

U.S.DepartmentofHousingandUrbanDevelopment

OfficeofPublicandIndianHousing

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# PHAPlans

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2003

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

## PHA Plan Agency Identification

**PHAName:** Chicopee Housing Authority

**PHANumber:** MA008

**PHAFiscalYearBeginning:** July 1, 2003

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

**A.Mission**

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

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

**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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space 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)  
To meet the need of our aging population by encouraging assisted housing program that will enable independent living to the maximum extent possible.
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)

- Increase customer satisfaction: By improving communication with residents, increase curb appeal of developments and increase safety through police patrols
  - Concentrate one effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach effort 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)**

**AnnualPHAPlan**  
**PHAFiscalYear2004**

[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlan thePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA
- SmallAgency(<250PublicHousingUnits)
- AdministeringSection8Only

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypolicies thePHAhasincludedintheAnnualPlan.

**The ChicopeeHousingAuthorityhaspreparedanAgencyPlanin conjunctionwithresidentsandlocalleadersthatreflectstheneedsofour communityandresidentpopulation.ThePlanisdesignedtocomplywith therequirementsoftheQualityHousingandWorkResponsibilityActof 1998andrequirementsoftheU.S.DepartmentofHousingandUrban Development.**

**Thisplanissubjecttoannualreviewandrevisioninordertoremain currentwithallstatutoryrequirementsandlocalneeds.**

**Amissionstatementhasbeenadoptedtoguidethemanagementactivities oftheChicopeeHousingAuthority.TheAnnualPlan,itsobjectivesand goalsarereflectiveofourmissionstatement.ThePlanrepresentsa comprehensivestatementofstrategiesincommunitybuildingthat correspondtoourcommunitiesConsolidatedPlan.**

**TheAnnualPlanoftheChicopeeHousingAuthorityincludesthe following:**

**GoalsandObjectives thatareconsistentwithlocalneedsofourresidents andthecommunityasawhole,designedtomaintainthecurrenthousing stockasanassettoourcommunity.Waitinglistpreferencesandpriorities thatreflecttheneedofthecommunityandpopulationserved.**

**Deconcentrationinitiatives thatprovideforthesupportandencourage**

growth in the resident population. An operating budget and capital fund program that maximize our financial resources to better enable us to preserve affordable housing in Chicopee. Management of housing vouchers in order to provide the maximum number of assisted units to families in our jurisdiction. A tenancy preservation component to assure that our residents impacted by the poor lifestyle choices or unseen disabilities have an opportunity to work within the system to improve their lives and their futures. Initiatives to enable the elderly and frail to maintain the maximum level of independence.

Our plan includes the continued operation of the activities previously funded through the Public Housing Drug Elimination Program (as funding permits) as an essential part of our provision of a safe and healthy environment for the families we serve. This program has resulted in the elimination of street corner drug dealing and the presence of the type of adverse traffic such as dealing attracts. We are now focused on the promotion and maintenance of a drug-free neighborhood. Educational and activity programming for the youth are an integral part of this approach.

Physical improvement of four developments and improvement in CHA management systems continues through the U.S. Department of Housing and Urban Development's Capital Fund Program. The eight (8) years of participation in this program have resulted in insignificant improvements to our physical plants as well as improvements to our service delivery systems.

The Plan contains information on housing availability, affordability and make-up of the rental population based on 2000 census data currently available. This data appears outdated based on our experience with the housing market. The number of minorities that we now deal with and the status of the rental market have all changed considerably since the census figures were first published. Our plant takes into account our current knowledge of the rental market and the partial availability of the 2000 Census information.

**iii. Annual Plan Table of Contents**

[24CFR Part 903.79(r)]

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

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**Attachments**

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY2003 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)
  - A. Community Service Policy
  - B. Pet Policy
  - C. Resident Membership of the Chicopee Housing Authority Governing Board
  - D. Membership of the Resident Advisory Board
  - E. Minutes of Advisory Board Meetings
  - F. Organizational Chart

G. Mission/Goals Progress

H. Performance & Evaluation Report 2000 -2001-2002

I. Capital Fund Program Five -year Action Plan 2004 -2007

J. Annual Plan 2003

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 -Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other

**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>
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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 work 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
X	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
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing 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	Annual Plan: Eligibility, Selection, and Admissions Policies

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self - Sufficiency
	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self - Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report or any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h) ), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Dwelling Lease Affirmative Action Plan Reasonable Accommodation Policy Procurement Policy Pet Policy	(specify as needed)

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

[24 CFR Part 903.79(a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or the 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>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ability</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	2054	5	1	1	1	3	1
Income > 30% but <= 50% of AMI	1423	5	1	1	1	3	1
Income > 50% but < 80% of AMI	2056	5	1	1	1	3	1
Elderly	1008	1	1	1	1	N/A	1
Families with Disabilities							
Race/Ethnicity	1137	5	1	1	1	3	1
Minority	701	5	1	1	1	3	1
Hispanic	436	5	1	1	1	3	1

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessability	Size	Location

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: 1995
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year: \_\_\_\_\_
- Other housing market study  
Indicate year: 2001 RKG Associates, Inc.
- 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.** PHA may provide separate tables for site -based or sub -jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" 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	1153		149
Extremely low income (<=30% AMI)	97	9%	
Very low income (>30% but <=50% AMI)	350	30%	
Low income (>50% but <80% AMI)	706	61%	

Housing Needs of Families on the Waiting List			
Families with children	905	78%	
Elderly families	58	5%	
Families with Disabilities	141	12%	
Hispanic	793	68.78%	
White	238	22.29%	
Black	90	8.76%	
Other	2	.17%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	165	16%	37
2BR	500	50%	16
3BR	225	18%	21
4BR	98	15%	2
5BR			
5+BR	13	1%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been enclosed (# 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			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units

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

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

Select all that apply

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

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

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

Select all that apply

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

**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:(listbelow)

### **Need:SpecificFamilyTypes:TheElderly**

#### **Strategy1: Targetavailableassistancetotheelderly:**

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecome available
- Other:(listbelow)

### **Need:SpecificFamilyTypes:FamilieswithDisabilities**

#### **Strategy1: TargetavailableassistancetoFamilieswithDisabilities:**

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504Needs AssessmentforPublicHousing
- Applyforspecial-purposevoucherstargetedtofamilieswithdisabilities,shouldthey becomeavailable
- Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswithdisabilities
- Other:(listbelow)

### **Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousingneeds**

#### **Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:**

Selectifapplicable

- Affirmativelymarkettoresources/ethnicitiesshowntohavedisproportionatehousing needs
- Other:(listbelow)

#### **Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing**

Selectallthatapply

- Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyor minorityconcentrationandassistthemtolocatethoseunits
- Marketthesection8programtoownersoutsideofareasofpoverty/minority concentrations
- Other:(listbelow)

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing 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 2003 grants)</b>		
a) Public Housing Operating Fund	\$542,000	
b) Public Housing Capital Fund	\$810,005	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,975,069	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
MA06P008501-02	\$686,000	PH Operations
<b>3. Public Housing Dwelling Rental Income</b>	\$976,500	PH Operations
<b>4. Other income (list below)</b>		
Washer/Dryer Inc./Sec 8 Port In	\$14,500	PH Operations, S8
General Fund Investments	\$25,000	PH Operations, S8
<b>4. Non -federal sources (list below)</b>		
State/Local	\$3,600,000	State Operations
<b>Total resources</b>	<b>\$8,629,074</b>	

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

[24CFR Part 903.79(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: (approximately two (2) 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 eFBI 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

Mailing

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

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously 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 admission to public housing to families at or below 30% of median area income?

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 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
- Paying over 50% of income for rent

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

Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 3 Substandard housing
- 4 Homelessness
- 5 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 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
- Paying over 50% of income for rent

4. Relationship of preferences to income targeting requirements:

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

**(5)Occupancy**

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

- ThePHA -residentlease
- ThePHA 'sAdmissionsand(Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- PostedPolicies

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

- Atanannualreexaminationandleaserenewal
- Anytimefamilycompositionchanges
- Atfamilyrequestforrevision
- Other(list)

**(6)DeconcentrationandIncomeMixing**

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?

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

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

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

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

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

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

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

Cabot Manor Apartments MA8 -1

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 developments below: Memorial Apartments MA8 -2

Cabot Manor Apartments MA8 -1

## 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 and 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)
  - Tenant History
  - Financial Management History
  - Personal References

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
- Specific sites designated at time waiting list opens

**(3) Search Time**

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

If yes, state circumstances below:

Exemption depending upon circumstances as determined by the Authority, example Handicap and Bedroom size.

**(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 admission to the section 8 program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Rent is > 50 percent of income

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

Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 3 Substandard housing
- 4 Homelessness
- 5 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

- Householdsthatcontributetomeeting incomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsof reprisalsorhatecrimes
- Otherpreferences:Payingover50ofincomeforrent

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

- Date and time of application
  - Drawing (lottery) or other random choice technique
- CHA has collaborated with 43 Massachusetts' sLHA' s on a state wide waiting list. The initial application list was constructed by lottery.

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

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

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

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

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

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

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

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

- Through published notices
- ROC program introduction completed at time of participants briefing sessions.

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

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

Exemptions: PHA s 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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) 10%

Other(listbelow)

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

## **(2)FlatRents**

1. Insettingthemarket -basedflatrents,whatsourcesofinformationdidthePHAuseto establishcomparability?(selectallthatapply.)

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

## **B.Section8Tenant -BasedAssistance**

Exemptions:PHAs thatdonotadmin isterSection8tenant -basedassistancearenotrequiredto completesub component4B. **Unlessotherwise specified,allquestionsinthissectionapplyonlytothetenant -based section8assistanceprogram(vouchers,anduntilcompletelymergedintothevou cherprogram, certificates).**

### **(1)PaymentStandards**

Describe the voucher payment standards and policies .

a. WhatisthePHA'spaymentstandard?(selectthecategorythatbestdescribesyour standard)

- Atorabove90%butbelow100%ofFMR
- 100%ofFMR
- Above100%butatorbelow110%ofFMR
- Above110%ofFMR(ifHUDapproved;describecircumstancesbelow)

b.IfthepaymentstandardislowerthanFMR,whyhasthePHAselectedthisstanda rd? (selectallthatapply)

- FMRsareadequatetoensuresuccessamongassistedfamiliesinthePHA'ssegment oftheFMRarea
- ThePHAhaschosentoserveadditionalfamiliesbyloweringthepaymentstandard
- Reflectsmarketorsubmarket
- Other(listbelow)

c.IfthepaymentstandardishigherthanFMR,whyhasthePHAchosenthislevel?(select allthatapply)

- FMRsarenotadequatetoensuresuccessamongassistedfami liesinthePHA's segmentoftheFMRarea
- Reflectsmarketorsubmarket
- Toincreasehousingoptionsforfamilies
- Other(listbelow)

d. How often are repayment 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  
 Local rental market surveys

HUD established "Fair Market Rents"

## **(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)

1- The family has experienced a decrease in income because of changed circumstances, including loss or reduction of employment, death in the family, or reduction in or loss of earnings or other assistance.

2- The family has experienced an increase in expenses, because of changed circumstances, for medical costs, childcare, transportation, education, or similar items.

3- Such other situations as may be determined a hardship by the housing authority.

## **5. Operations and Management**

[24CFR Part 903.79(e)]

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

### **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	383	60
Section 8 Vouchers	393	25
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	126	N/A
Other Federal Programs (list individually)	N/A	N/A

**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:  
OKMA Associates Inc. Management/Maintenance Plan  
September, 1999
- (2) Section 8 Management: Administration Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.79(f)]

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Leased Housing Office

**7. Capital Improvement Needs**

[24 CFR Part 903.79(g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as Attachment H

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan as **Attachment I**

-or-

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

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

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

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

b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development
- Revitalization Plans submitted, pending approval
- Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:

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

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

**8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	

6. Number of units affected:  
 7. Coverage of action (select one)  
 Part of the development  
 Total development

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

[24CFR Part 903.79(j)]

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other

than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than \_\_\_\_\_ 300 units
- Other: (describe below)

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

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

**11. Homeownership Program s Administered by the PHA**

[24CFR Part 903.79(k)]

**A. Public Housing**

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

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 11 B; 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 11 B.)

2. Activity Description

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

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

1a. Development name:

1b. Development (project) number:

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

## B. Section 8 Tenant Based Assistance

1.  Yes  No: 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 24CFR 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**

[24CF RPart903.79(l)]

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

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

1. Cooperative agreements:

Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportives 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

PHA and TANF are fully cooperative with each other and have not experienced any limitation that required a formally structured agreement.

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

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

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

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

a. Self -Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
CHAPHDEP Successor: provides for educational opportunities (GED/ESL & GED Readiness)	50	Sign Up	Development Office	Public Housing
Teen counseling/mentoring programs	25	Sign Up	Development Office	Public Housing
Family Savings Plan: With Greater Holyoke Community Development Corp. we offer a Family Savings Plan. Local financial institutions participate and provide partial funding, Chicopee Savings Bank, Polish National Credit Union and West bank.	1	Sign Up	Provide, GH CDC	Public Housing
Meal on Wheels - Provided by West Mass Elder care to elders, handicapped and disabled residents who qualify.	Varies	Program Criteria	West Mass Elder care	Both
Chicopee VNA - Provides health screenings which include a fall and risk of injury screening program and monthly blood pressure clinics.	Varies		Development	Both
City of Chicopee Office of Community Development - Offers a homeownership - training program that gives a preference for participation to CHA residents.	22	Sign Up	Main Office	Both
Gandara Inc. - Coordinates a substance abuse recovery program for CHA residents	23	Residential Program	Main Office	Public Housing
Community Service Program, Inc. - provides mental health services and assistance at CHA				

site.	8	Referral	Development	PublicHousing
Localtemporaryemployment agenciesandhomecareprovider agencieshaveheldjobfairsand conductedoutreachtoCHA residentsinconjunctionwiththe CareerPointValleyOpportunity Council.	25+	Open	MainOffice Development	Both
YouthAfterSchoolHomework andActivityPrograms	20+	SignUp	DevelopmentOffice	PublicHousing

**(2)FamilySelfSufficiencyprogram/s**

a.ParticipationDescription

FamilySelfSufficiency(FSS)Participation		
Program	RequiredNumberofParticipants (startofFY2000Estimate)	ActualNumberofParticipants (Asof:DD/MM/YY)
PublicHousing		
Section8		

- b.  Yes  No: IfthePHAisnotmaintainingtheminimumprogramsizerequiredby HUD,doesthemostrecentFSSActionPlanaddressthestepsthePHA plantotaketoachieveatleasttheminimumprogramsizel? Ifno,liststepsthePHAwilltakebelow:

Seeabovelistunder“ServicesandPrograms”

**C.WelfareBenefitReductions**

1.The PHAiscomplyingwiththestatutoryrequirementssection12(d)oftheU.S. HousingActof1937(relatingtothetreatmentofincomechangesresultingfromwelfare programrequirements)by:(selectallthatapply)

- Adoptingappropriate changestothePHA’spublichousingrentdetermination policiesandtrainstafftocarryoutthosepolicies
- Informingresidentsofnewpolicyonadmissionandreexamination
- Activelynotifyingresidentsofnewpolicyat timesinadditiontoadmissionand reexamination.
- EstablishingorpursuingacooperativeagreementwithallappropriateTANFagencies regardingtheexchangeofinformationandcoordinationofservices
- Establishingapro tocolforexchangeofinformationwithallappropriateTANF agencies
- Other:(listbelow)

### **13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPandSection8  
OnlyPHAsmayskipcomponent15.HighPerformingandsmallPHAs thatareparticipatinginPHDEPand  
aresubmitting aPHDEPPlanwiththisPHAPlanmayskip tosub -componentD.

#### **A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describethe needformeasurestoensurethesafetyofpublichousingresidents(selectall  
thatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA's  
developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor  
adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto  
perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describepbelow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactionsto  
improvesafetyofresidents(selectallthatapply)?

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround”public  
housingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/antidrug  
programs
- Other(describepbelow)

3.Whichdevelopmentsaremostaffected?(listbelow)

CabotManorApartmentsMA8 -1

#### **B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear**

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake:(select  
allthatapply)

- Contracting without outside and/or resident organizations for the provision of crime and/or drug -prevention activities -
- Crime Prevention Through Environmental Design
- Activities targeted to at -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Contract with Chicopee Police Department

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

Cabot Manor Apartments MA8 -1

### C. Coordination between PHA and the police

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

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

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

Cabot Manor Apartments MA8 -1

Memorial Apartments MA8 -2

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment (????G) (Public Housing Drug Elimination Program (PHDEP) Plan)

## 14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

**Submitted as a Required Attachment (B)**

## **15. Civil Rights Certifications**

[24CFR Par t903.79(o)]

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

## **16. Fiscal Audit**

[24CFR Part 903.79(p)]

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

## **17. PHA Asset Management**

[24CFR Part 903.79(q)]

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

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

## **18. Other Information**

[24CFR Part 903.79(r)]

**A. Resident Advisory Board Recommendations**

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

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

- Attached at Attachment E
- 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:
  1. Increased activity for handicap, disabled and elderly tenants.
  2. Adjusted security schedules in family developments.
  3. Expanded educational opportunities for public housing residents at our new Community Resource Center.
- 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 assistance) -based
- 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: City of Chicopee

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)

- 1- Adult Education
- 2- First Time Homebuyer training (co-sponsor)
- 3- Youth Activity/Education/Counseling programs
- 4- Collaboration with CDBG agency in neighborhood revitalization and independent living initiatives.

Other: (list below)

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

The CHA will work with the CDBG agency in the revitalization of low-income neighborhoods, specifically by the utilization of Capital Fund monies to improve the curb appeal as well as the structural integrity of CHA developments in low-income neighborhoods throughout the city. We will continue to cosponsor First Time Homebuyer workshops and continue to foster programs that encourage independence in home ownership such as: family saving plans, budget counseling and other initiatives that will improve the future of our residence and the city population.

CHA will collaborate with the CDBG and the Home Program in an effort to assist low-income families to maintain independence in their own homes.

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

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

### **Attachments**

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

#### **Attachment A**

Community Service Program Policy

#### **Attachment B**

Pet Policy

#### **Attachment C**

Resident Membership of Chicopee Housing Authority Governing Board

#### **Attachment D**

Member of the Resident Advisory Board

#### **Attachment E**

Minutes of Advisory Board Meetings

#### **Attachment F**

Organizational Chart

#### **Attachment G**

Mission and Goal Progress

#### **Attachment H**

Performance and Evaluations

#### **Attachment I**

Capital Improvement Five Year 2004 – 2007

#### **Attachment J**

Annual Plan 2003

## ATTACHMENT "A"

### CHICOPEE HOUSING AUTHORITY

### POLICY ESTABLISHING A

### COMMUNITY SERVICE PROGRAM

Effective July 1, 2001 residents of the Chicopee Housing Authority who are otherwise non-exempt from obligations imposed through the Regulations prescribed by HUD for Community Service Activities or Self Sufficiency Programs (Part 960, Subpart F) shall be required as a condition of their lease to participate in a program, administered through the CHA, designed to improve educational level and employment potential for a minimum of eight hours per month.

The Chicopee Housing Authority, through its Capital Fund Program and the Public Housing Drug Elimination Grant Program provides a GED Program, English as a Second Language and sub GED level remedial programs for residents of federally-aided public housing developments. These programs shall be available, and funded additionally through the annual operating budget, to accommodate residents covered by the Community Service Program requirement.

At the time of annual recertification of eligibility, or interim recertification, the Project Clerk shall be charged with the responsibility of identifying adult household members who are not exempt from the Community Service Requirement as established by HUD. Those adult residents identified as eligible for the program shall be referred to the PHDEPC Coordinator at the end of each given month for processing and scheduling of enrollment in the program.

No later than the fifteenth day of each month following the inception of the program the PHDEPC Coordinator shall provide the CHA with a list of residents enrolled and certified attendance records for all participants. Participants failing to attend shall be informed of their obligation in writing.

Sixty days prior to the end of the initial enrollment period (recertification date) the Project Clerk shall review the attendance record, send written notice of non-compliance with program requirements and refer the family to the Assistant Executive Director who shall notify the family of the non-renewal of their dwelling lease in accordance with program requirements.



## ATTACHMENT "B"

CHICOPEE HOUSING AUTHORITY  
Chicopee, Massachusetts

### PET POLICY

#### APPLICABLE ONLY TO FEDERALLY -AIDED DEVELOPMENTS MA8 -1, MA8 -2 AND MA8 -3

The Chicopee Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority. In exchange for this right, the resident assumes full responsibility and liability for the pet and agrees to hold the Chicopee Housing Authority harmless from any claims caused by an action or inaction of the pet.

Residents are responsible for any damage caused by their pet, including the cost of any pet-related insect infestation in their unit. The Chicopee Housing Authority reserves the right to exterminate and charge the resident.

Residents must have the prior written approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the "Authorization for Pet Ownership Form" that must be fully completed before the Housing Authority will approve the request.

RULES GOVERNING PETS: All residents with pet permits shall comply with the following:

1. Permitted are domesticated dogs or cats only.
2. Only one (1) pet per household will be permitted.
3. Dogs must be licensed yearly with the City of Chicopee (office of the City Clerk).
3. Pet must be appropriately inoculated against rabies, distemper or boosters, as applicable and certifications signed by a licensed veterinarian shall be annually filed with the Chicopee Housing Authority to attest to the inoculations.
4. All dogs and cats shall remain inside the resident's unit. No animal shall be permitted to be loose in hallways, lobby areas, Laundromats, community rooms, yards or other common areas of the facility.
5. When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult and be in complete accordance with the "Dog Leash Law" of the City of Chicopee.
6. Pit bulls, Doberman Pinchers, or any other animal of a vicious or intimidating nature as determined by the CHA will not be allowed.

7. Residents shall not permit their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms "disturb, interfere, and diminish" shall include, but not be limited to barking, howling, biting, scratching, and other like activities.
8. Residents must provide waterproof litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate or to become unsightly or unsanitary.
9. Residents are solely responsible for disposing of dog and cat waste by placing it in a plastic bag and then wrapped in paper and placed in a container outside the building for regular scheduled trash pick-up.
10. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
11. If pets are left unattended for a period of twenty-four (24) hours or more, the CHA may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Chapter 140, and applicable orders of the Massachusetts General Laws and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances.
12. Residents shall not alter their unit, patio, or unit area in order to create an enclosure for any pet.
13. Residents are responsible for all damages caused by their pets, including the cost of cleaning carpets, and/or fumigation of units.
14. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without written permission of the CHA.
15. Resident owner agrees to hold CHA harmless from any liability incurred as a result of their pet ownership.
16. Should any pet housed in a CHA facility under Section 227 give birth to a litter, the residents shall remove from the premises all said pets, as the tenant would be in violation of this policy.
17. Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. This identification of an alternate custodian must occur prior to the Housing Authority issuing a pet registration permit.
18. Pet bedding shall not be washed in any common laundry facilities.
19. Residents must take appropriate action to protect their pets from fleas and ticks.
20. Residents shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.
21. If a pet causes harm to any person, the pet's owners shall be required to permanently remove the pet from the Housing Authority's property within 24 hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

22. No animal may exceed thirty (30) pounds in weight projected to full size.

The privilege of maintaining a pet in the facility operated by CHA shall be subject to the rules set forth in RULES GOVERNING PET S mentioned herein. This privilege may be revoked at any time subject to the Housing Authority Hearing Procedures if the animal shall become destructive, create an nuisance, represent a threat to the safety and security of other residents, or create a problem in the area of cleanliness and sanitation.

A pet owner who violates any other condition(s) of this policy may be required to remove his/her pet from the development within 10 days of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

Should a BREACH OF THE RULES SET FORTH OCCUR, the CHA may also exercise any remedy granted in accordance with Chapter 140 and applicable order to the Massachusetts General Laws.

The Housing Authority 's grievance procedure shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

**I HAVE READ AND UNDERSTAND THE ABOVE POLICY PROVISIONS REGARDING THE KEEPING OF PETS AND AGREE TO ABIDE BY THOSE PROVISIONS.**

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Resident's Signature

ADDRESS: \_\_\_\_\_

ATTESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Staff's Signature

The Chicopee Housing Authority will allow only one (1) common household pet. This means only domesticated animals such as a dog or cat. All dogs and cats must be spayed or neutered before they become six (6) months old. A licensed veterinarian must verify this fact. Any animal deemed to be potentially harmful to the health or safety of others including attack or fight trained dogs, will not be allowed.



**ATTACHMENT "C"**

**RESIDENT MEMBERSHIP OF THE CHAG GOVERNING BOARD**

Ms. Ruth Vanderlick  
88 Riverview Terrace  
Chicopee, MA

Method of Appointment: Mayoral Appointment

Term of Appointment: Five (5) years

Appointed: March 24, 2000

## ATTACHMENT "D"

### MEMBERSHIP OF RESIDENT ADVISORY BOARD

Nancy Theriault  
86 Debra Drive Apt. 1C  
Chicopee, MA  
Memorial Apartments Tenant Assoc.

Ms. Eva Blanchard  
165 East Main Street #318  
Chicopee, MA  
Canterbury Apartments Tenant Assoc.

Ms. Gerald Boudreau  
165 East Main Street #410  
Chicopee, MA 01013  
Canterbury Arms Apartments Tenant Assoc.

Ms. Jeanne Kidwell, Director  
Office of Community Development  
City of Chicopee  
17 Springfield Street  
Chicopee, MA 01013

Ms. Katherine Brown, Director  
City of Chicopee  
Planning Department  
17 Springfield Street  
Chicopee, MA 01013

Ms. Sandra Apollo, Director  
City of Chicopee  
Planning Department  
17 Springfield Street  
Chicopee, MA 01013

Ms. Patricia A. Murry  
Assistant Executive Director  
Chicopee Housing Authority  
128 Meetinghouse Road  
Chicopee, MA 01013

Ms. Carmen Estrada  
Administrative Assistant  
Chicopee Housing Authority  
128 Meetinghouse Road  
Chicopee, MA 01013

Ms. Jeannette Montemagni  
Section 8  
Chicopee Housing Authority  
1326 Memorial Drive  
Chicopee, MA 01013

Ms. Maryann O'Connor  
Tenant Selector  
Chicopee Housing Authority  
128 Meetinghouse Road  
Chicopee, MA 01013

Mr. Donald Dunn  
Modernization Coordinator  
Chicopee Housing Authority  
128 Meetinghouse Road  
Chicopee, MA 01013

Mr. Kevin Hamel  
Executive Director  
Valley Opportunity Council  
300 High Street  
Holyoke, MA 01040

Ms. Diana Rodriguez  
89 Stonina Drive  
Chicopee, MA 01013  
Cabot Manor Apartment

Ms. Theresa Boduch, Sr  
165 East Main Street #401  
Chicopee, MA 01020  
Canterbury Arms Apartments  
Tenant's Assoc.

## ATTACHMENT "E"

ADVISORY PLAN MEETING  
JANUARY 14, 2003

### MINUTES

In Attendance:

Pat Murry  
Carmen Estrada  
Mary Ann O'Connor  
Ann DeVoid  
Yvonne Cunningham  
John W. Szalkiewicz  
Eva M. Blanchard  
Theresa Boduch, Sr.  
Theresa Boduch, Jr.  
Stanley J. Bys  
Geraldine Boudreau  
R.G. Foster  
Helen Foster  
David Dymek  
Jeannette Montemagni  
Don Dunn  
Patricia Bergeron

The meeting came to order at approximately 2:00 pm in the community room of the Canterbury Arms Apartments. Pat Murry opened the meeting stating that it is time to prepare the Annual Agency Plan for the FY 2004 and this plan is relative to the 5 year Agency Plan approved by HUD for FY beginning 2000.

Ms. Murry explained that it was imperative to get input from the residences regarding physical condition of the Federal developments and physical and/or management improvements that are needed along with residents self-sufficiency needs. Attendees were told that this information will help CHA prioritize Capital Improvements and gives CHA an insight of what support services would be helpful for the residents.

Mr. Dunn spoke in regard to Capital Improvements monies that have been awarded CHA and elaborated on a few projects that will be starting in the spring. The plan is to have the kitchen in the Canterbury Arms development remodeled

and all door hardware changed to levers. He touched on the problems with the windows in the development and plans are to fix or replace window where needed.

Ms. Murry asked for suggestions and one request was to replace the carpets in the common hallways (Canterbury Arms) and paint the ceiling and walls. One requested seating in the common hallways. Mr. Dunn stated that if the carpets were not replaced within a reasonable amount of time they would be cleaned and disinfected.

An interest in computer classes, to use the Internet was brought up and they were told to get an idea of how many tenants would be interested. They requested that the shuffleboard be painted for use in the warmer weather. A request was made to replace the water stained ceiling panels in the community room. A tenant brought up fire safety and they were told that arrangements would be made for the Chicopee Fire Chief to come to the development and go through fire safety procedures.

The meeting ended at approximately 3:00pm and the next meeting has been scheduled for February 4, 2003 at 2:00pm. This meeting will also be held in the Community Room of the Canterbury Arms Apartments.

ADVISORY PLAN MEETING  
JANUARY 24, 2003

**MINUTES**

In Attendance:

Pat Murry  
Theresa Boduch  
David Dymek  
Carmen Estrada  
Jeannette Montemagni  
Mary Ann O'Connor  
Ann DeVoid  
Don Dunn  
Eva M. Blanchard

The meeting came to order at approximately 2:04 pm in the community room of the Canterbury Arms Apartments. Pat Murry opened the meeting stating that a draft of the Annual Agency Plan for the FY 2004 is available for review and comments at the main office located at 128 Meetinghouse Road, Chicopee, MA and this plan is relative to the 5 year Agency Plan approved by HUD for FY beginning 2000. Ms. Murry informed the group that CHA's Assessment System Score was 94 giving the CHA a High Performer Status.

Jeannette from the Section 8 office spoke on the centralization of the waiting list and how one applies and the process now that it is centralized. Several questions were asked in regard to the program. One concern the tenants brought forward was a tenant residing in Public Housing eligible to apply for Section 8. Jeannette informed them they were and they seemed interested.

Maryann spoke on the status of the waiting list for Public Housing and stated that there are more than 500 people on the 2-bedroom waiting list and approximate time for placement without preferences or priority is 2-3 years. The 3-bedroom list is 6 months to 1 year and the 1-bedroom list is 3-6 months. The turnover in the 1-bedroom units is much greater than the larger units.

Don Dunn spoke on the status of the Capital Improvements scheduled for the developments and he stated that CHA has not heard from HUD regarding the amount of money that will be awarded for the improvements. He is waiting for this information to complete the forms required in the Annual Plan. If CHA does not hear from HUD on the amount to be awarded the figures used in last year's plan will be used so the plan can be submitted to HUD at the time requested.

The meeting ended at approximately 2:20 pm and the next meeting has been scheduled for March 25, 2003 at 2:00 pm. This meeting will also be held in the Community Room of the Canterbury Arms Apartments.

ADVISORY PLAN MEETING  
FEBRUARY 4, 2003

**MINUTES**

In Attendance:

Pat Murry  
MaryAnn O'Connor  
Carmen Estrada  
Helen Foster  
Richard Foster  
Eva M. Blanchard  
Henry Blanchard  
Terry Boduch  
Jim Lynch  
Jeanne Kidwell  
Don Dunn  
Kevin Hamel  
Patricia Bergeron

The meeting came to order at approximately 2:04 pm in the community room of the Canterbury Arms Apartments. Pat Murry opened the meeting reviewing what was discussed at the previous meeting. She informed the group that a draft of the Agency Plan for FY 2004 was available at the main office for review and comments. Also she stated that additions and changes would be made to the plan as necessary before the final approval for submission.

Mr. Lynch gave a synopsis on the community center at the Cabot Office development and the programs offered. He also informed the group that a new community room was planned for the Senecal Development on Meadow St., which is expected to offer several programs for the residents. However, the community room first will be used to house the office staff while the main office is being renovated. Mr. Lynch also mentioned that the Authority was in negotiation with the city on opening a library at the Fairhaven Apartments and hoping for funds to demolish the closed down fire station across the street from the apartments and to build a parking lot to accommodate the tenants.

Kevin Hamel (VOC) also spoke on programs he is running at the community center and also at the main office located at 152 Center St. Chicopee. He informed the group that there were computer classes on surfing the web and web site addresses on benefits for the elderly. He stated that he would bring the web site addresses to the next meeting to share with the group.

Jeanne Kidwell spoke on several programs, which her department is sponsoring, and a few for 1<sup>st</sup> time home buyers.

A few members of the group spoke of a problem with drivers speeding in the parking lot and asked what could be done to stop this problem. One tenant asked for a maintenance plan and another asked when the soiled ceiling tiles would be replaced in the community room. They were directed to the David Dymek the Operational Manager.

Mr. Don Dunn stated that he was continuing to work on the delegation of the Capital Improvement funds.

The meeting closed at approximately 2:37 pm and the next meeting has been scheduled for February 25, 2003 at 2:00 pm.

# AGENCY PLAN PUBLIC MEETING

MARCH 19, 2003

## MINUTES

In Attendance:

Pat Murry  
Don Dunn  
James P. Lynch

The meeting came to order at approximately 6:00 pm in the community room of the Riverview Apartments. Pat Murry opened the meeting stating that the plan available for review and comments.

Mr. Dunn stated we will be using the budget amounts from last year's plan in this year's plan because as of this date HUD has not notified the Authority with allotment amounts. However, as soon as HUD issues the Capital Fund Allotment to the Housing Authority a new work plan will be drawn up based on this figure.

Mr. Lynch spoke on the Follow Up Plan that the Authority will be implementing to address the results of the annual survey of the Chicopee Housing Authority residents, which was conducted by REAC.

Ms. Murry explained that it was imperative to get input from the residents regarding physical condition of the Federal developments and physical and/or management improvements that are needed along with resident self-sufficiency needs. Attendees were told that this information will help CHA prioritize Capital Improvements and gives CHA an insight of what support services would be helpful for the residents.

# AGENCY PLAN PUBLIC MEETING

MARCH 19, 2003

## MINUTES

In Attendance:

Pat Murry  
Don Dunn  
James P. Lynch

The meeting came to order at approximately 6:00 pm in the community room of the Riverview Apartments. Pat Murry opened the meeting stating that the plan available for review and comments.

Mr. Dunn stated we will be using the budget amounts from last year's plan in this year's plan because as of this date HUD has not notified the Authority with allotment amounts. However, as soon as HUD issues the Capital Fund Allotment to the Housing Authority a new work plan will be drawn up based on this figure.

Mr. Lynch spoke on the Follow Up Plan that the Authority will be implementing to address the results of the annual survey of the Chicopee Housing Authority residents, which was conducted by REAC.

Ms. Murry explained that it was imperative to get input from the residences regarding physical condition of the Federal developments and physical and/or management improvements that are needed along with residents self-sufficiency needs. Attendees were told that this information will help CHA prioritize Capital Improvements and give CHA an insight of what support services would be helpful for the residents.

ADVISORY PLAN MEETING  
MARCH 25, 2003

**MINUTES**

In Attendance:

Pat Murry  
Jeanne M. Kidwell  
Jim Lynch  
David Dymek  
Kevin Hamel

Patricia Bergeron  
Ann DeVoid  
Eva M. Blanchard  
Mr. Foster  
Don Dunn

The meeting came to order at approximately 2:00 pm in the community room of the Canterbury Arms Apartments. Pat Murry opened the meeting stating that it is time to prepare the Annual Agency Plan for the FY 2004 and this plan is relative to the 5 year Agency Plan approved by HUD for FY beginning 2000.

Ms. Blanchard asked about the shopping carts being removed from the development. Mr. Lynch explained to her that the carts could not be stored in the common area of the building. She also asked if the shuffleboard would be painted for use this spring. She was informed that CHA plans on painting the shuffleboard as soon as the weather permits.

Ms. Murry informed the group of the REAC score and discussed CHA's follow up plan in the areas that were scored below average. In going over the follow up plan Ms. Murry informed the attendants that their comments and suggestions on this plan are important. No comments were made.

Mr. Dunn passed out information on the monies CHA is requesting for Capital Improvements. Also, there was a list of proposed Capital Improvements for each Federal Development. He informed the group that as of this date no funds have been approved or allocated for FY 2004 Capital Improvements.

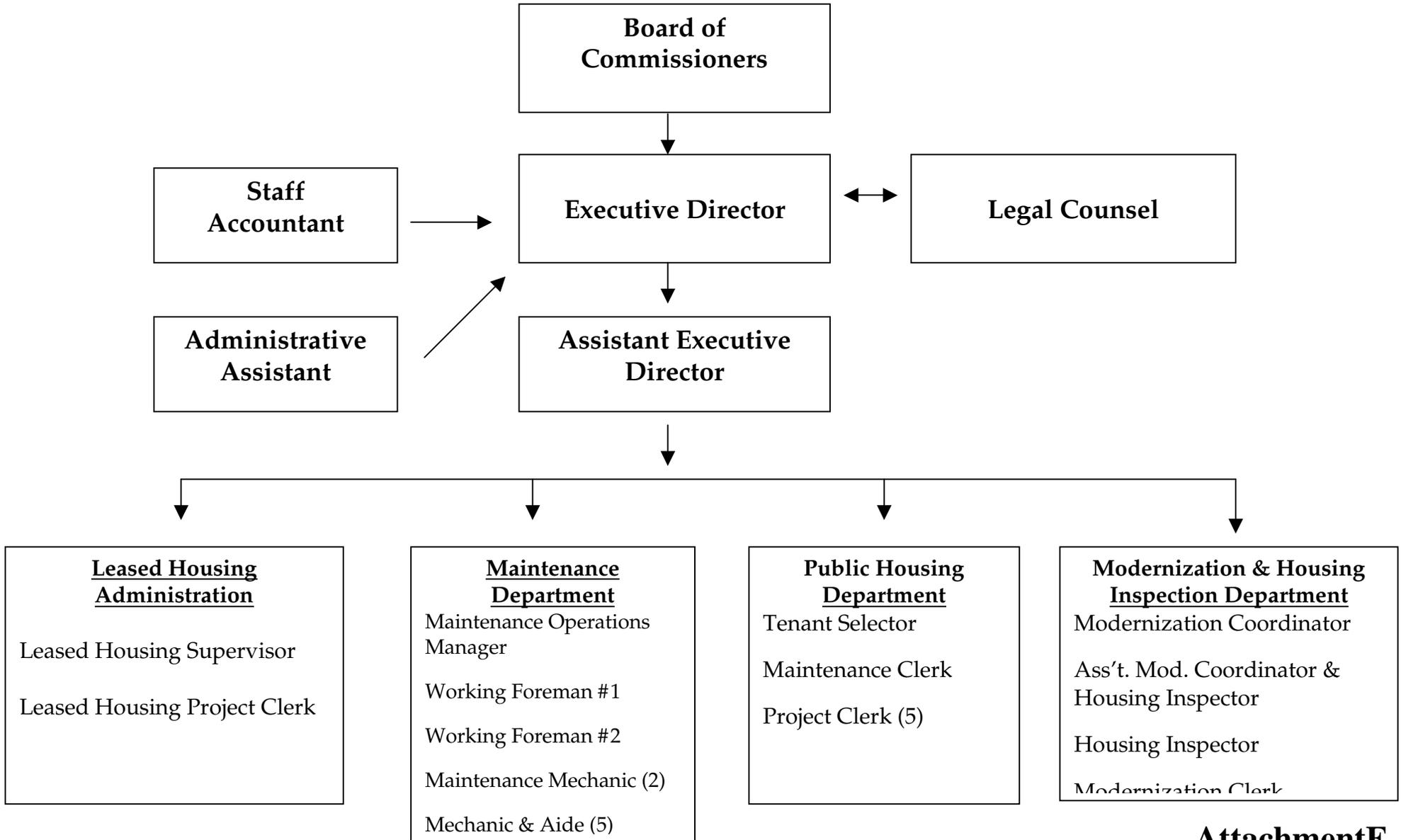
Mr. Hamel spoke about educational programs offered at the Cabot Manor development and Senior Citizen Center. A few were interested in computer training especially usually the internet. Mr. Hamel said that these locations offer this training along with many other programs.

Ms. Murry informed the group that the plan would be brought to the Board for approval on April 9, 2003 and sent to HUD on or before April 15, 2003. Two copies of the plan were given out for review and comments.

Meeting was adjourned at 2:30.

**CHICOPEE HOUSING AUTHORITY**  
128 Meetinghouse Road Chicopee, MA 01013

**ORGANIZATIONAL CHART**



## ATTACHMENT "G"

### MISSION GOALS AND PROGRESS REPORT

The mission statement of the Chicopee Housing Authority, as provided in our original Five Year Plan, remains the guide to our provision of services to low-income residents of our community. Through his past year we have worked diligently to maintain and improve the physical quality of our housing stock and we have implemented new initiatives to improve the quality of life of our residents and other persons of low income in the community. These include a renewal of our contract with the Tenancy Preservation Program to provide assistance to residents in danger of losing their housing by rehabilitating marginal tenancies.

The CHA continues to work with the Greater Holyoke Community Development Corporation to institute a "Family Savings Program" which was designed to foster economic improvement and home ownership for public housing families. In spite of aggressive outreach this program did not result in significant participation by our residents and will not be continued in the coming year. In place of this program our Authority is now contracting with HAP, Inc. of Springfield to provide first-time home buyer classes to our public housing tenants and voucher program participants with the intent of expanding opportunities to those we serve. We also work with our office of Community Development on housing rehabilitation initiatives.

We have continued to work towards our specific goals over the last year by maintaining a high standard of performance, again improving the rate of unit turnover in public housing and by increasing the percentage for lease up of Section 8 Vouchers. Mobility of families in our Section 8 Voucher program continues to be supported through our participation in a Regional Opportunity Counseling Program with the Springfield Housing Authority serving as lead agency.

Quality of life improvements within public housing developments have continued through our efforts to provide police patrols within the family developments and by the continuation of educational programs for youths and adults as well as activity programs for youth in our family development. We have indicated our intent to maintain these activities if the funding for them remains available in the next budget year.

Due to the recent economic downturn the number employed residents has declined from prior years. We will continue to offer ESL and other programs to increase employability.

We have also addressed tenant comments on conditions within the development and security by focusing on the improvement of services within developments, including increased security patrols and the establishment of a permanent site for community policing at our largest family development, the Cabot Manor Apartments. Further we have increased the routine grounds keeping and incorporated the use of commercial yard cleaning equipment in our maintenance regimen, we have cleaned up adjacent

vacant land and increased "yard" inspections in family developments. We have also increased the number of notices to residents in order to improve communications with residents.

The Chicopee Housing Authority has now completed the construction of a Community Resource Center at our Cabot Manor Apartments. The provision of day care services to approximately 35 children has already begun. This facility will also serve to provide educational and computer learning space on site and an office for community policing.

The CHA is also working to provide services to our elders by continuing to offer formal exercise programs at our developments, which will enhance the physical state of our residents and help them to maintain independence. Classes occur once per week and are provided by certified professionals working out of the local Senior Center. An evening meals program has been initiated at two sites (both state -assisted) and we hope that this program, if successful, can be brought to our other developments. This program is a joint endeavor between the CHA and our local elder care provider, West Mass Elder care of Holyoke.

An Audit recently completed by the Office of the State Auditor has disclosed certain weaknesses in the record keeping for the Section 8 Housing Choice Voucher Program. The CHA intend to address these issues in the coming year by reassigning the duties connected with the scheduling of HQS re-inspections of units that have failed an initial HQS inspection and the duties completion of annual utility allowance review. Conformance with other HUD requirements related to unit eligibility will be improved by instituting a checklist within each file that will identify the completion of all required forms in a timely fashion.

REAL ESTATE ASSESSMENT CENTER/RESIDENT ASSESSMENT SUBSYSTEM

ANNUAL SURVEY OF CHICOPEE HOUSING AUTHORITY RESIDENTS

FOLLOW-UP PLAN

JANUARY 17, 2003

COMMUNICATION

The Chicopee Housing Authority currently advises residents of maintenance and modernization work via hand delivered notices to each unit. We will address the issue of notification and improvement of communication through the Resident Advisory Board (RAB) and develop appropriate procedures through the RAB.

The Chicopee Housing Authority will also plan training for personnel, particularly front line personnel to improve employee/tenant contact.

SAFETY

The Chicopee Housing Authority will continue to allocate funds for additional police patrols in developments affected by crime and we will work with our Resident Advisory Board (RAB) in an effort to develop resident patrol and crime watch programs.

APPEARANCE

The currently approved Capital Fund Program includes plans for major exterior work at Chicopee Housing Authority Developments. Curbside appeal issues will be addressed through this program. Other issues affecting development appearance will be addressed through the training planned as a part of the improved communications training.

**CAPITAL FUND PROGRAM TABLES START HERE**

Attachment H

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHAName:</b> Chicopee Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P00850100 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2000 P & E as of 12-31 -2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12 -31-02 <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	\$ -0-	\$ -0-	\$ -0-	\$ -0-
2	1406 Operations	-0-	-0-	-0-	-0-
3	1408 Management Improvements	76,500.00	66,500.00	66,500.00	55,451.51
4	1410 Administration	82,932.00	82,932.00	82,932.00	82,932.00
5	1411 Audit	500.00	500.00	500.00	500.00
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-
7	1430 Fees and Costs	65,000.00	82,000.00	82,000.00	82,000.00
8	1440 Site Acquisition	-0-	-0-	-0-	-0-
9	1450 Site Improvement	-0-	-0-	-0-	-0-
10	1460 Dwelling Structures	584,388.00	584,388.00	584,388.00	529,342.66
11	1465.1 Dwelling Equipment — Nonexpendable	-0-	-0-	-0-	-0-
12	1470 Nondwelling Structures	-0-	-0-	-0-	-0-
13	1475 Nondwelling Equipment	-0-	-0-	-0-	-0-
14	1485 Demolition	-0-	-0-	-0-	-0-
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-
18	1499 Development Activities	-0-	-0-	-0-	-0-
19	1501 Collateralization or Debt Service	-0-	-0-	-0-	-0-
20	1502 Contingency	20,000.00	13,000.00	13,000.00	-0-
21	Amount of Annual Grant: (sum of lines 2 -20)	829,320.00	829,320.00	829,320.00	750,226.17
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-	-0-	-0-
24	Amount of line 21 Related to Security — Soft Costs	-0-	-0-	-0-	-0-
25	Amount of Line 21 Related to Security — Hard Costs	-0-	-0-	-0-	-0-
26	Amount of line 21 Related to Energy Conservation Measures	3,040.00	-0-	-0-	-0-

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

PHAName: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000P&E as of 12 -31-02			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA8 -001 Cabot Manor	Replace roofs, decks and chimneys	1460	26 Bldgs	\$100,000.00	\$ -0-	\$ -0-	\$ -0-	
	Replace basement & porch railings & doors	1460	27 Bldgs	39,000.00	29,535.00	29,535.00	24,842.21	
	SubTotal 1460			139,000.00	29,535.00	29,535.00	24,842.21	
	SubTotal MA06P008001			139,000.00	29,535.00	29,535.00	24,842.21	
MA8 -002 Memorial Apts.	Phase one of Kitchen and Bathroom remodeling	1460	6 Bldgs.	364,000.00	554,853.00	554,853.00	504,500.45	
	Clean & water Seal Exterior of building	1460	6 Bldgs.	12,000.00	-0-	-0-	-0-	
	SubTotal 1460			376,000.00	554,853.00	554,853.00	504,500.45	
	Total MA06P008002			376,000.00	554,853.00	554,853.00	504,500.45	
MA8 -003 Canterbury Arms	Install GFI'S in Kitchens & Bathrooms	1460	72 Apts.	66,348.00	-0-	-0-	-0-	
	Replace AC sleeves with thermal units	1460	72 Apts.	3,040.00	-0-	-0-	-0-	
	SubTotal 1460			69,388.00	-0-	-0-	-0-	
	Total MA06P008003			69,388.00	-0-	-0-	-0-	

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

PHAName: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850100 Replacement Housing Factor Grant No:				Federal FY of Grant: P&E2000 As of 12 -31 -02		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Agencywide Management Improvements	Resident Training	1408	Ann.	500.00	500.00	500.00	-0-	
	Admin/Maint. Training	1408	Ann.	5,000.00	5000.00	5000.00	440.00	
	Resident Training for drug elimination And Step -up program	1408	Ann.	20,000.00	20,000.00	20,000.00	20,000.00	
	Office Expenditures	1408	Ann.	6,000.00	6,000.00	6,000.00	5,675.01	
	Drug Elimination Program	1408	Ann.	20,000.00	30,000.00	30,000.00	29,336.50	
	Maint/Office Equipment	1408	Ann.	20,000.00	5,000.00	5,000.00	-0-	
	Vacancy Rate Improvement	1408	Ann.	5,000.00	-0-	-0-	-0-	
	Sub Total 1408			76,500.00	66,500.00	66,500.00	55,451.51	
Technical Salaries	Administration	1410.21	Ann.	82,932.00	82,932.00	82,932.00	82,932.00	
	Sub Total 1410.21			82,932.00	82,932.00	82,932.00	82,932.00	
CFP Audit	Audit Costs	1411	Ann.	500.00	500.00	500.00	500.00	
	Sub Total 1411			500.00	500.00	500.00	500.00	

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

PHAName: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850100 Replacement Housing Factor Grant No:				Federal FY of Grant: P&E 2000 as of 12 -31-02		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Architectural Engineering	A&E Costs for all projects	1430.1	Ann.	40,000.00	53,461.52	53,461.52	53,461.52	
	SubTotal 1430.1			40,000.00	53,461.52	53,461.52	53,461.52	
	Clerk of the Works	1430.2	Ann.	20,000.00	23,538.48	23,538.48	23,538.48	
	Atty & Accounting Fees	1430.2	Ann.	5,000.00	5,000.00	5,000.00	5,000.00	
	SubTotal 1430.2			25,000.00	28,538.48	28,538.48	28,538.48	
Contingency Costs	For Contingencies	1502	Ann.	20,000.00	13,000.00	13,000.00	-0-	
	SubTotal 1502			20,000.00	13,000.00	13,000.00	-0-	
	Total Management, Etc.			244,932.00	244,932.00	244,932.00	220,883.51	
	Grand Total			829,320.00	829,320.00	829,320.00	750,226.17	

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

PHAName: Chicopee Housing Authority		Grant Type and Number Capital Fund Program No: MA06P00850100 Replacement Housing Factor No:					Federal FY of Grant: P&E2000 as of 12 -31-02	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
MA8 -001 Cabot Manor	6-30-02	-0-	-0-	6-30-04	-0-	-0-		
MA8 -002 Memorial Apartments	6-30-02	-0-	-0-	6-30-04	-0-	-0-		
MA8 -003 Canterbury Apartments	6-30-02	-0-	-0-	6-30-01	-0-	-0-		
MA008 CHAWide Management Improvements	6-30-02	-0-	-0-	6-30-04	-0-	-0-		
MA008 A&E Costs	6-30-02	-0-	-0-	6-30-04	-0-	-0-		

**CAPITAL FUND PROGRAM TABLES START HERE**

Attachment H

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
<b>PHAName:</b> Chicopee Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No : MA06P00850101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2001 P&amp;E</b> <b>as of 12 -31-2002</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:   )						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12 -31-02 <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	\$ -0-	\$ -0-	\$ -0-	\$427,645.35	
2	1406 Operations	-0-	-0-	-0-	-0-	
3	1408 Management Improvements	59,500.00	-0-	28,390.84	28,390.84	
4	1410 Administration	84,823.00	-0-	84,823.00	84,823.00	
5	1411 Audit	500.00	-0-	-0-	-0-	
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-	
7	1430 Fees and Costs	65,000.00	-0-	60,000.00	50,384.74	
8	1440 Site Acquisition	-0-	-0-	-0-	-0-	
9	1450 Site Improvement	111,800.00	-0-	-0-	-0-	
10	1460 Dwelling Structures	506,616.00	-0-	18,185.00	-0-	
11	1465.1 Dwelling Equipment —Nonexpendable	-0-	-0-	-0-	-0-	
12	1470 Nondwelling Structures	-0-	-0-	-0-	-0-	
13	1475 Nondwelling Equipment	-0-	-0-	-0-	-0-	
14	1485 Demolition	-0-	-0-	-0-	-0-	
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-	
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-	
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-	
18	1499 Development Activities	-0-	-0-	-0-	-0-	
19	1501 Collateralization or Debt Service	-0-	-0-	-0-	-0-	
20	1502 Contingency	20,000.00	-0-	-0-	-0-	
21	Amount of Annual Grant: (sum of lines 2 -20)	848,239.00	-0-	191,398.84	163,598.58	
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-	
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-	-0-	-0-	
24	Amount of line 21 Related to Security —Soft Costs	-0-	-0-	-0-	-0-	
25	Amount of Line 21 Related to Security —Hard Costs	-0-	-0-	-0-	-0-	
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-	

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

PHAName: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001 P&E as of 12 -31-02		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA8 -1 Cabot Manor	Replace Original Perimeter Fence	1450	1750 LF	\$36,800.00	\$ -0-	\$ -0-	\$ -0-	
	Landscaping grounds & sidewalks	1450	Sitework	50,000.00	-0-	-0-	-0-	Increased to \$82,000.00 Balance used in 99 & 00
	Replace 85 Clothes drying poles	1450	150 Apts.	25,000.00	-0-	-0-	-0-	
	<b>SubTotal 1450</b>			<b>111,800.00</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	
	Replace Basement and Porch railings	1460	75 units	56,431.00	-0-	-0-	-0-	
	Replace wood siding on Apt. Bldgs, Phase 1	1460	8 Bldgs	-0-	-0-	-0-	-0-	
	<b>SubTotal 1460</b>			<b>56,431.00</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	
	<b>SubTotal MA06P008001</b>			<b>168,231.00</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	

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

PHAName: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850101 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001 P&amp;E as of 12 -31-02</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA8 -2								
Memorial Apts.	Kitchen & Bath remodeling & apt. doors	1460	93 Apts.	\$432,000.00	\$ -0-	\$ -0-	\$ -0-	
	SubTotal 1460			432,000.00	-0-	-0-	-0-	
	SubTotal MA06P008002			432,000.00	-0-	-0-	-0-	
MA8 -3	Install GFI's, upgrade electrical	1460	38 units	-0-	-0-	-0-	-0-	
Canterbury Arms	Service and renovate kitchens							
	Relocate common hall doors per Fire dept. indwelling bldg.	1460	4 halls	18,185.00	-0-	18,185.00	-0-	Included in CFP 00 door contract
	SubTotal 1460			18,185.00	-0-	18,185.00	-0-	
	SubTotal MA06P008003			18,185.00	-0-	18,185.00	-0-	

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

PHAName: ChicopeeHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: MA06P00850101 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2001P&Easof12 -31-02			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
Agency-Wide Management Improvements	ResidentTrainingforCGP	1408	Ann.	\$500.00	\$ -0-	\$ -0-	\$ -0-	
	Residenttraining&step -up program	1408	Ann.	20,000.00	-0-	-0-	-0-	
	Includesemploymenttraining							
	Admin/Maint.Training	1408	Ann.	5,000.00	-0-	4,236.92	4,236.92	
	Officeexpendituresincluding, lights Phones,etc.	1408	Ann.	4,000.00	-0-	4,000.00	4,000.00	
	Drugeliminationprogramincludes Cooperativeprogramswithother Agencies	1408	Ann.	25,000.00	-0-	17,182.95	17,182.95	
	Maint./OfficeEquipment	1408	Ann.	5,000.00	-0-	2,970.97	2,970.97	
	Subtotal1408			59,500.00	-0-	28,390.84	28,390.84	
Technical Salaries	Administration	1410	Ann.	84,823.00	-0-	84,823.00	84,823.00	
	SubTotal1410			84,823.00	-0-	84,823.00	84,823.00	

<b>AnnualStatement/PerformanceandEvaluationReport</b> <b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)</b> <b>PartII:SupportingPages</b>								
PHAName: ChicopeeHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: MA06P00850101 ReplacementHousingFactorGrantNo:			FederalFYofGrant: 2001P&Easof12 -31-02			

Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
CFPAudit	AuditCosts	1411	Ann.	\$500.00	\$ -0-	\$ -0-	\$ -0-	
	SubTotal1411			500.00	-0-	-0-	-0-	
Fees&Costs	A&Ecostsforallprojects	1430	Ann.	40,000.00	-0-	40,000.00	40,000.00	
	ClerkoftheWorks	1430	Ann.	20,000.00	-0-	20,000.00	10,384.74	
	Atty.&AccountingFees	1430	Ann.	5,000.00	-0-	-0-	-0-	
	SubTotal1430			65,000.00	-0-	60,000.00	50,384.74	
Contingency Account	Contingencies	1502	Ann.	20,000.00	-0-	-0-	-0-	
	SubTotal1502			20,000.00	-0-	-0-	-0-	
	SubTotalManagementEtc.			229,823.00	-0-	173,213.84	163,598.58	
	GrandTotal			848,239.00	-0-	191,398.84	163,598.58	

AnnualStatement/PerformanceandEvaluationReport							
CapitalFundProgram andCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)							
PartIII:ImplementationSchedule							
PHAName: ChicopeeHousingAuthority			GrantTypeandNumber CapitalFundProgramNo: MA06P00850101 ReplacementHousingFactorNo:			FederalFYofGrant: 2001P&Easof12 -31-02	
DevelopmentNumber Name/HA-WideActivities	AllFundObligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates
	Original	Revised	Actual	Original	Revised	Actual	
MA8 -001	6-30-03			6-30-05			
CabotManor							

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

PHAName: Chicopee Housing Authority		Grant Type and Number Capital Fund Program No: MA06P00850101 Replacement Housing Factor No:				Federal FY of Grant: 2001P&Easof12 -31-02	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA8 -002 Memorial Apartments	6-30-03			6-30-05			
MA8 -003 Canterbury Arms Apartments	6-30-03			6-30-05			
MA008CHA Wide Management Improvements	6-30-03			6-30-05			
MA008 A&E Costs	6-30-03			6-30-05			

**CAPITAL FUND PROGRAM TABLES START HERE**

Attachment H

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
<b>PHAName:</b> <b>Chicopee Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P00850102 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2002 P&amp;E</b> <b>as of 12 -31-2002</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12 -31-02 <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	-0-	-0-	-0-	109,187.69
2	1406 Operations	-0-	-0-	-0-	-0-
3	1408 Management Improvements	75,000.00	-0-	-0-	-0-
4	1410 Administration	81,000.00	-0-	34,101.38	34,101.38
5	1411 Audit	500.00	-0-	-0-	-0-
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-
7	1430 Fees and Costs	65,000.00	-0-	21,877.40	21,877.40
8	1440 Site Acquisition	-0-	-0-	-0-	-0-
9	1450 Site Improvement	113,828.00	-0-	-0-	-0-
10	1460 Dwelling Structures	459,677.00	-0-	-0-	-0-
11	1465.1 Dwelling Equipment — Nonexpendable	-0-	-0-	-0-	-0-
12	1470 Non Dwelling Structures	-0-	-0-	-0-	-0-
13	1475 Non Dwelling Equipment	-0-	-0-	-0-	-0-
14	1485 Demolition	-0-	-0-	-0-	-0-
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-
18	1499 Development Activities	-0-	-0-	-0-	-0-
19	1501 Collateralization or Debt Service	-0-	-0-	-0-	-0-
20	1502 Contingency	15,000.00	-0-	-0-	-0-
21	Amount of Annual Grant: (sum of lines 2 -20)	810,005.00	-0-	55,978.78	55,978.78
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-	-0-	-0-
24	Amount of line 21 Related to Security — Soft Costs	-0-	-0-	-0-	-0-
25	Amount of Line 21 Related to Security — Hard Costs	-0-	-0-	-0-	-0-
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-

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

PHAName: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850102 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002 P&amp;E as of 12 -31-02</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA8 -001 CABOT MANOR	Replace basement & porch railings	1460	45	\$34,403.00	\$ -0-	\$ -0-	\$ -0-	
	Replace deteriorating wood siding	1460	9 Bldgs	164,274.00	-0-	-0-	-0-	
	Renovate administration office & Community Room	1460	1 Bldg	75,000.00	-0-	-0-	-0-	
	SubTotal 1460			273,677.00	-0-	-0-	-0-	
	Sidewalk Replacement	1450	10,000 LF	113,828.00	-0-	-0-	-0-	
	Sub-Total 1450			113,828.00	-0-	-0-	-0-	
	SubTotal MA06P008001			387,505.00	-0-	-0-	-0-	
MA8 -002 Memorial Apartments	Common Hall Ventilation in 24 halls	1460	24 halls	50,000.00	-0-	-0-	-0-	
	SubTotal 1460			50,000.00	-0-	-0-	-0-	
	SubTotal MA06P008002			50,000.00	-0-	-0-	-0-	

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

PHAName: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002 P&E as of 12 -31-2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA8 -003	Seal Exterior & Masonry Repairs	1460	1 Bldg	\$40,000.00	\$ -0-	\$ -0-	\$ -0-	
Canterbury Arms	Renovate 8 Handicap Kitchens	1460	8 Apts.	96,000.00	-0-	-0-	-0-	
	Sub Total 1460			136,000.00	-0-	-0-	-0-	
	Sub Total MA06P008003			136,000.00	-0-	-0-	-0-	
Agency-Wide Management Improvements	Resident Training & Step -Up Program includes Employment Skills Training	1408	Annual	20,000.00	-0-	-0-	-0-	
	Admin/Maint. Training	1408	Annual	5,000.00	-0-	-0-	-0-	
	Office Expenditure includes Lights, phones, Etc.	1408	Annual	5,000.00	-0-	-0-	-0-	
	Drug Elimination Program includes Cooperative Programs with other agencies	1408	Annual	25,000.00	-0-	-0-	-0-	
	Maint./Office Equipment	1408	Annual	20,000.00	-0-	-0-	-0-	

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

PHAName: ChicopeeHousingAuthority		GrantTypeandNumber CapitalFundProgramGrantNo: MA06P00850102 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2002P&Easof12 -31-2002		
DevelopmentNumber Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
Agency –Wide Management Improvements	Maint./OfficeEquipment	1408	Annual	\$20,000.00	\$ -0-	\$ -0-	\$ -0-	
	Sub-Total1408			75,000.00	-0-	-0-	-0-	
Technical Salaries	Administration	1410	Annual	81,000.00	-0-	34,101.38	34,101.38	
	Sub-Total1410			81,000.00	-0-	34,101.38	34,101.38	
CFPAudit	AuditCosts	1411	Annual	500.00	-0-	-0-	-0-	
	SubTotal1411		Annual	500.00	-0-	-0-	-0-	
Fees& Costs	A&Ecostsforallprojects	1430	Annual	40,000.00	-0-	21,877.40	21,877.40	
	Clerkoftheworks	1430	Annual	20,000.00	-0-	-0-	-0-	
	Atty.&AccountingFees	1430	Annual	5,000.00	-0-	-0-	-0-	
	SubTotal1430			65,000.00	-0-	21,877.40	21,877.40	
Contingency Account	ForContingencies	1502	Annual	15,000.00	-0-	-0-	-0-	
	SubTotal1502			15,000.00	-0-	-0-	-0-	

<b>AnnualStatement/PerformanceandEvaluationReport</b>			
<b>CapitalFundProgramandCapit alFundProgramReplacementHousingFactor(CFP/CFPRHF)</b>			
<b>PartIII:ImplementationSchedule</b>			
PHAName: ChicopeeHousingAuthority		GrantTypeandNumber CapitalFundProgramNo: MA06P00850102 ReplacementHousingFactorNo:	
		FederalFYofGrant: 2002P&Easof12 -31-2002	
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)	ReasonsforRevisedTargetDates

	Original	Revised	Actual	Original	Revised	Actual	
MA8 -001	6-30-04			6-30-06			
CabotManor							
MA8 -002	6-30-04			6-30-06			
Memorial Apartments							
MA8 -003	6-30-04			6-30-06			
CanterburyArms Apartments							
MA008	6-30-04			6-30-06			
CHAWide Management Improvements							
MA008	6-30-04			6-30-06			
A&ECosts							

**CapitalFundProgramFive -YearActionPlan**  
**PartI:Summary**

AttachmentI

PHAName <b>ChicopeeHousingAuthority</b>		<input checked="" type="checkbox"/> <b>Original5 -YearPlan</b> <input type="checkbox"/> <b>RevisionNo:</b>			
Development Number/Name/HA- Wide	Year1 <b>2003</b>	WorkStatementforYear2 FFYGrant: <b>MA06P00850104</b> PHAFY: <b>July1 -June30,2004</b>	WorkStatementforYear3 FFYGrant: <b>MA06P00850105</b> PHAFY: <b>July1 -June30,2005</b>	WorkStatementforYear4 FFYGrant: <b>MA06P00850106</b> PHAFY: <b>July1 -June30,2006</b>	WorkStatementforYear5 FFYGrant: <b>MA06P00850107</b> PHAFY: <b>July1 -June30,2007</b>
	Annual Statement				
MA8 -1 CabotManor		\$ 325,755.00	\$318,005.00	\$430,300.00	\$378,000.00
MA8 -2 Memorial Apartments		\$60,000.00	\$196,000.00	\$68,705.00	\$121,005.00
MA8 -3 CanterburyArms Apartments		\$193,250.00	\$65,000.00	\$80,000.00	\$80,000.00
Agency-Wide Management Improvements		\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
Administration		\$81,000.00	\$81,000.00	\$81,000.00	\$81,000.00
Other		\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
CFPFundsListed for5 -yearplanning		\$810,005.00	\$810,005.00	\$810,005.00	\$810,005.00
ReplacementHousing FactorFunds					

**CapitalFundProgramFive -YearActionPlan  
PartII:SupportingPages —WorkActivities**

ActivitiesforYear : <u>2004</u> FFYGrant: <b>MA06P00850104</b> PHAFY: <b>July1 -June30</b>			ActivitiesforYear: <u>2005</u> FFYGrant : <b>MA06P00850105</b> PHAFY: <b>July1 -June30</b>		
Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWor kCategories	EstimatedCost
MA8 -1	1450 -Sidewalk Continuation	\$174,755.00	MA8 -1	1460 -UpgradeFire detectionin 4Buildings	\$49,905.00
CabotManor Apartments	17,548LF		CabotManor Apartments		
	1460 -Replace10 SetsofConcrete Stairs&Porches	\$80,000.00		1450 -Finalsidewalk phase8000LF	\$80,000.00
	1460 -Power Clean&SealBldgs	\$71,000.00		1460 -replacecloset doors(627)	\$188,100.00
MA8 -2	1460 -Seal& Pointexterior Brickon6Bldgs.	\$60,000.00	MA8 -2	1460 -Replacerugs in24commonhalls	\$96,000.00
MemorialDrive Apartments				1460-Replace Concretestairs& Handrailsat4Bldgs.	\$100,000.00
MA8 -3	1460 -Resetall Windowsinframes	\$39,350.00			
Canterbury-Arms Apartments	76Apartments		MA8 -3	1460-Replace Commonhallrugs	\$40,000.00
	Kitchen&Bath Renovations	\$153,900.00	CanterburyArms Apartments		
	38apartments			1460 -renovate Communityroom	\$25,000.00
<b>TotalCFPEstimatedCost</b>		<b>\$579,005.00</b>			<b>\$579,005.00</b>

**CapitalFundProgramFive -YearActionPlan**

**PartII:SupportingPages —WorkActivities**

Activitiesfor Year1 <b>2003</b>	ActivitiesforYear : <b>2004</b> FFYGrant: <b>MA06P00850104</b> PHAFY: <b>July1 -June30</b>			ActivitiesforYear: <b>2005</b> FFYGrant: <b>MA06P00850105</b> PHAFY: <b>July1 -June30</b>		
	<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>EstimatedCost</b>	<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>EstimatedCost</b>
See						
Annual	1408-AgencyWide	Residenttraining&	\$25,000.00	1408-AgencyWide	Residenttraining&	\$25,000.00
Statement	Management	Step-upprogram		Management	Step-upprogram	
	Improvements	Includesemployment		Improvements	Includesemployment	
		Training			Training	
		Admin./Maint.	\$5,000.00		Admin./Maint.	\$5,000.00
		Training			Training	
		OfficeExpenditures	\$5,000.00		OfficeExpenditures	\$5,000.00
		Includinglights,			Includinglights,	
		Phones,etc.			Phones,etc.	
		DrugElimination	\$30,000.00		DrugElimination	\$30,000.00
		Programincludes			Programincludes	
		Cooperativeprogram			Cooperativeprogram	
		Withotheragencies			Withotheragencies	
		Maint./Office	\$10,000.00		Maint./Office	\$10,000.00
		Equipment			Equipment	
		<b>TotalCFPEstimatedCost</b>	<b>\$75,000.00</b>			<b>\$75,000.00</b>





**CapitalFundProgramFive -YearActionPlan**

**PartII:SupportingPages —WorkActivities**

Activitiesfor Year1 <b>2003</b>	ActivitiesforYear : <u><b>2006</b></u> FFYGrant: <b>MA06P00850106</b> PHAFY: <b>July1 -June30</b>			ActivitiesforYear: <u><b>2007</b></u> FFYGrant: <b>MA06P00850107</b> PHAFY: <b>July1 -June30</b>		
	<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>EstimatedCost</b>	<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>EstimatedCost</b>
See						
Annual	1408-AgencyWide	Residenttrainin g&	\$25,000.00	1408-AgencyWide	Residenttraining&	\$25,000.00
Statement	Management	Step-upprogram		Management	Step-upprogram	
	Improvements	Includesemployment		Improvements	Includesemployment	
		Training			Training	
		Admin./Maint.	\$5,000.00		Admin./Maint.	\$5,000.00
		Training			Training	
		OfficeExpenditures	\$5,000.00		OfficeExpenditures	\$5,000.00
		Includinglights,			Includinglights,	
		Phones,etc.			Phones,etc.	
		DrugElimination	\$30,000.00		DrugElimination	\$30,000.00
		Programincludes			Programincludes	
		Cooperativeprogram			Cooperativeprogram	
		Withotheragencies			Withotheragencies	
		Maint./Office	\$10,000.00		Maint./Office	\$10,000.00
		Equipment			Equipment	
		<b>TotalCFPEstimatedCost</b>	<b>\$75,000.00</b>			<b>\$75,000.00</b>



## 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 I: Summary</b>						
<b>PHAName:</b> <b>Chicopee Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P00850103 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b style="font-size: 1.2em;">2003</b>	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total Non -CFP Funds	\$ -0-	\$ -0-	\$ -0-	\$ -0-	
2	1406 Operations	50,000.00	-0-	-0-	-0-	
3	1408 Management Improvements	75,000.00	-0-	-0-	-0-	
4	1410 Administration	81,000.00	-0-	-0-	-0-	
5	1411 Audit	-0-	-0-	-0-	-0-	
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-	
7	1430 Fees and Costs	65,000.00	-0-	-0-	-0-	
8	1440 Site Acquisition	-0-	-0-	-0-	-0-	
9	1450 Site Improvement	105,885.00	-0-	-0-	-0-	
10	1460 Dwelling Structures	423,120.00	-0-	-0-	-0-	
11	1465.1 Dwelling Equipment — Nonexpendable	-0-	-0-	-0-	-0-	
12	1470 Non Dwelling Structures	-0-	-0-	-0-	-0-	
13	1475 Non Dwelling Equipment	-0-	-0-	-0-	-0-	
14	1485 Demolition	-0-	-0-	-0-	-0-	
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-	
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-	
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-	
18	1499 Development Activities	-0-	-0-	-0-	-0-	
19	1501 Collateralization or Debt Service	-0-	-0-	-0-	-0-	
20	1502 Contingency	10,000.00	-0-	-0-	-0-	
21	Amount of Annual Grant: (sum of lines 2 – 20)	810,005.00	-0-	-0-	-0-	
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-	
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-	-0-	-0-	
24	Amount of line 21 Related to Security – Soft Costs	-0-	-0-	-0-	-0-	
25	Amount of Line 21 Related to Security – Hard Costs	-0-	-0-	-0-	-0-	
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-	

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

PHAName: <b>Chicopee Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: MA06P00850103 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA8 -1	Sidewalk Continuation	1450	16,475 LF	\$105,885.00	\$ -0-	\$ -0-	\$ -0-	
Cabot Manor								
	SubTotal 1450			105,885.00	-0-	-0-	-0-	
	Replace Wood Siding	1460	9 Bldgs	160,000.00	-0-	-0-	-0-	
	SubTotal 1460			160,000.00	-0-	-0-	-0-	
	SubTotal MA06P008001			265,885.00	-0-	-0-	-0-	
MA8 -2	Replace rugs in hallways	1460	2 Bldgs	18,000.00	-0-	-0-	-0-	
Memorial Apartments								
	SubTotal 1460			18,000.00	-0-	-0-	-0-	
	SubTotal MA06P008002			18,000.00	-0-	-0-	-0-	
MA8 -3	Kitchen & Bath Renovation	1460	32	129,600.00	-0-	-0-	-0-	
Canterbury Arms Apartments								
	Electrical Upgrade	1460	76 Apts.	115,520.00	-0-	-0-	-0-	
	SubTotal 1460			245,120.00	-0-	-0-	-0-	

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

PHAName: <b>Chicopee Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: MA06P00850103 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA8 -3	SubTotal MA06P008003			\$245,120.00	\$ -0-	\$ -0-	\$ -0-	
Canterbury Arms								
Agency-Wide Management Improvements	Resident training & step -up program, includes Employment training	1408	Ann.	25,000.00	-0-	-0-	-0-	
	Admin./Maint. Training	1408	Ann.	5,000.00	-0-	-0-	-0-	
	Office Expenditures Including lights, phones, etc.	1408	Ann.	5,000.00	-0-	-0-	-0-	
	Drug Elimination program Includes cooperative program With other agencies	1408	Ann.	30,000.00	-0-	-0-	-0-	
	Main./Office Equipment	1408	Ann.	10,000.00	-0-	-0-	-0-	
	SubTotal 1408			75,000.00	-0-	-0-	-0-	

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

PHAName: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850103 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Technical Salaries	Administration	1410	Ann.	\$81,000.00	\$ -0-	\$ -0-	\$ -0-	
	SubTotal1410			81,000.00	-0-	-0-	-0-	
Fees & Costs	A&E Costs for all projects	1430	Ann.	40,000.00	-0-	-0-	-0-	
	Clerk of the Works	1430	Ann.	20,000.00	-0-	-0-	-0-	
	Atty. & Accounting Fees	1430	Ann.	5,000.00	-0-	-0-	-0-	
	Sub-Total1430			65,000.00	-0-	-0-	-0-	
Contingencies	Contingencies	1502	Ann.	10,000.00	-0-	-0-	-0-	
	SubTotal1502			10,000.00	-0-	-0-	-0-	
	SubTotal Management, Etc .			231,000.00	-0-	-0-	-0-	
	Sub-GrandTotal			760,005.00	-0-	-0-	-0-	
	Operations	1408		50,000.00	-0-	-0-	-0-	
	GrandTotal			810,005.00	-0-	-0-	-0-	

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

<b>PHAName:</b> <b>Chicopee Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program No: MA06P00850103 Replacement Housing Factor No:	<b>Federal FY of Grant:</b> <b>2003</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA8 -001 Cabot Manor	6-30-05	-0-	-0-	6-30-07	-0-	-0-	
MA8 -002 Memorial Apartments	6-30-05	-0-	-0-	6-30-07	-0-	-0-	
MA8 -003 Canterbury Arms Apartments	6-30-05	-0-	-0-	6-30-07	-0-	-0-	
MA 008 CHAwide Management Improvements	6-30-05	-0-	-0-	6-30-07	-0-	-0-	
MA008 CHAwide A&E Costs	6-30-05	-0-	-0-	6-30-07	-0-	-0-	