, willful and material delay of proceedings, bias, or partiality. The FRHA may remove the member which the FRHA appointed and the LID(s) may remove the member which the LID(s) appointed, after notice to the member and the opportunity for him or her to be heard. The FRHA and the LID(s) may jointly remove the member (or alternate) appointed by agreement of their appointees, after such notice and opportunity to be heard. If the FRHA and FHRAJTC(s) fail to agree on removal of a member chosen by agreement of their appointees, DHCD may remove that member for cause upon written request by either the FRHA or an LTD. The written request to DHCD shall contain a detailed specification of charges. DHCD's decision whether to remove a member shall be in writing mailed to the member, the FRHA and the affected LID(s). Prior to removing a member for cause, DHCD shall give the member, the FRHA and all affected LID(s) the opportunity to be heard.

## **4. Designation of a Presiding Member**

Following their appointment a majority of the members (including alternate members) shall designate in writing one member to be the Presiding Member, who shall preside at grievance hearings or shall designate some other member to do so if he or she shall be absent. A majority of the members may designate in writing a different Presiding Member at any time. Written notice of the designation of a Presiding Member shall be given to the FRHA and the FHRAJTC(s).

## **5. Scheduling**

The FRHA shall be responsible for scheduling and other administrative matters, including all necessary notices. The FRHA shall consult each panel member and insofar as reasonably possible shall schedule hearings at times convenient for him or her or for his or her alternate.

## **6. Quorum**

Reasonable efforts shall be made to have a five member panel hear and decide each grievance. If a panel member without adequate notice to the FRHA fails to appear on a scheduled hearing date, or, if a panel member and his or her alternate are both not available at any time reasonably convenient for the other panel members, two members shall constitute a quorum and may render a decision. If a panel member removes himself or herself or is removed after a grievance hearing has been held on a grievance, the remaining two members may render a decision on the grievance.

## **ADDENDUM NUMBER 1 TO GRIEVANCE PROCEDURE**

### **PROVISIONS FOR FEDERAL SITES**

A) This grievance procedure will not pertain to cases where the resident is in violation of the Authority's One Strike Rule. Specifically where:

- 1) The Authority has reasonable cause to believe that the resident engages in drug related criminal activity (42 USC 1437d(1)) on or off the premises not just near the premises.
- 2) The Authority has reasonable cause to believe that the resident engages in criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or Authority personnel.
- 3) The Authority has reasonable cause to believe that the resident abuses alcohol in such a way that interferes with the safety, health, safety or right to peaceful enjoyment of the premises by other residents or Authority personnel.

In cases 1, 2 and 3 above the Authority may proceed with the eviction without going through the normal grievance process.

B) Termination of Assistance under the Sec 8 Housing Choice Voucher Program. This procedure shall govern the termination of assistance for a participant under the Section 8 – Housing Choice Voucher Program. The FRHA Section 8 Administrative Plan details the Policies and Procedures of the Section 8 Program as well as the applicable procedures for termination of assistance.

# PET POLICY

The following rules are established to govern the keeping of pets in and on properties owned and operated by the Housing Authority in the City of Fall River, Massachusetts. The Fall River Police Department and Fall River Dog Officer shall have responsibility for enforcement of applicable city ordinances. The manager of each of the Authority's public housing developments shall have primary responsibility for enforcing the guidelines in this Pet Policy. Rules and regulations of pet ownership and maintenance and enforcement, including any changes thereto, will be posted in the management office of each housing development which it owns and shall inform all registered pet owners of any changes in such rules and regulations.

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals approved by ADA (seeing eye dogs, etc.) are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

Permission to own and keep a specific pet will not be unreasonably withheld. Approval for pet ownership will be based on, among other things, the resident's demonstration that he/she has the physical and financial capability to care for the pet and certification that he/she will abide by the following guidelines concerning pet ownership and pet maintenance:

1. All pets must be registered with the Housing Authority. Tenants must request in writing permission to have a pet, residents will then receive a written permit *prior* to any animal being kept on or about the premises. Management reserves the right to check references for previous pet guardianship to confirm that the resident has demonstrated that she/he has been a responsible pet guardian. Residents will receive a certificate and ID TAG from FRHA management for the animal after completing and submitting the required documentation (see #5). **Animal must wear tag at all times.** The privilege of having an animal may be revoked at any time subject to the Housing Authority grievance procedure if the animal becomes destructive, is a nuisance, or infringes the safety of others. (Form A)
2. **No pet sitting is allowed for any animals.** No visitor is allowed to bring his or her pet to FRHA property. Any animal on FRHA property at anytime must be pre-registered to management. **No exceptions.**
3. This pet policy will pertain to state aided developments until March 31, 2004. FRHA management will re-convene with the representatives of the RAB to further discuss and deliberate the no pet policy in state family developments. At that time, if a no pet policy is implemented the grandfather clause will be initiated. Residents would then have to complete a grandfather form to keep his/her pet. (Form B)
4. A maximum number of one pet per household is permitted. Two (2) aquariums – one not to exceed twenty (20) gallons in capacity and the other not to exceed ten (10) gallons – may be permitted. Many fish is acceptable, but no more then (2) two birds (no birds of prey e.g. eagles, hawks, falcons), may be kept if they do not create a nuisance as determined by Housing Management. Birds must be confined to a cage at all times, unless exercised during controlled conditions in resident pet owner's apartment.
5. The tenant is responsible to give management the following documentation within 30 days of the issuance of the written approval: (Form C & D)
  - A. A color photo and identifying description and name of the pet to be housed.
  - B. The attending veterinarian's name, address, and telephone number.
  - C. Veterinary certificate of spaying or neutering, no later then six (6) months of age. Rabies, distemper, parvovirus, feline leukemia, and other inoculations when applicable.
  - D. Licensing certificates in accord with state and local laws.
  - E. Name, addresses and phone numbers of two (2) a primary and alternate caretaker who will assume immediate responsibility for the pet should the owner is unable to care for pet. This caretaker must provide a written verification acknowledging their willingness to assume responsibility for the pet in compliance with the guidelines established in this Pet Policy.
  - F. A Pet Rider or Addendum to the resident's current lease executed by the resident.

1. Only common household pets (dogs, cats, birds, guinea pigs, gerbils, hamsters, and other common small domesticated animals, ferrets are not considered a common household pet) will be approved by the FRHA for ownership and maintenance. No vicious or intimidating dogs (Shar-pie, Chow Chow, Terriers, (Boston, Wheaten, Con Terriers are allowed) Pit Bull, Doberman, German Shepard, Rottweiler, any mixture of said mentioned, or any animal over 40 lbs. The forty (40) pound weight limit shall apply to the size for an animal in normally good condition. Animals over this weight limit due to weight gain will not be eliminated solely due to its weight. Any animal deemed to be potentially harmful to the health or safety of others, including attack or fights trained dogs, will not be allowed. No snakes, iguanas, or any type of reptile are allowed. The FRHA shall be the final arbiter on this matter.
2. If pets are left unattended for a period of twenty-four (24) hours or more, the Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities at the residents expense, that is subject to the provision of state law and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances. If the primary caretakers designated by the pet owner is unable or unwilling to assume responsibility for the pet upon the incapacitation of the owner and the owner is unable to locate an alternate caretaker within twenty-four (24) hours, the Authority may enter the owner's unit, remove the pet, and arrange for the pet's care for no less than ten (10) days to protect the pet. Funds for such care will be billed to the resident (see #8). The Authority may contact the Massachusetts Society for the Prevention of Cruelty to Animals or other suitable humane society for assistance in providing alternate arrangements for the care of the pet if a caretaker cannot be located.
3. If animal control officer removes any pet, resident will be fully responsible for fees associated with removal and care of said animal. FRHA or Animal Control Officer reserves the right to remove said animal if safety of residents, concern of property and care of animal is in question.
4. No pet may be kept in violation of humane or health laws.
5. Management reserves the right to require animal guardians to relocate to a comparable unit on the ground floor or other suitable unit of their building base upon written complaints concerning; 1) the behavior of the dog/cat (etc.) in the elevator or hallways; or 2) the documented medical conditions of resident(s) affected by the presence of the animal. Designated elevator use will be the ONLY elevators used by pet guardians when they are with their pets.
6. Dogs and cats shall remain inside a tenant's unit. When taken outside the unit, dogs and cats must be kept on a leash, controlled by a responsible household member. No animal shall be permitted to be loose in hallways, lobby areas, cellar, basement, laundry areas, community rooms, yards or other common areas of the facility. Pets are not to be tied outside or on the patio.
7. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor become unsightly or unsanitary. Residents are solely responsible for cleaning up pet (dog, cat, etc.) droppings, outside the unit and on facility grounds. Droppings of pets must be disposed of by being placed in a sack and then placed in a refuse container outside the building. In a high-rise facility residents are responsible to dispose pet waste properly in a sealed sack and placed in the refuse drop in hallway. Under no circumstances should any pet debris be deposited in a toilet, as blockages will occur. Residents will be responsible for the cost of repairs or replacements of any damaged toilets or pipes. Tenant must take all necessary precautions to eliminate any pet odors and insect infestation within or around unit and maintain unit in a sanitary condition at all times (see # 17).
8. Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities.
9. Tenants shall not alter their unit, patio or unit area to create an enclosure for an animal.
10. Tenants are prohibited from feeding stray animals. The feeding of stray animals shall constitute having a pet without permission of the Housing Authority.

11. Management has the right to make a home visit to observe the pet, the quarters in which it is kept, and the condition of the unit when proper notice is given or under unique circumstances.
12. Pet guardians are encouraged to secure personal liability insurance or other insurance to indemnify the property management against pet-related litigation and attorney fees. Tenant is responsible for all damages and actions done by their pet and will pay for all repairs and misgivings. Any sums necessary to repair (cleaning of carpets and /or fumigation of units etc.) such damage will be billed to the pet guardian. Tenants are responsible for materials/labor on all damages caused by their pets. Damage payment plans may be negotiated between the Authority and the pet owner at the FRHA's discretion. Disputes concerning the amount of such damages are subject to the standard grievance procedures described in the owner's lease.
13. Tenants who violate these rules are subject to: (a) being required to get rid of the pet within 30 days of notice by the Housing Authority; and/or, (b) eviction.

Management will establish a pet committee for resolving complaints consisting of three (3) members: one (1) resident who is a pet guardian, one (1) resident who is not a pet guardian and one (1) local interested humane group member or veterinarian. Complaints must be in writing, all written complaints shall be referred to the pet committee for resolution. The pet committee to verbal or unsigned complaints shall give no credence. Management will also inform the pet guardian of any other rule infractions and will duly notify the pet committee for attempted resolution.

- Upon second notice of a written legitimate complaint from the pet committee to the pet guardian, the resident shall be advised that a further notice shall be cause for termination of the pet rider provisions; except that in the case of a serious problem, e.g. a vicious dog, this procedure may be shortened in the interest of public safety.

Resident has received a copy of the FRHA pet policy. The pet policy rules and regulations have been explained to the tenant by the FRHA management. The tenant understands the above regulations regarding pets and agrees to conform to the FRHA pet policy.

The resident at the time of signing this agreement has a pet \_\_\_\_\_.  
Signature of resident

The resident at the time of signing this agreement does not have a pet \_\_\_\_\_.  
Signature of resident

Tenant Signature	Date
Witness Signature	Date

**FALL RIVER HOUSING AUTHORITY**  
**APPLICATION FOR PET PERMIT**

I am officially requesting permission of the Fall River Housing Authority to house a pet in accord with the Family Housing Pet Policy promulgated by the Fall River Housing Authority. I have received a copy of this pet policy, understand all of my right and obligations under this pet policy, and agree to abide by all of the rules listed in the pet policy.

I understand and agree that I will not house a pet until such time as my application for pet permit has been reviewed and formally approved in writing by the Fall River Housing Authority.

I am requesting permission to house the following pet:

(Identify breed and describe pet fully, including current size/weight of pet, and projected size/weight of pet at maturity)

**THIS SECTION MUST BE COMPLETED/SIGNED BY**  
**VETERNARIAN/ANIMAL SHELTER**

Breed: \_\_\_\_\_  
(please make reference to reverse side)

Current size/wgt: \_\_\_\_\_ Projected size/wgt: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Tenant Information

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Apartment No: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Date: \_\_\_\_\_

## “GRANDFATHER” CLAUSE

This grandfather clause is added as an addendum to the attached pet policy for ...

\_\_\_\_\_ and  
(resident)

\_\_\_\_\_ on  
(management)

Pets of residents that do not conform to the attached pet policy (for example, multiple animals in excess of the policy or types of animals not allowed by policy), that reside with the resident prior to the adoption of the attached pet policy, are allowed, provided that the resident conforms with all other aspects of the pet policy for each pet listed (without exception) and the resident agrees to all terms.

If the resident gives away or otherwise relinquishes any pet listed herein, or if/when the pet (s) dies, any future pets of the resident must conform to the attached pet policy, the resident will not be permitted to replace a relinquished of deceased pet in excess of the limit stated in the pet policy. Future pet (s) must be approved by management prior to taking up residence and must be maintained in accordance with the pet policy.

\_\_\_\_\_  
(name/description of “non-conforming pet)

\_\_\_\_\_  
(resident signature)

\_\_\_\_\_  
(management signature)

\_\_\_\_\_  
(date)

# FALL RIVER HOUSING AUTHORITY DISPOSITION OF PET PERMIT APPLICATION

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Apartment No.

Your application for Pet Ownership received on \_\_\_\_\_ has been:

Tentatively Approved                       Approved

Rejected for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the above indicates tentative approval, approval is conditional on the receipt of the following within thirty (30) days from this notice.

- \_\_\_\_\_ A color photo and identifying description and name of pet.
- \_\_\_\_\_ Attending veterinarian's name, address and telephone number.
- \_\_\_\_\_ Veterinary certificate of spaying or neutering; Rabies, Distemper, Parvovirus, Feline Leukemia and other inoculations, when applicable.
- \_\_\_\_\_ Dog license certificates in accord with local and state laws.
- \_\_\_\_\_ Names, addresses and telephone numbers of two (2) alternate caretakers who will assume responsibility of the pet should the owner become incapacitated. These caretakers must provide written verification acknowledging willingness to assume these responsibilities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fall River Housing Authority

Rev: 11/20/01  
(over)

DISPOSITION OF PET PERMIT APPLICATION

MANAGERS CHECK OFF LIST

Color Pet Photo

\_\_\_\_\_  
Veterinarian Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

VETERINARY CERTIFICATES

Spaying or Neutering

Rabies

Distemper

Others

Dog license with Local & State Laws

FALL RIVER HOUSING AUTHORITY

APPLICATION FOR PET

PRIMARY CARE TAKER

\_\_\_\_\_  
(date)

I, \_\_\_\_\_ of \_\_\_\_\_ telephone no.

\_\_\_\_\_  
agree that I will assume responsibility for the pet owned by

\_\_\_\_\_  
of \_\_\_\_\_ telephone no. \_\_\_\_\_ in the  
event that owner becomes incapacitated or not immediately available to  
care for pet.

I further agree that while pet is in my care and custody, I will follow all  
guidelines established in the Fall River Housing Authority Pet Policy.

Witness:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**ALTERNATE CARETAKER**

I, \_\_\_\_\_ of \_\_\_\_\_ telephone no. \_\_\_\_\_

Agree that I will assume responsibility for the pet owned by

\_\_\_\_\_  
Of \_\_\_\_\_ telephone no. \_\_\_\_\_ in the  
event that owner becomes incapacitated or not immediately available to  
care for pet. I further agree that while pet is in my care and custody, I  
will follow all guidelines established in the Fall River Housing  
Authority Pet Policy.

Witness:

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(signature)

(date)