

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2004 \*

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

## PHA Plan Agency Identification

**PHA Name:** Worcester Housing Authority

**PHA Number:** MA012

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

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
- The mission of the Worcester Housing Authority is to offer its residents a clean, safe and well-maintained living environment in which to live and raise their families. The WHA is dedicated in providing its families an environment that will be a source of pride for its residents and an asset to the community-at-large. The WHA will seek out opportunities and seek out strategies that will assist both its present and future families in obtaining the necessary educational, training and employment skills necessary in achieving social and economic self-sufficiency.

In its continuing effort to provide additional affordable housing opportunities to the community, the WHA will actively seek out development opportunities and craft solutions that will serve both the needs of the community and become an asset to the surrounding neighborhoods.

We will treat each resident as if he or she were a member of our family. They will be treated with respect and encouraged to become active participants and partners in our community.

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**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:  
 Apply for additional rental vouchers:

- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
  
- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)
  - The WHA will advertise the opening of any closed waiting list to appropriate community and social service organizations. Additionally the WHA will make public presentations to organizations that represent specific categories of applicants that provides an overview of the application process and the housing opportunities that are available.

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

**Annual PHA Plan  
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The preparation of the Worcester Housing Authority's ("WHA") Agency Plan is in compliance with the parameters and requirements set forth in the Quality Housing and Work Responsibility Act of 1998.

The WHA Agency Plan provides a blueprint of goals and objectives mutually established by the WHA Resident Advisory Board and the WHA administration. These goals and objectives will allow the WHA to expand services to its resident population, provide a variety of housing options for its applicants while continuing to operate in a fiscally responsible manner.

The WHA provides over 3,000 units of safe, affordable public housing in twenty-three different developments and 2,000 Section 8 vouchers in neighborhoods throughout the City. The need for decent, safe and affordable housing is growing. This is evidenced by the analysis of the WHA's waiting lists and the information provided in the City of Worcester's Consolidated Plan, the City's Housing Mission and through collaboration with both public and private housing organizations. The WHA is addressing this need by actively working its waiting list, creating admission preferences, developing new and creative programs, providing incentives and in the securing of additional housing vouchers; providing added housing opportunities to its applicants.

The WHA offers its resident and applicants housing and rent payment options that suit their individual needs. Four developments are designated as senior-only, providing the residents and applicants with neighbors and a community that share similar interests. Other developments are designated for family living with services and opportunities available to create a more enjoyable living environment. As residents and applicant's transition into the workforce, the WHA has developed and implemented rent determination options and income disregards that will aid families as they work towards economic independence.

As operating budgets continue to be cut, the WHA is faced with the challenge of maintaining its present level of services and also providing additional services to its residents with fewer resources. The WHA has been and will continue to be aggressive in its approach in securing additional financing through its grant application processes and other revenue generating enterprises. The WHA has been successful in the past in securing grant money that assists its residents in their quest for economic and social independence. These grants have provided the WHA with the opportunity to offer its residents a variety of services that will lead to better and more productive lives.

The WHA has been and will continue to be successful in its securing of capital improvement funds through the Capital Fund Program. The WHA evaluates its present and projected needs through its annual needs assessment conducted by its Modernization and New Development staff. These funds allow the WHA to upgrade its existing housing stock through exterior and interior renovations, upgrading mechanical systems and also with necessary management improvement funds. The WHA has formed a new non-profit affiliate that will provide the agency with additional opportunities in the development of housing and housing related opportunities for its residents.

In these uncertain times and with budget and funding cutbacks, the WHA is guardedly optimistic that it will fulfill its mission in providing housing opportunities to the people that it serves.

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

[24 CFR Part 903.7 9 (r)]

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

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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 file name in parentheses in the space to the right of the title.

**Required Attachments:**

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

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 

ma012c02 – Homeownership Program	ma012i02 – Resident Commissioner
ma012d02 – Pet Policy	ma012j02 – Substantial Deviation Definition
ma012e02 – Progress Statement	ma012k02 – Section 8 Project Based
ma012f02 – Community Service	ma012l02 – Customer Service Plan
ma012g02 – Approved Budget	ma012m02 – Voluntary Conversion
ma012h02 – RAB Membership	ma012n02 – RAB Comments
	ma012o02 – Alan Spera Letter

**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>
N/A	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Pending	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
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 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input 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

<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	Public housing grievance procedures <input 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
N/A	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	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 for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	9795	5	5	3	3	3	3
Income >30% but <=50% of AMI	5251	5	5	3	3	3	3
Income >50% but <80% of AMI	8335	5	5	3	3	3	3
Elderly	7426	5	5	3	3	3	3
Families with Disabilities	Unknown	See Attachment MA012o02					
White	16551	N/A	N/A	N/A	N/A	N/A	N/A
Black	1456	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	3542	N/A	N/A	N/A	N/A	N/A	N/A
Asian	1129	N/A	N/A	N/A	N/A	N/A	N/A
Other	701						N/A

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: 2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: 2002
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	261		141
Extremely low income <=30% AMI	198	76%	
Very low income (>30% but <=50% AMI)	47	18%	
Low income (>50% but <80% AMI)	16	6%	
Families with children	136	52%	
Elderly families	23	9%	
Families with Disabilities	102	39%	
White/Hispanic	217	83%	
Black	34	13%	
Asian	10	4%	
Other	0	0	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 12 months Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	511		370
Extremely low income <=30% AMI	378	74%	
Very low income (>30% but <=50% AMI)	118	23%	
Low income (>50% but <80% AMI)	15	3%	
Families with children	199	39%	
Elderly families	235	46%	
Families with Disabilities	77	15%	

Housing Needs of Families on the Waiting List			
White/Hispanic	424	83%	
Black	66	13%	
Asian	20	4%	
Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	235	46%	
2 BR	147	29%	
3 BR	106	21%	
4 BR	23	4%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>Specific BR sizes</b> If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

The WHA's strategy with regard to its public housing inventory is to continue to maintain a 97% or higher occupancy rate agency wide and monitor the opening and closing of its waiting lists to ensure that the applicant's waiting time is reasonable. The WHA will also assess all its off-market public housing units in an effort to provide additional units of affordable housing. Additionally, the WHA plans on developing new housing that will provide eligible families additional affordable rental and possible homeownership opportunities.

Applicants to the WHA's rental assistance programs have reported difficulty in identifying and locating units for lease-up. The WHA continues to increase its efforts in assisting the voucherholder with opportunities by actively recruiting landlords to its rental assistance programs by offering competitive rents and providing better customer service/

#### **(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	5,600,755	
b) Public Housing Capital Fund	3,900,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	10,836,227	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self-Sufficiency Grants	Neighborhood Network 150,000 SCPH 242,000 FSS Coordinator 42,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
ROSS Service Delivery 45,000	160,603	WHA Operations
ROSS SCPH 115,603		
<b>3. Public Housing Dwelling Rental Income</b>	5,433,888	WHA Operations
<b>4. Other income (list below)</b>		
Antenna Rental	180,000	WHA Operations
Washer/Dryer	70,000	WHA Operations
<b>4. Non-federal sources (list below)</b>		
Public Housing Interest	30,000	WHA Operations
Section 8 Interest	12,000	WHA Operations
<b>Total resources</b>	26,657,473	

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

[24 CFR Part 903.7 9 (c)]

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

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

**(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
  - When families are within a certain time of being offered a unit: ([Approximately 30 Days](#))
  - 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) [Landlord Questionnaires](#)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
  - PHA development site management office
  - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?
  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? **Applicants are placed on all appropriate open waiting lists according to its characteristics at the time of application**

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

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

### **(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

#### **(5) Occupancy**

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
  - [Attendance at WHA Tenant Associations meetings](#)

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

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

#### **(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

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

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

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

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**(1) Eligibility**

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
  - Who violate any family obligations under the program as set forth in 24 CFR 982.551
  - Evicted from Public Housing
  - Termination of assistance under the voucher program for any family member
  - Committed drug-related criminal activity or violent crime activity (24 CFR 982.553
  - Evicted from housing under the 1937 Act for drug related criminal activity during a 5 year period from the date of the eviction
  - Committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program
  - Currently owe rent or other amounts to the WHA or to another housing authority in connection with Section 8 or public housing assistance under the Housing Act of 1937
  - Violation of any other provisions of 24 CFR 982.552
  - Violation of Sex Offender provisions

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)
  - Income Eligibility
  - Previous rental history from subsidized housing

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

### **(3) Search Time**

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

If yes, state circumstances below:

- The WHA has adopted a 120 day search period in its Section 8 Administrative Plan which exceeds the minimum requirement established by HUD. The WHA will provide extensions to its adopted search period for the following reasons:
  - The family can demonstrate, by search log entries that the family contacted a minimum of ten (10) available apartments during the initial search period and was unable to locate an apartment to utilize its Section 8 assistance
  - The family or individual was not able to actively search for housing due to extenuating circumstances beyond the control of the voucher holder
  - The voucher holder suffered from severe medical difficulties, an unexpected illness or hospitalization
  - If the family needs and requests an extension of the initial voucher term as a reasonable accommodation for an individual with a disability or handicap as defined under applicable federal or state law
  - In cases of alleged discrimination where the family has filed a complaint with either HUD, the Massachusetts Commission Against Discrimination or any other appropriate agency.

### **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

- This preference has previously been reviewed and approved by HUD
- The PHA 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 ensures that the PHA will meet income targeting requirements

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

#### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

- The WHA will be implementing a Flat Rent payment option effective 4/1/03. Flat Rents have been calculated based upon comparable unsubsidized housing types.

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

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

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

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

## **(2) Flat Rents**

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

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

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)
  - [As recommended by HUD](#)

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

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	2016	200
Section 8 Vouchers	1800	120
Section 8 Certificates	N/A	
Section 8 Mod Rehab	39	5
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	

Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

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

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

- Tenant Payment for Damages Policy
- Access to Public Records under FOIA
- Purchasing Policy
- Tenant Organizations
- Federal Write-off Policy
- Rent Payment Policy
- Pet Policy
- Public Housing Admissions Policy
- Grievance Policy
- Investment Policy
- Ceiling Rent Policy
- Income Disregard Policy
- Pest Control Policy
- Minimum Rent Policy
- Family Rent Option Policy

•

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- FSS Administrative Action Plan

### 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table

library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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

## Annual Statement/Performance and Evaluation Report

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

<b>PHA Name:</b> Worcester Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P01250103 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <b>2003</b>
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**Original Annual Statement**
 **Reserve for Disasters/ Emergencies**
 **Revised Annual Statement (revision no:    )**  
 **Performance and Evaluation Report for Period Ending:**
 **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Version 1	Version	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$ 765,000			
4	1410 Administration	\$ 434,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 300,000			
10	1460 Dwelling Structures	\$ 2,086,000			
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 50,000			
12	1470 Nondwelling Structures	\$ 400,000			
13	1475 Nondwelling Equipment	\$ 135,000			
14	1485 Demolition	\$ 100,000			
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$ 50,000			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 4,340,000			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$ 425,000			
24	Amount of line 21 Related to Security – Soft Costs	\$ 250,000			
25	Amount of Line 21 Related to Security – Hard Costs	\$ 150,000			

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

PHA Name: Worcester Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P01250103 Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>2003</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Version 1	Version	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Worcester Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01250103 Replacement Housing Factor Grant No:			Federal FY of Grant:  2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Version 1	Version	Funds Obligated	Funds Expended	
PHA Wide	Police Contract	1408		\$ 300,000				
PHA Wide	Resident Services Programs	1408		\$ 25,000				
PHA Wide	Computer Implementation Technician	1408		\$ 30,000				
PHA Wide	Step-Up Program Instructor (1pos-2yrs)	1408		\$ 110,000				
PHA Wide	Step-Up Assistant Instructor (1pos-2yrs)	1408		\$ 100,000				
PHA Wide	Step-Up Asst. Coordinator (1pos-2yrs)	1408		\$ 80,000				
PHA Wide	Outreach Coordinator (1pos-2yrs)	1408		\$ 100,000				
PHA Wide	Mod/Devel Staff Training /Conferences	1408		\$ 20,000				
PHA Wide	Administration	1410		\$ 434,000				
PHA Wide	Step-Up Landscape Program	1450		\$ 300,000				
PHA Wide	Roof Seam Repairs – Force Account	1460		\$ 40,000				
PHA Wide	Refrigerators & Stoves	1465		\$ 50,000				
PHA Wide	Security Systems	1470		\$ 400,000				
PHA Wide	Computer Hardware (incl. C-video)	1475		\$ 50,000				
PHA Wide	Expendable Equipment	1475		\$ 20,000				
PHA Wide	Step-Up Program Truck	1475		\$ 40,000				
PHA Wide	Common Area Furnishings	1475		\$ 25,000				
PHA Wide	Demolition	1485		\$ 100,000				
PHA Wide	Development (9/11 Remembrance)	1499		\$ 50,000				
12-1 Great Brook	Electrical Upgrades & Security Lighting	1460		\$ 400,000				
12-1 Great Brook	Roofs	1460		\$ 50,000				
12-1 Great Brook	Kitchen Countertop Replacement	1460		\$ 100,000				
12-12 Belmont	Kitchens & 504 Units	1460		\$1,221,000				

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program (CFP)

#### Part II: Supporting Pages

PHA Name: Worcester Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01250103 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
				Version 1	Version	Funds Obligated	Funds Expended	
12-13 Webster Sq.	Master Antenna System Upgrades	1470		\$ 45,000				
12-18 Elm Park	Elevators	1460		\$ 250,000				

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program Replacement Housing Factor (CFPRHF)

#### Part II: Supporting Pages (Page 2 of 2)

PHA Name: Worcester Housing Authority		Grant Type and Number Capital Fund Program Grant No Replacement Housing Factor Grant No: : MA06R01250103			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
				Version 1	Version	Funds Obligated	Funds Expended	
	Housing Replacement Factor			\$				
Development	9/11 Remembrance House	1499		\$ 55,000				
				\$				
				\$				
				\$				
				\$				



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

PHA Name: Worcester Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01250103 Replacement Housing Factor Grant No:				Federal FY of Grant:  2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	9-30-2005			9-30-2007			
12-1 Great Brook	9-30-2005			9-30-2007			
12-2 Addison	9-30-2005			9-30-2007			
12-3/7 Mill Pond	9-30-2005			9-30-2007			
12-4 Mayside	9-30-2005			9-30-2007			
12-5 Pleasant	9-30-2005			9-30-2007			
12-6 Wellington	9-30-2005			9-30-2007			
12-8 Lincoln Park	9-30-2005			9-30-2007			
12-9 Murray	9-30-2005			9-30-2007			
12-11 Hooper	9-30-2005			9-30-2007			
12-12 Belmont	9-30-2005			9-30-2007			
12-13 Webster W.	9-30-2005			9-30-2007			
12-15 Webster E.	9-30-2005			9-30-2007			
12-16 North & Prov.	9-30-2005			9-30-2007			
12-17 Southwest	9-30-2005			9-30-2007			
12-18 Elm Park	9-30-2005			9-30-2007			

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

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

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

b. If yes to question a, select one:

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

-or-

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



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Worcester Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1 FY2002	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
PHA Wide	Annual Statement	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
12-1 Great Brook		\$1,000,000	\$ 400,000	\$ 300,000	\$ 640,000
12-2 Addison		\$ 20,000	\$ 50,000	\$ 50,000	\$ 50,000
12-3/7 Mill Pond		\$ 20,000	\$ 50,000	\$ 150,000	\$ 50,000
12-4 Mayside		\$ 20,000	\$ 50,000	\$ 150,000	\$ 50,000
12-5 Pleasant		\$ 50,000	\$ 50,000	\$ 150,000	\$ 100,000
12-6 Wellington		\$ 200,000	\$ 650,000	\$ 100,000	\$ 100,000
12-8 Lincoln Park		\$ 20,000	\$ 500,000	\$ 200,000	\$ 200,000
12-9 Murray		\$ 60,000	\$ 25,000	\$ 225,000	\$ 200,000
12-11 Hooper		\$ 100,000	\$ 25,000	\$ 45,000	\$ 50,000
12-12 Belmont		\$ 150,000	\$ 100,000	\$ 205,000	\$ 200,000
12-13 Webster W.		\$ 150,000	\$ 35,000	\$ 190,000	\$ 200,000
12-15 Webster E.		\$ 300,000	\$ 25,000	\$ 300,000	\$ 200,000
12-16 North & Prov.		\$ 20,000	\$ 20,000	\$ 25,000	\$ 50,000
12-17 Southwest		\$ 20,000	\$ 50,000	\$ 100,000	\$ 50,000
12-18 Elm Park		\$ 210,000	\$ 310,000	\$ 150,000	\$ 200,000
CFP Funds Listed for 5-year planning		\$4,340,000	\$4,340,000	\$4,340,000	\$4,340,000
Replacement Housing Factor Funds	\$55,000	\$55,000	\$55,000	\$55,000	\$ 55,000

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: FY2004 PHA FY: 2005			Activities for Year: 3 FFY Grant: FY2005 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>PHA Wide</b>	<i>Admin, A/E, Site, Smokes</i>	\$2,000,000	PHA Wide	<i>Admin, A/E, Site, Smokes</i>	\$2,000,000
		<i>Security, Development</i>			<i>Security, Development</i>	
		<i>Common Area Renovation Appliances, Equipment</i>			<i>Common Area Renovation Step-Up, Inspections</i>	
	12-1 Great Brook	<i>Roofs, Units, 69 Tacoma, BR</i>	\$1,000,000	12-1 Great Brook	<i>Lighting, Signs, Garage, Drs.</i>	\$ 400,000
	12-2 Addison	Security, Smokes	\$ 20,000	12-2 Addison	<i>Exteriors</i>	\$ 50,000
	12-3/7 Mill Pond	Security, Smokes	\$ 20,000	12-3/7 Mill Pond	Exteriors	\$ 50,000
	12-4 Mayside	Security, Smokes	\$ 20,000	12-4 Mayside	Common Hall Renovations	\$ 50,000
	12-5 Pleasant	Common Area, Toilets	\$ 50,000	12-5 Pleasant	Zone Valves, Apt Doors	\$ 50,000
	12-6 Wellington	Zone Valves, Bds, Smokes	\$ 200,000	12-6 Wellington	Kitchens, Bath Vanities	\$ 650,000
	12-8 Lincoln Park	Smokes, CR Door Opener.	\$ 20,000	12-8 Lincoln Park	Windows, Sliders, Common	\$ 500,000
	12-9 Murray	Mech., Management Office	\$ 60,000	12-9 Murray	Stairway Repairs, Smokes	\$ 25,000
	12-11 Hooper	Site, Exterior Repairs	\$ 100,000	12-11 Hooper	Exterior Meter Bank, Smokes	\$ 25,000
	12-12 Belmont	Elev. Curtain Wall, Smokes	\$ 150,000	12-12 Belmont	Units, Stairwell Pressure	\$ 100,000
	12-13 Webster W.	Unit Rehab., Smokes, Halls	\$ 150,000	12-13 Webster W.	Driveway rails, speedbumps	\$ 35,000
	12-15 Webster E.	Common Area, Exteriors	\$ 300,000	12-15 Webster E.	Stairwell Press, Smokes	\$ 25,000
	12-16 North & Prov.	Countertops, Site	\$ 20,000	12-16 North & Prov.	Ventilation, Smokes	\$ 20,000
	12-17 Southwest	Security, Smokes	\$ 20,000	12-17 Southwest	Countertops, Heat Conversion	\$ 50,000
	12-18 Elm Park	504 units, Mech., Smokes	\$ 210,000	12-18 Elm Park	Windows, Unit lighting	\$ 310,000
	<b>Total CFP Estimated Cost</b>		\$4,340,000			\$4,340,000

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

Activities for Year : 4 FFY Grant: FY2005 PHA FY: 2007			Activities for Year: 5 FFY Grant: FY2007 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>PHA Wide</b>	<i>Admin, A/E, Site, Smokes</i>	\$2,000,000	PHA Wide	<i>Admin, A/E, Smoke Detectors</i>	\$2,000,000
	<i>Security, Development</i>			<i>Site, Security, Devel., Demol.</i>	
	<i>Common Area Renovation</i>			<i>Common Area Reno., Aquis.</i>	
12-1 Great Brook	<i>Ext. Door Repl., Ins. Panel</i>	\$ 300,000	12-1 Great Brook	Site, Mech. Exteriors, Units	\$ 640,000
12-2 Addison	Mechanical	\$ 50,000	12-2 Addison	Site, Mech. Exteriors, Units	\$ 50,000
12-3/7 Mill Pond	Unit Renovations	\$ 150,000	12-3/7 Mill Pond	Site, Mech. Exteriors, Units	\$ 50,000
12-4 Mayside	Unit Renovations	\$ 150,000	12-4 Mayside	Site, Mech. Exteriors, Units	\$ 50,000
12-5 Pleasant	Mech., Unit Ren, Smokes	\$ 150,000	12-5 Pleasant	Site, Mech. Exteriors, Units	\$ 100,000
12-6 Wellington	Mech, Common, Baths	\$ 100,000	12-6 Wellington	Site, Mech. Exteriors, Units	\$ 100,000
12-8 Lincoln Park	Unit Renovations	\$ 200,000	12-8 Lincoln Park	Site, Mech. Exteriors, Units	\$ 200,000
12-9 Murray	Appliances, Windows	\$ 225,000	12-9 Murray	Site, Mech. Exteriors, Units	\$ 200,000
12-11 Hooper	Mech, Units, Drs, Smokes	\$ 45,000	12-11 Hooper	Site, Mech. Exteriors, Units	\$ 50,000
12-12 Belmont	Heat conversion	\$ 205,000	12-12 Belmont	Site, Mech. Exteriors, Units	\$ 200,000
12-13 Webster W.	Baths, heat conversion	\$ 190,000	12-13 Webster W.	Site, Mech. Exteriors, Units	\$ 200,000
12-15 Webster E.	Kitchens, 504 Units	\$ 300,000	12-15 Webster E.	Site, Mech. Exteriors, Units	\$ 200,000
12-16 North & Prov.	Storms, Ext Power Covers	\$ 25,000	12-16 North & Prov.	Site, Mech. Exteriors, Units	\$ 50,000
12-17 Southwest	Baths	\$ 100,000	12-17 Southwest	Site, Mech. Exteriors, Units	\$ 50,000
12-18 Elm Park	Common Area Rehab.	\$ 150,000	12-18 Elm Park	Site, Mech. Exteriors, Units	\$ 200,000
Total CFP Estimated Cost		\$4,340,000			\$4,340,000

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

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

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
  2. Development (project) number:
  3. Status of grant: (select the statement that best describes the current status)
    - Revitalization Plan under development
    - Revitalization Plan submitted, pending approval
    - Revitalization Plan approved
    - Activities pursuant to an approved Revitalization Plan underway

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

The WHA is open to all development programs and cannot rule out a HOPE VI application within the plan year.

- Yes : d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

The WHA is exploring the potential development of the 12-13 Webster Square/10 – 24 Mill Street site.

- Yes : 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:

The WHA is exploring the potential development of the 12-13 Webster Square/10 – 24 Mill Street site.

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Webster Square Tower West</b>
1b. Development (project) number: <b>12-13</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <b>(08/31/03)</b>
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>09/30/03</b> b. Projected end date of activity: <b>11/01/03</b>

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<a href="#">Lincoln Park Tower</a>
1b. Development (project) number:	<a href="#">12-8</a>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<a href="#">(10/10/2001)</a>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan (Renewal) <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	199
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

1a. Development name:	<a href="#">Webster Square Tower - West</a>
1b. Development (project) number:	<a href="#">12-13</a>

<p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: <a href="#">(10/10/2001)</a></p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input checked="" type="checkbox"/> New Designation Plan (Renewal)</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected: 179</p>
<p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

<b>Designation of Public Housing Activity Description</b>
<p>1a. Development name: <a href="#">Webster Square Tower - East</a></p> <p>1b. Development (project) number: <a href="#">12-15</a></p>
<p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: <a href="#">(10/10/2001)</a></p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input checked="" type="checkbox"/> New Designation Plan (Renewal)</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected: 252</p>
<p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

<b>Designation of Public Housing Activity Description</b>
<p>1a. Development name: <a href="#">Elm Park Tower</a></p> <p>1b. Development (project) number: <a href="#">12-18</a></p>
<p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>

<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: <u>(10/10/2001)</u></p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input checked="" type="checkbox"/> New Designation Plan (Renewal)</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>7. Number of units affected: 1995</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

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

[24 CFR Part 903.7 9 (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 a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:

2. What is the status of the required assessment?

Assessment underway

Assessment results submitted to HUD

Assessment results approved by HUD (if marked, proceed to next question)

Other (explain below)

3.  Yes  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)

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

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 HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**  
 [24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

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

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

#### WHA Discretionary Housing Choice Voucher Homeownership Option Provisions

- participation or have demonstrated that they have met the material terms and conditions of their lease while a tenant in another subsidized program or in a market rent situation.
- The WHA may limit the number of families requesting the homeownership option. In any year, Eligible applicants must have successfully completed an initial Section 8 lease prior to the number of participating families will not exceed ten.
- Successful graduates and current participants of the WHA Family Self Sufficiency program will be given preference over non FSS program participants

- The WHA reserves the right to determine a “permissible interruption” in satisfying the mandatory employment requirement.
- Participating families will be required to successfully complete any post purchase program that the WHA determines is necessary. If a family fails to fulfill its obligation in attending a post-purchase program, the WHA reserves the right to discontinue homeownership assistance.
- The initial search period for participating in the Program will be for 12 months and will commence upon the successful completion of the mandatory first-time homebuyer program.
- If the family is unable to find a home after the initial 12 month search period has lapsed, the family will again be required to participate in a first-time homebuyer program
- Participation in the homeownership program shall continue until such time as the assistance payment amounts to \$0 for a period of 6 consecutive months
- If the family defaults on the mortgage, the WHA may provide rental assistance to the family if it determines that the default was through no fault of the participating family.

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

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

- The local TANF Agency is not willing to enter into a formal agreement with the WHA, however both agencies have developed a relationship whereby non-confidential information is readily shared between the two.

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

Transitional Housing Program- Housing opportunities with supportive services	20	Referrals	Transitional Housing	Public Housing
SSCPH – Social Service Coordinator in Public Housing	N/A	Area agency referrals and WHA assessments	WHA Elderly/Disabled Developments	Public Housing
“Step-Up” Programs	30	Waiting List and Referrals	Facilities Management	Public Housing
Computer Training	16	Recruitment	Resident Services	Public Housing
ROSS Program	50-100 per month	Recruitment and referrals	ROSS Office	Public Housing
GED	12	Waiting List	ROSS Office	Public Housing
WHA Homework Center	40 a day	Open	Resident Services	Public Housing

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	100	89 as of 12/06/02

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

- MA012-01 Great Brook Valley Gardens
- MA012-05 Pleasant Tower Apartments
- MA012-06 & MA012-09 Wellington/Murray Apartment (Contiguous Sites)

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

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

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

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

- MA012-01 Great Brook Valley Gardens
- MA012-06/09 Wellington/Murray Apartments

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

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

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

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

- MA012-01 Great Brook Valley Gardens
- MA012-06/09 Wellington/Murray Apartments

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (File name) **Resident Advisory Board Comments**
  - 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:

**Admissions selection preferences amended to included a Veterans Preference**

- Other: (list below)

Section 8 Administrative Plan was amended to reflect changes in the RAB's recommendation to limit homeownership participation to only WHA voucherholders and FSS participants.

## 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)
- The Resident Commissioner is appointed to the WHA Board by the City Manager of the City of Worcester

#### b. Eligible candidates: (select one)

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

#### c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)
- All potential candidates for appointment to the WHA Board of Commissioners, including the Resident Commissioner, must submit a Letter of Intention to the Worcester Citizens' Advisory Board. The Citizens' Advisory Board screens and interviews the applicants and submits its recommendation to the City Manager for consideration and appointment.

**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 Worcester)
  
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
  - Other: (list below)
  
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**D. Other Information Required by HUD**

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

## Attachments

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

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

**Annual Statement**

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

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

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

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

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



Worcester Housing Authority Agency Plan  
 Component 3, (6) Deconcentration and Income Mixing

**Determination of Average Family Income**

Bedroom Adjustment Factors

0BR	1BR	2BR	3BR	4BR	5BR	6BR
0.7	0.85	1	1.25	1.4	1.61	1.82

**WHA Covered Development Unit Breakdown**

Project	0BR	1BR	2BR	3BR	4BR	5BR	6BR	Total Units
12-1	0	15	236	204	64	5	0	524
12-11	0	0	4	6	16	0	0	26
12-16	0	0	0	12	17	0	0	29
12-17	0	0	0	17	4	4	0	25
Total Units	0	15	240	239	101	9	0	604

**WHA Bedroom Adjustment Factor**

(# of Units x Adjustment Factor = WHA Bedroom Adjustment Factor)

Unit Size	# of Units	BR Adjust Factor	WHA Factor
1BR	15	0.85	12.75
2BR	240	1	240
3BR	239	1.25	298.75
4BR	101	1.4	141.4
5BR	9	1.61	14.49
Total	604		707.39

WHA Adjustment Factor = Sum of Bedroom Adjustment Factors / # of Units 1.17

**Average Income of Covered Developments**

Project	Total Income	# Units Occupied	Average Income
12-1	6,036,526	513	11,767
12-11	374,734	26	14,413
12-16	386,115	29	13,314
12-17	508,857	25	20,354
Total	7,306,232	593	12,321

Worcester Housing Authority Agency Plan  
 Component 3, (6) Deconcentration and Income Mixing

**Determination of WHA Adjustment Factors**

Multiply #BR by HUD Adjustment Factor/Total Units

Project	BR Size	# BR	HUD Adjust Factor	WHA Adjust Factor
12-1	1	15	0.85	12.75
	2	236	1	236
	3	204	1.25	255
	4	64	1.4	89.6
	5	5	1.61	8.05
Total		524		601.4
12-1 Adjustment Factor		1.15		
12-11	2	4	1	4
	3	6	1.25	7.5
	4	16	1.4	22.4
Total		26		33.9
12-11 Adjustment Factor		1.30		
12-16	3	12	1.25	15
	4	17	1.4	23.8
Total		29		38.8
12-16 Adjustment Factor		1.34		
12-17	3	17	1.25	21.25
	4	4	1.4	5.6
	5	4	1.61	6.44
Total		25		33.29
12-17 Adjustment Factor		1.61		

**Average Income of Covered Developments**

Project	Total Income	# Units Occupied	Average Income	Adjust Factor	Adjust Income
12-1	6,036,526	513	11,767	1.15	10,232
12-11	374,734	26	14,413	1.3	11,087
12-16	386,115	29	13,314	1.34	9,936
12-17	508,857	25	20,354	1.61	12,642
Total	7,306,232	593	12,321		

Worcester Housing Authority Agency Plan  
 Component 3, (6) Deconcentration and Income Mixing

**Established Income Range Analysis (85%-115% of WHA wide average income)  
 Bedroom Adjustment Approach**

WHA Adjusted Income = Average income Divided by WHA Adjustment Factor

12321/1.17 10,531

Project	Adjust Income	WHA Adjust Income	Estimated Income Range
12-1	10,232	10,531	97.16
12-11	11,087	10,531	105.28
12-16	9,936	10,531	94.35
12-17	12,642	10,531	120.05

**HUD Median Income for Worcester, MA - CT**

Median Income 58,400      30% MI 17,520

Project	Average Income
12-1	11,767
12-11	14,413
12-16	13,314
12-17	20,354

Worcester Housing Authority Agency Plan  
Component 3, (6) Deconcentration and Income Mixing

The Worcester Housing Authority ("WHA") completed its analysis of all its covered developments household income in accordance with the guidelines and calculation requirements illustrated in Notice PIH 2001-4.

The WHA's analysis revealed that 3 out of 4 of its developments fell within the Established Income Range of 85% to 115% of the WHA-wide average income for its covered developments. The WHA determined that these developments were within the EIR by its income analysis using the bedroom adjustment approach. The analysis is illustrated on the preceding pages.

Upon completion of the analysis using the bedroom adjustment approach it was determined that MA012-17, SW Gardens did not fall within the EIR of the WHA-wide average income for its covered developments. This initial determination would require that the WHA deconcentrate this development. Southwest Gardens MA012-17 is a 25 unit scattered site development with units in 6 different areas in the City.

The Public Housing Agency Plans: Deconcentration - Amendments to "Established Income Range" definition published in the Federal Register dated August 6, 2002 permits agencies to explain or justify cases where developments fall outside of the EIR. HUD states in its explanation that "the deconcentration and income mixing policy should address only **extensive income disparities** among developments with the PHA." The Southwest Gardens income analysis should not be categorized as an extensive income disparity. Internal analysis reveals that the income of 2 households skews the figures significantly enough that the figures may not appropriately reflect the income characteristics of this development. One newly admitted household's combined income exceeds the development average household income by nearly 60 % while another household recently transitioned to full-time employment. If the average family income for this development was used in the calculation for these 2 households, this development would fall within the EIR at approximately 111%.

In addition to the bedroom adjustment approach, the WHA analyzed the income of its covered developments by calculating the average family income by development and comparing it to 30 per cent of the area median income figures as published by HUD. This analysis also indicated that Southwest Gardens average family income exceeded the AMI by approximately \$2,800. Again these figures do not constitute a development that has an excessive income disparity in relationship with the other covered developments in the WHA portfolio.

Based upon this analysis, the fact that the WHA has determined that this development does not have an excessive income disparity in comparison with its other covered developments and other development specific characteristics. The WHA feels that it does not need to initiate any deconcentration plan for its sites at this time.

Worcester Housing Authority Agency Plan  
 Component 3, (6) Deconcentration and Income Mixing  
 Revised Template Questions

**Component 3, (6) Deconcentration and Income Mixing**

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

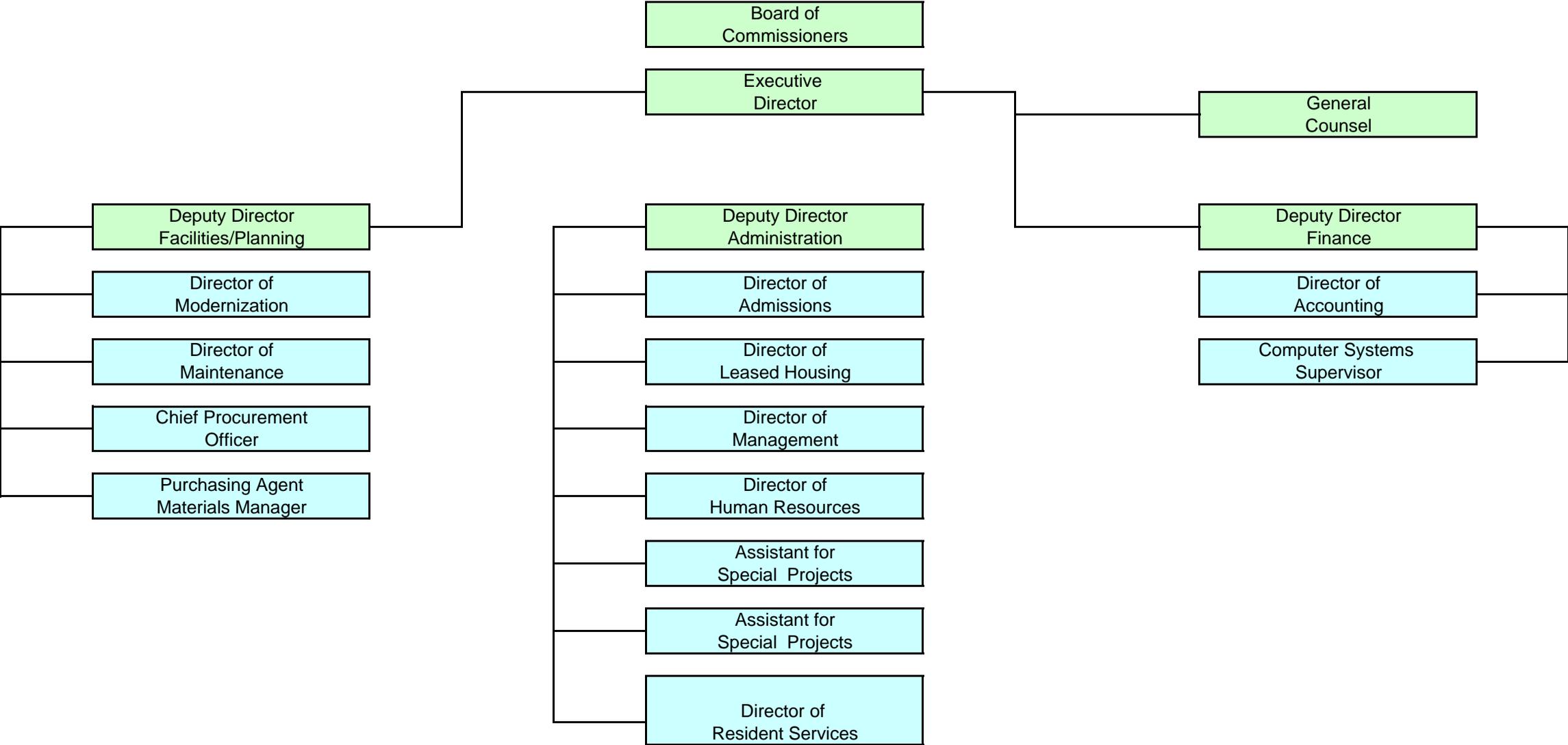
b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete

If yes, list these developments as follows:

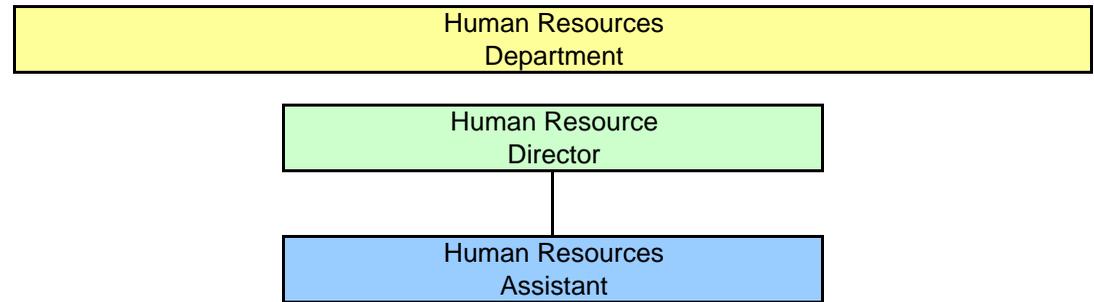
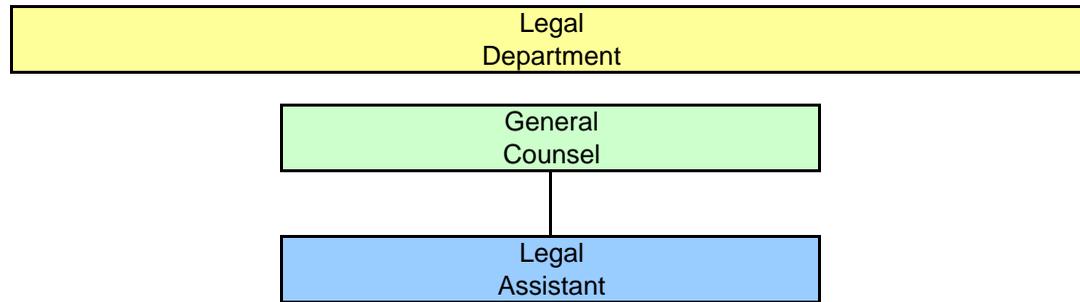
Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation	Deconcentration Policy (If no explanation)
MA012 - Southwest Gardens	25	Please see narrative - previous tab	



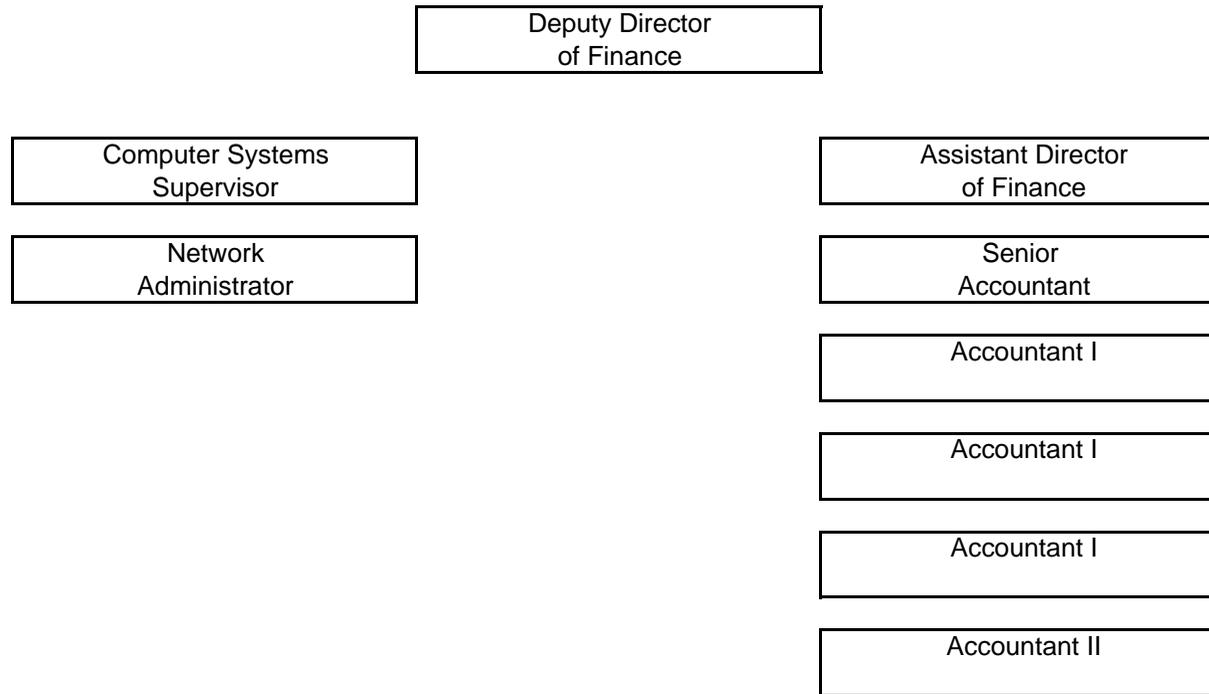
**Worcester Housing Authority  
Organizational Chart**



Worcester Housing Authority  
Organizational Chart - Human Resources and Legal Departments



Worcester Housing Authority  
Organizational Chart - Accounting Department



**Worcester Housing Authority  
Housing Choice Voucher Homeownership Program  
Administrative Plan**

The intent of the Worcester Housing Authority (“WHA”) Housing Choice Voucher Homeownership Program (“Program”) is to provide families of low-income, disabled families and elderly families who are eligible for Section 8 rental assistance the option of utilizing this assistance in purchasing a home.

The implementation of this option will provide eligible voucher holders the ability to expand their housing opportunities beyond the rental market and use their assistance to purchase homes in the communities of their choice.

The Program provides the potential homebuyer with assistance with the repayment of a mortgage loan for a maximum period of 15 years. There is no term limitation in providing assistance for disabled or elderly families that are eligible for and participate in the Program.

Participation in the Program is strictly voluntary. All participating families must meet the HUD established requirements for admission and participation in the Housing Choice Voucher Rental Program prior to exercising the homeownership option.

Families who wish to exercise the homeownership option must meet all regulatory and discretionary program requirements as set forth in this document.

**Eligibility Requirements for Participation**

The WHA will not provide homeownership assistance to a family unless it determines that the family satisfies all of the following initial requirements at commencement of homeownership assistance for the family:

- The family has been admitted to the Section 8 Housing Choice Voucher program
- The family satisfies any first-time homeowner requirements
- The family satisfies the minimum income requirement
- The family satisfies the employment requirement
- The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option
- Except for cooperative members who have acquired cooperative shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of a home
- Except for cooperative members who have acquired cooperative shares prior to commencement of homeownership assistance, the family has entered a contract of sale provision as outlined in this document.

### **First-time Homebuyer Requirement**

The Program is generally limited to first-time homebuyers and/or a family that owns or is acquiring a home under a WHA approved lease-purchase agreement or through the purchase of shares in a cooperative. (24CFR 982.4)

To qualify as a first-time homebuyer, the family shall not have had an interest in a residence of any family member for at least three years prior to the receipt of homeownership assistance. Additionally, no family member may have a present ownership interest in a second residence while receiving homeownership assistance.

A first-time homebuyer definition includes:

- A single parent or displaced homemaker who, while married, owned a home with his or her spouse or resided in a home owned by his or her spouse.
- A family that has a member who is disabled and the use of the homeownership option is needed as a reasonable accommodation

### **Eligible Units**

The homeownership assistance may only be used for the purchase of a one unit property or single dwelling unit in a cooperative or a condominium; both units of a duplex and multi-family homes are not eligible units under the program. An eligible unit may be one that is either currently under construction or an existing structure.

The WHA will not approve the unit for purchase if the WHA has been informed by HUD or any other source that the seller has been disbarred, suspended or subject to limited denial of participation under 24 CFR Part 24.

### **Employment Requirement**

The statutory employment requirement stipulates that one or more adult members of the family that will own the home is currently employed on a full-time basis, not less than an average of 30 hours a week and has been continuously employed during the year before the receipt of the homeownership assistance.

The employment requirement only applies at the time that the family initially receives homeownership assistance and does not apply to an elderly or disabled family. The WHA may in its discretion determine whether an interruption in employment is considered permissible in satisfying the employment requirement. The WHA may consider successive employment opportunities during the one-year period or self-employment.

The employment requirement does not apply to an elderly or disabled family. Additionally, if a family other than an elderly or disabled family includes a person with disabilities, the WHA will grant an exemption for the employment requirement if it determines that the exemption is needed as a reasonable accommodation.

### **Income Requirement**

A family may not participate in the HCVHP unless the family's gross income is at least two times the voucher payment standard or any other amount established by HUD. In addition, the adult family members who will own the home must have gross income that is equal to 2,000 hours of annual full-time work at the prevailing Federal minimum wage.

The minimum income requirement will only be used in determining initial program qualification and not as continuing program requirement. The minimum income requirement will only be used again if the family purchases an additional home with Section 8 assistance.

The WHA will not provide homeownership assistance to a family, with the exception of an elderly or disabled family, if welfare assistance is being used to satisfy the minimum income requirement. The WHA will only disregard welfare income as it applies in determining the family's eligibility for program participation. Welfare assistance income will continue to be counted in determining eligibility for admission to the HCVP, calculating the amount of the family's total tenant payment and in calculating the amount of monthly homeownership assistance payment for a family assisted under the homeownership option.

Welfare assistance of an elderly or disabled family will be used in determining the minimum income requirement for homeownership assistance. The use of welfare assistance in determining the minimum income requirement does not apply to families that include a disabled member other than the head of the household or spouse.

### **Housing Counseling Requirement**

Once the family has been determined eligible to participate in the Program and prior to the commencement of assistance, the family must attend and satisfactorily complete a pre-assistance homeownership and housing counseling program provided for or approved by the WHA. The topics that are to be included in the homeownership and housing counseling program are:

- Home maintenance
- Budgeting and money management

- Credit counseling and credit repair
- How to negotiate the purchase price of a home
- How to obtain homeownership financing and loan preapprovals
- How to find a home
- Fair Housing information

The WHA may also require additional counseling after the commencement of homeownership assistance. If the WHA offers a post-purchase counseling program, it will have the discretion to determine whether the family is required to participate in this type of counseling.

### **Financing**

All families that are selected to participate in the Program are required to secure their own financing. Voucher HAP funds may not be used to assist with financing costs such as down payment and closing costs. The proposed financing terms must be submitted to and approved by the WHA. The WHA shall determine the affordability of the proposed financing and may disapprove of the proposed financing or refinancing if it determines that the debt is unaffordable to the participating family.

The WHA will take into account family expenses such as childcare, unreimbursed medical expenses, homeownership expenses, and other family expenses as determined by the WHA when determining affordability.

The WHA may review lender qualifications and the terms of the loan before it authorizes the commencement of homeownership assistance. The WHA is not under any obligation to provide assistance if it determines that the lender or the loan terms do not comply with program requirements.

If the purchase of the home is financed with FHA mortgage insurance, the financing is subject to FHA mortgage insurance requirements.

### **Down Payment and Closing Costs**

The WHA will require that participants of the Program provide a 3% down payment towards the purchase of the home. One per cent of the down payment must come directly from the participant; the other 2% may come from other sources available to the participant.

The participant will also be responsible for the payment of the closing costs or settlement costs that are customarily incurred upon the sale of a property. Closing costs include title insurance fees, escrow fees, attorney costs and other necessary fees associated with the purchase of a home.

## **Home Inspections**

In accordance with 24 CFR 982.631, the WHA will require that the unit pass both a Housing Quality Standards (“HQS”) inspection that will be conducted by the WHA or its designee and an independent professional home inspector selected and paid for by the family.

The WHA will not require that the family use an independent inspector selected by the WHA nor will the inspector be an employee, contractor or any other person under its control. The independent inspector must be qualified to report on property conditions including major building systems and components including:

- Foundation and structure
- Housing interior and exterior
- Roofing
- Plumbing
- Electrical
- Heating systems

The independent inspector must provide a copy of the inspection report to both the family and the WHA. The WHA will not commence with homeownership assistance for the family until the WHA has reviewed the inspection report of the independent inspector and shall have the discretion to disapprove the unit for assistance under the homeownership option because of information contained in the inspection report even if the unit complies with HQS and would be eligible for assistance under the WHA’s tenant-based voucher program.

## **Contract of Sale**

The WHA will not commence with assistance under the homeownership option until the family enters into a contract for sale with the seller and provides the WHA with a copy of the sales contract.

The contract of sale that is entered into between the seller and the family must include:

- The price and other terms of the sale by the seller to the purchaser
- That the purchaser has the right to arrange a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser
- That the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser
- The purchaser is not obligated to pay for any necessary repairs
- A certification from the seller that the seller has not been debarred, suspended or subject to a limited denial of participation under 24 CFR part 24.

### **Term of Assistance**

The maximum term of homeownership assistance shall be for 15 years if the term of the mortgage is 20 years or more. If the term of the financing is less than 20 years, the maximum term of assistance shall be 10 years.

The maximum term for assistance does not apply to elderly or disabled program participants. The exception to the term limitations for elderly participants only applies if the family qualified as an elderly family at the commencement of the homeownership assistance. In the case of a disabled family, the exception applies if at any time during the receipt of homeownership assistance the family qualifies as a disabled family.

If the family initially qualified as an elderly or disabled family at the commencement of the homeownership assistance and during the course of the homeownership assistance ceases to qualify as an exception family, the maximum term of assistance becomes applicable from the date that homeownership assistance originally commenced.

### **Amount of Assistance**

The WHA shall pay a monthly homeownership assistance payment on behalf of the family, while the family resides in the home, an outside amount that is equal to the lower of:

- The payment standard minus the total tenant payment or
- The family's monthly homeownership expenses minus the total tenant payment

The payment standard for the family is the lower of:

- The payment standard for the family unit size or
- The payment standard for the size of the home

The payment standard will never be less than the payment standard in effect at the commencement of the initial homeownership assistance.

If the home is located in an exception payment standard area, the WHA will use the appropriate payment standard for the exception payment standard area. The WHA will use the same payment standard schedule, payment standard amounts and subsidy standards for the homeownership option as for the rental voucher program.

### **Determination of Homeownership Expenses**

The WHA has adopted the following homeownership expenses for the homeowner. These expenses are:

- Principal and interest on initial mortgage debt

- Principal and interest on the refinancing of the mortgage debt
- Mortgage insurance premiums required to finance the purchase or refinancing of the home
- WHA allowance for utilities
- Real estate taxes
- Public assessments on the home
- Home insurance costs
- Allowance for maintenance expenses \$50.00
- Allowance for costs of major repairs and replacements \$100.00
- Principal and interest of debt incurred to finance major repairs or HC accessibility

If the home is a cooperative or condominium, homeownership expenses may include cooperative or condominium operating charges or maintenance fees assessed by the condominium or cooperative homeownership association.

At its discretion, the WHA will pay homeownership payments either directly to the first mortgage lender or to the family. If the WHA opts to pay the lender directly and the assistance payment exceeds the amount due the lender, the WHA will pay any excess directly to the family.

### **Recapture of Homeownership Assistance**

The WHA shall recapture a percentage of homeownership assistance upon the sale or refinance of the home. Program participants will be subject to the recapture provision if they sell or refinance their unit within 10 years of its initial purchase.

The amount of homeownership assistance subject to the recapture requirement will be automatically reduced in annual increments of 10% beginning one year from the date of purchase. At the end of 10 years the amount of homeownership assistance subject to recapture will be zero.

Upon purchase of the home, a family receiving homeownership assistance shall execute documentation, consistent with State and local law that secures the WHA's right to recapture assistance.

The recapture amount shall be determined using the actual sales price of the home, unless the sale is to an identity-of-interest entity. In the case of identity-of-interest entity transactions, the WHA shall establish a sales price based upon fair market value.

### *Recapture Amount for Sales*

If the program participant decides to sell the unit, the WHA shall recapture homeownership assistance in an amount equaling the lesser of:

- The amount of assistance provided to the family less the 10% annual assistance adjustment or
- The difference between the sales price and the purchase price of the home less the costs of any capital expenditures, costs incurred by the family in the sale of the home, the amount of the difference between the sales price and purchase price that is being used, upon sale, towards the purchase of a new home under the Section 8 Homeownership option and any amounts that have been previously recaptured.

#### Recapture Amount for Refinancing

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

- The amount of assistance to the family less the 10% annual assistance adjustment or
- The difference between the current mortgage debt and the new mortgage debt minus the cost of any capital expenditures, the costs incurred by the family in the refinancing of the home and any amounts that have been previously recaptured.

#### **Portability of Homeownership Assistance**

A family may qualify to move and purchase a home outside of the WHA's jurisdiction with continued homeownership assistance if the receiving PHA is administering a voucher homeownership program and is accepting new homeownership families.

The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing for and the physical condition of the unit are acceptable

#### **Continued Assistance Requirements – Family Obligations**

The WHA will provide homeownership assistance only while the family is residing in the home. If the family moves out of the home, the WHA will not continue with homeownership assistance after the month that the family moves out. The family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving homeownership assistance.

The family must comply with any post purchase counseling requirements in effect at the time of the commencement of homeownership assistance. Additionally, the family must comply with the terms of any mortgage securing debt incurred to purchase or refinance the home.

The family must supply the WHA any information that it deems necessary in the administration of the homeownership program.

### **Denial or Termination of Homeownership Assistance**

The WHA will terminate homeownership assistance and shall deny voucher rental assistance if the participating household is found to be in violations of the provisions set forth in 24 CFR 982.552 (Grounds for denial or termination of assistance) and in 24 CFR 982.553 (Crime by family members). The WHA may also deny or terminate assistance for violation of participate obligations as described in 24 CFR 982.551 (Obligations of the participant).

The WHA will terminate voucher homeownership assistance for any member of the family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage.

The WHA may in its discretion permit the family to move to a new unit with continued voucher rental assistance. However, the family must be denied assistance if:

- The family defaulted on an FHA insured mortgage and
- The family fails to demonstrate that it has conveyed title to the home, as required by HUD and that the family has moved from the home within the period established or approved by HUD

### **Administrative Fee**

The WHA shall be paid the administrative fee described in 24 CFR 982.152 (b) for each month that homeownership assistance is paid by the WHA on behalf of the participant family.

### **WHA Discretionary Housing Choice Voucher Homeownership Option Provisions**

- Eligible applicants must have successfully completed an initial Section 8 lease prior to participation or have demonstrated that they have met the material terms and conditions of their lease while a tenant in another subsidized program or in a market rent situation.
- The WHA may limit the number of families requesting the homeownership option. In any year, the number of participating families will not exceed ten.
- Successful graduates and current participants of the WHA Family Self Sufficiency program will be given preference over non FSS program participants
- The WHA reserves the right to determine a “permissible interruption” in satisfying the mandatory employment requirement.
- Participating families will be required to successfully complete any post purchase program that the WHA determines is necessary. If a family fails to fulfill its obligation in attending a post-purchase program, the WHA reserves the right to discontinue homeownership assistance.

- The initial search period for participating in the Program will be for 12 months and will commence upon the successful completion of the mandatory first-time homebuyer program.
- If the family is unable to find a home after the initial 12 month search period has lapsed, the family will again be required to participate in a first-time homebuyer program
- Participation in the homeownership program shall continue until such time as the assistance payment amounts to \$0 for a period of 6 consecutive months
- If the family defaults on the mortgage, the WHA may provide rental assistance to the family if it determines that the default was through no fault of the participating family.

## *Pet Policy*

It is the policy of the Worcester Housing Authority to assist Housing Managers in meeting the needs of pets, pet owning tenants, non-pet owning tenants, and management responsibilities by establishing a policy that will allow for the peaceful co-existence of all residents and pets.

A “pet” is a common household animal. The Worcester Housing Pet Policy lists pets that are allowed and those that are restricted from its public housing developments. With proper medical documentation assistance animals will be allowed in all Worcester Housing Authority developments.

A tenant who desires to keep a pet must submit an Application for Pet Ownership to the Housing Manager. The Housing Manager will review the Application and arrive at a decision by considering whether the pet is allowable and also previous landlord references, if available, relating to the applicant's pet ownership.

If the Housing Manager approves the Application, the tenant must complete a "Pet Lease Addendum" and submit this form to the Housing Manager. This document shall become part of the tenant's lease agreement. If the Housing Manager denies the Application, the tenant may request a hearing with the Director of Management.

The Worcester Housing Authority shall establish a Pet Committee that is responsible for resolving complaints that may arise. The Pet Committee should consist of pet-owing tenants; non-pet owning tenants, local interested humane groups, veterinarians and community volunteers.

# *Statement of Progress in Meeting* *5-Year Mission and Goals*

The Worcester Housing Authority ("WHA") continues its mission in providing decent, safe and affordable housing for low-income people; economic and educational opportunities to promote and sustain an environment in which families can achieve self-sufficiency and improve their quality of life.

Through its ROSS office, the WHA provides its resident with opportunities in employment, job training and education. Through its "Step-Up" and Construction Trade Apprenticeship programs, the WHA has provided many residents with an opportunity of gaining meaningful employment, some for the first time in their lives. The WHA continues to believe that education is the key to success and GED and ESL classes are held on site in an effort to promote this idea.

The success of our Transitional Housing Program continues to be recognized by the Worcester community. Participants of this program are provided with a second chance opportunity in having successful and enriched lives. Through the dedication of the Case Manager's, participants are provided with an array of services tailored to their individual needs. Many participants who have benefited from this program have moved on into jobs and careers and have relinquished their dependency on public assistance and services as a means of survival.

The WHA has long realized that a portion of its success is dependent upon the satisfaction of its residents. Continuing its efforts in fostering partnerships with them, the WHA has encouraged the formation and organization of tenant organizations. These 13 formally recognized tenant organizations are the conduit through which ideas and issues are presented to the WHA administration and through which policy, operational and program changes and enhancements are presented to its residents. The WHA recognizes and appreciates the knowledge, life experiences and ideas that it receives from its resident population.

In its effort to provide additional housing opportunities to the people that it serves, the WHA promotes its leased housing programs to various landlord, real estate and social service agencies. The WHA has taken an innovative approach in the recruitment of new LANDLORDS TO ITS housing Choice Voucher program. In addition to creating a Landlord/Tenant Liaison, the WHA provides small no-interest loans to new landlords to improve the conditions of their units. In this tight housing market, where rents are continuing to increase, the WHA continues to review and adjust its payment standards to the limits allowed by regulation.

The WHA continues to revitalize its existing housing stock through its Capital Fund grant. These funds are instrumental and essential in ensuring that the WHA continues on with its mission in providing decent, safe and affordable housing.

The WHA will continue in its proactive approach in providing decent, safe affordable housing and be innovative in its programming and services that it provides its residents. It will also explore new opportunities that will hopefully increase the numbers of affordable housing opportunities for its residents and the community at large.

*Implementation of Public Housing Resident  
Community Service Requirement*

(Suspended)

The Worcester Housing Authority has prepared a Community Service Policy, which incorporates the requirements of 24 CFR 960.600 et seq.

The Community Service Program will go into effect on April 1, 2001.

The Worcester Housing Authority has developed a three-month plan in preparation for the start of the program during which all residents will receive written notification of the program and opportunities to attend informational sessions regarding program requirements and exemptions. The Worcester Housing Authority has also developed draft letters and forms in English and Spanish for use during the implementation phase of the program.

The CCS software system used by the Worcester Housing Authority has a tracking component for the community service requirement that will be used for monitoring and reporting data related to the program.

**Worcester Housing Authority**  
 Fiscal Budget  
**3/31/2003**

**Final Version**  
 04-Apr-03

Description	Programs A/C	Sect. 8		
		12-1 ETAL	Prog	4001
<b>Sources of Funding</b>				
Rental Income	<b>3110</b>	5,433,888		2,154,273
Interest on Invest.	<b>3610</b>	39,375	20,000	17,500
Other Income/Audit	<b>3690</b>	<b>215,444</b>	7,250	31,000
Admin Fee Earned			1,248,351	
Grants/Social Service			40,166	30,116
Pass-through Funds			0	
Subsidy Calculation		5,646,651		2,117,612
Resident Services Funding		50,625		
<b>Total Funds Available</b>		<b>11,385,983</b>	<b>1,315,767</b>	<b>4,350,501</b>
<b>Expenses</b>				
ADMINISTRATIVE SALARIES	<b>4110</b>	<b>2,043,320</b>	704,451	629,511
COMPENSATED BALANCES	<b>4120</b>	42,150	7,125	12,150
LEGAL EXPENSE	<b>4130</b>	2,500	1,000	1,500
COMPENSATION to BOARD	<b>4140</b>			27,824
TRAVEL	<b>4150</b>	27,258	19,095	10,352
ACCOUNTING FEES	<b>4170</b>	16,500	9,050	9,828
AUDIT COSTS	<b>4171</b>	4,975	3,825	0
ADMINISTRATIVE OTHER	<b>4190</b>	269,440	185,162	98,449
<b>Total Admin Exp.</b>	4100's	<b>2,406,143</b>	<b>929,708</b>	<b>789,614</b>
RESIDENT SERVICES	<b>4200's</b>	<b>62,989</b>		<b>7,462</b>
MAINTENANCE LABOR	<b>4410</b>	<b>1,771,167</b>		574,419
MAINTENANCE MATERIALS	<b>4420</b>	<b>571,800</b>		263,000
MAINTENANCE CONTRACTUAL	<b>4430</b>	<b>839,200</b>		418,691
PROTECTIVE SERVICES	<b>4480</b>	281,851		65,000
<b>Total Maintenance</b>	4400's	<b>3,464,018</b>	<b>0</b>	<b>1,321,110</b>
INSURANCE	<b>4510</b>	437,638	43,687	114,379
PILOT	<b>4520</b>			3,358
EMPLOYEE BENEFITS	<b>4540</b>	1,414,827	240,273	412,257
COLLECTION LOSSES	<b>4570</b>	55,000		
OTHER GENERAL EXPENSES	<b>4590</b>		47,000	
<b>Total General</b>	4500's	<b>1,907,465</b>	<b>330,960</b>	<b>529,994</b>

PROV. FOR OPER. RESERVE	<b>4790</b>		163,660
CAPITAL RESERVE	<b>4799</b>		152,000
DHCD DIRECTED COSTS	<b>4800</b>		7,200
		<u>0</u>	<u>0</u>
			<u>322,860</u>

**TOTAL Non-utility Exp.** 7,840,615 1,260,668 2,971,040

Utilities			
WATER	4310	936,622	468,500
ELECTRICITY	4320	1,669,853	301,497
GAS	4330	888,045	609,464
FUEL	4340		
UTIL LABOR	4350		
ENERGY CONSERVATION	4360		
OTHER	4390		
<b>Total Utilities</b>		<u>3,494,520</u>	<u>0</u>
			<u>1,379,461</u>

Grants - Program/Capital & Pass-through 0

**Total Routine Expenses** 11,335,135 1,260,668 4,350,501

**Net Surplus (Deficit) before Non-Routine Expenses** 50,848 55,099 (0)

		12-1 ETAL	Sect. 8	4001
EXTRA-ORDINARY MAINT. 4610/	6510	<b>79,150</b>	5,000	0
RANGES & REFRIGERATOR	7520	30,000		45,000
BETTERMENTS AND ADDIT.	7540	<b>173,900</b>		0
COLLECTION LOSSES	6580	0		30,000
CASUALTY LOSSES		20,000		
SUMMER PROGRAM			20,000	
<b>Total Non-routine Expenses</b>		<u>303,050</u>	<u>25,000</u>	<u>75,000</u>

**Net Surplus (Deficit) After Non-Routine Expenses** (252,202) 30,099 (75,000)

12-1 ETAL      Sect 8      4001

689-C4	MRVP	Resident Services	FED MOD	2003 Total Budget	2002 Prior Yrs Budget	Change
85,656				7,673,817	7,206,665	467,152
3,500	1,500			81,875	200,000	(118,125)
100				253,794	273,224	(19,430)
	105,000			1,353,351	1,203,590	149,761
		1,414,878	871,044	2,356,204	2,841,355	(485,151)
				0	0	0
				7,764,263	7,898,805	(134,542)
				50,625	51,725	(1,100)
<u>89,256</u>	<u>106,500</u>	<u>1,414,878</u>	<u>871,044</u>	<u>19,533,929</u>	<u>19,675,364</u>	<u>(141,435)</u>
24,321	58,625	941,883	626,261	5,028,372	4,860,257	168,115
300	600	6,338	6,337	75,000	0	75,000
0	0			5,000	5,000	0
				27,824	26,420	1,404
469	2,826			60,000	60,000	0
2,184	3,000			40,562	40,562	0
0	0			8,800	8,800	0
4,120	22,810	3,328	0	583,309	571,189	12,120
<u>31,394</u>	<u>87,861</u>	<u>951,549</u>	<u>632,598</u>	<u>5,828,867</u>	<u>5,572,228</u>	<u>256,639</u>
				70,451	67,076	3,375
7,592				2,353,178	2,238,479	114,699
4,800				839,600	795,300	44,300
3,689				1,261,580	1,385,805	(124,225)
		223,366		570,217	597,903	(27,686)
<u>16,081</u>	<u>0</u>	<u>223,366</u>	<u>0</u>	<u>5,024,575</u>	<u>5,017,487</u>	<u>7,088</u>
4,036	3,088	23,465	23,464	649,757	459,988	189,769
2,624				5,982	5,982	0
10,117	20,233	216,498	214,982	2,529,187	2,224,848	304,339
				55,000	55,000	0
				47,000	50,000	(3,000)
<u>16,777</u>	<u>23,321</u>	<u>239,963</u>	<u>238,446</u>	<u>3,286,926</u>	<u>2,795,818</u>	<u>491,108</u>

25,004				188,664	243,998	(55,334)
				152,000	0	152,000
0				7,200	248,950	(241,750)
<u>25,004</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>347,864</u>	<u>492,948</u>	<u>(145,084)</u>

<u>89,256</u>	<u>111,182</u>	<u>1,414,878</u>	<u>871,044</u>	<u>14,558,683</u>	<u>13,945,557</u>	<u>613,126</u>
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				1,405,122	1,220,025	185,097
				1,971,350	1,645,316	326,034
				1,497,509	2,001,968	(504,459)
				0	0	0
				0	0	0
				0	0	0
				0	0	0
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,873,981</u>	<u>4,867,309</u>	<u>6,672</u>

				<u>0</u>	<u>0</u>	<u>0</u>
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<u>89,256</u>	<u>111,182</u>	<u>1,414,878</u>	<u>871,044</u>	<u>19,432,664</u>	<u>18,812,866</u>	<u>619,798</u>
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<b>0</b>	<b>(4,682)</b>	<b>1</b>	<b>0</b>	<b>101,265</b>	<b>862,498</b>	<b>(761,233)</b>
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		Resident				
689-C4	MRVP	Services	MOD			
31,000		0	0	115,150	463,975	(348,825)
			0	75,000	150,000	(75,000)
			0	173,900	215,300	(41,400)
				30,000	30,000	0
				20,000	20,000	0
					0	0
<u>31,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>414,050</u>	<u>879,275</u>	<u>(465,225)</u>

<b>(31,000)</b>	<b>(4,682)</b>	<b>1</b>	<b>0</b>	<b>(312,785)</b>	<b>(16,777)</b>	<b>(296,008)</b>
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689-C4	MRVP	Resident Services	MOD	TOTAL		
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## *Membership of the Resident Advisory Board*

The Membership of the Resident advisory Board of the Worcester Housing Authority is comprised of representatives of it formally organized and recognized tenant organizations of its federally funded housing programs. These organizations are representative of the population that the Worcester Housing Authority serves. Membership is as follows:

Cecilio Gonzalez

Stanley Lindquist

Bruce LeCourt

Ann Johnson

David Johnson

Julia Senckowski

Lillian Revelli

Dante Piermatti

Saundra Jessing

Raymond Fitzgerald

Jaqueline King

Irene Scott

Davis Saksa

## *Resident Membership of the PHA Governing Board*

The Worcester Housing Authority is in compliance with the final regulation issued on October 21, 1999, *Public Housing Agency Organization: Required Resident Membership on the Board of Directors or Similar Governing Body*.

The most recent appointment of a resident to the Worcester Housing Authority Board of Commissioners was Julia M. Senckowski, a resident of its public housing program. Ms. Senckowski was appointed by the City Manager of the City of Worcester in November, 1995 for a term of 5 years, which was renewed in November, 2000 for an additional 5 year term.

*Definition of*  
*Substantial Deviation*  
*And*  
*Significant Amendment*

The Worcester Housing Authority (“WHA”) defines “substantial deviation” as any action taken by the WHA that drastically alters the stated mission of the WHA. If the course of action taken by the WHA substantially deviates from its stated mission, the WHA will submit an amendment to its Agency Plan(s) as required by HUD.

Provided that there are no regulatory requirements that force the WHA to substantially deviate from its stated mission and its desire to meet its goals and objectives, the WHA has adopted the following actions as reasons for submitting to HUD an amended Annual Plan.

- ☞ Changes to rent or admissions policies that may have a significant effect on current and future tenants in meeting their lease obligations
- ☞ Reorganization of its waiting lists that adversely effect the applicants ability to obtain affordable housing
- ☞ Undertaking non-emergency work items that were not previously included in the WHA’s current year Annual Statement or 5-year Action Plan
- ☞ Any changes to the public housing developments relative to demolition and disposition, designation, homeownership or conversion activities

## *Section 8 Project-Based Vouchers Statement*

The Worcester Housing Authority (“WHA”) utilized the Section 8 Project-Based Voucher Program in an effort to expand the supply and assure the availability of affordable housing units within the WHA’s jurisdiction.

The WHA selection of appropriate units to receive Project-based assistance was in compliance with the regulatory requirements found in 24 CFR Part 983. The award of the 300 vouchers that the WHA project based was outside of high minority and poverty concentrated areas.

The goal of this initiative was not only to provide long-term affordable housing opportunities but also to promote the deconcentration of poverty and provide assisted individuals and families with more housing choices.

# *Customer Service and Satisfaction Survey* *Follow-Up Plan*

## Communication

- Conduct regularly scheduled Resident Leader Meetings as a forum for residents to discuss specific issues with WHA Management
- Endorse and encourage the formation and recognition of Tenant Organizations
- Meet with the Resident Advisory Board on a regular basis and provide progress reports on Capital Fund issues
- Develop a Manager Hour schedule for all developments
- Conduct on-site meetings with residents to discuss issues that effect their tenancies

## Safety

- Encourage all Tenant Associations to partner with police and bring safety programming presentations to the developments
- WHA to continue to work in partnership with local, state and federal law enforcement agencies
- Participate and encourage new participation in neighborhood crime watch programs
- Encourage residents to report crime to local police
- Review and adjust, if necessary, current high-rise development security schedules
- Continue with the Police Officer in Public Housing Program

## Neighborhood Appearance

- Management and Maintenance personnel continue to conduct regularly scheduled site inspections
- Encourage residents to actively participate in Tenant Association meetings
- Encourage staff to be proactive in the identification of potential problem areas
- Encourage site managers and residents to become actively involved in neighborhood associations

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

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

4

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

12

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

One for each

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

Development Name	Number of Units

The WHA Modernization and New Development Department conducted the initial assessment of all its covered developments and determined that none of its sites would be appropriate for conversion.

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

## Section 18 (A) (2)

### Resident Advisory Board Comments

The WHA Resident Advisory Board (“RAB”) met regularly throughout the past year to discuss the operations of the WHA. The RAB is comprised of members of the WHA recognized tenant associations, the WHA resident commissioner and other residents not affiliated with federal housing programs. The RAB is generally satisfied with the operation of the WHA and are usually supportive of its initiatives and programs, and its policies and procedures.

Listed below are the formal requests that the WHA RAB made to the WHA and its response to the requests.

#### Request #1

The RAB requested that the WHA develop a screening committee of WHA residents and Admissions Department personnel to review all applications filed for the subsidized housing programs administered by the WHA.

#### WHA Response

The WHA responded that due to the sensitive and personal nature of some the information requested during the application process and its effort to keep this information as confidential as possible, it would not be willing to establish a review committee of this nature.

#### Request #2

The RAB requested that the WHA add to its list of admission preferences a Veterans Preference similar to the preference offered for state applicants.

#### WHA Response

The WHA presented this request to its Board of Commissioners and it received unanimous approval and was incorporated into the list of preferences for its federal housing programs.

#### Request #3

The RAB requested that participation in the Section 8 Homeownership Program be limited to WHA voucher holders that are enrolled in the WHA Family Self Sufficiency Program.

### WHA Response

The WHA considered this request and amended its Administrative Plan to reflect this change in the discretionary requirements for program participation.

April 1, 2003

Alan J. Spera, Metro Division Director  
U.S. Department of Housing and Urban Development  
Massachusetts State Office  
Office of Public Housing  
10 Causeway Street  
Boston, MA 02222-1092

Re: WHA PHA Plan FY2003 – MA012v02

Dear Mr. Spera,

I received your letter dated March 5, 2003 that outlined the deficiencies of the Worcester Housing Authority's PHA Plan that was submitted to HUD on January 15, 2003. The noted deficiencies have been reviewed with HUD staff and the WHA has taken appropriate remedial action in addressing all but one of the identified deficiencies.

The WHA has exhausted its resources in its attempt to address the Technical Deficiency # 2 regarding the housing needs for families with disabilities. Statistical data is unavailable on this specific population classification for this jurisdiction. During the preparation of the Plan, the Assistant Director of Human Resources for the City of Worcester, who also serves on the City Manager's Advisory Committee on Persons with Disabilities, was contacted for assistance. The WHA was informed that neither the City nor the advisory committee collect or maintain any data on housing needs for persons with disabilities. Also the City of Worcester's Office of Neighborhood Services and the Center for Living and Working of Central Massachusetts could not provide useful information for this section of our Plan.

The WHA has been in contact with HUD's Office of Fair Housing and Equal Opportunity explaining the challenge that we are facing relative to this matter. Fair Housing has been extremely accommodating and has provided the WHA with possible leads, however all have resulted in a dead-end with no useful information available to satisfy this portion of the Plan. Ironically, Fair Housing stated that they were looking for the same statistical information on an unrelated matter and was unable to find any useful information as well.

The WHA continues its pursuit of verifiable and useful information on the housing needs of the disabled population for the City of Worcester, however in doing so it is delaying

the submission of the revision of its plan. The plan is being submitted without the information requested for this section. I am optimistic that given the lack of information and the verification from Fair Housing that this information is virtually non-existent, HUD will approve the WHA Agency Plan as submitted.

I am available to answer any questions or discuss this with you further, please feel free to contact me at (508) 635-3106.

Sincerely,

Raymond V. Mariano  
Executive Director