

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 2003 - 2007

Annual Plan for Fiscal Year 2003

Chelsea Housing Authority Electronic File "ma016v01"  
Electronic File Attachments "ma016a01-m01"

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

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

## PHA Plan Agency Identification

**PHA Name:** Chelsea Housing Authority

**PHA Number:** MA016

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2003

### 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 2003 - 2007**  
[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 Chelsea Housing Authority (CHA) is committed to providing a full range of safe, secure, suitable, and appropriate affordable housing opportunities to extremely-low, very-low, and low income family, elderly and disabled households in a fair manner. The CHA is committed to assisting all residents who are moving from welfare-to-work with affordable housing opportunities that do not act as a disincentive to economic advancement. The CHA is committed to deconcentrating poverty within its federal conventional public housing developments and attempting to provide and support greater access to affordable housing opportunities throughout the entire community. The CHA is committed to fair and non-discriminatory practices throughout all of its housing programs and activities.

**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: specifically for victims of domestic violence
- 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) High Performer
- Improve voucher management: (SEMAP score) 100%
- 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: See CFP Workplans
- 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: Briefing sessions
- 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)

\*Currently set at 110% of HUD-approved FMR.

**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: Surveillance cameras

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

\*Implement on-site Resident Housing Manager at Mace Development

**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: Adult Computer Learning Centers
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

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

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 2003**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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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 **ma016h01**
- FY 2003 Capital Fund Program Annual Statement **ma016d01**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Voluntary Conversion Initial Assessments **ma016g01**

#### Optional Attachments:

- PHA Management Organizational Chart **ma016a01**
- FY 2003 Capital Fund Program 5 Year Action Plan **ma016d01**
- 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)
  - Statement of Housing Needs **ma016b01**
  - Pet Policy **ma016c01**
  - P & E Reports 1998-2002 **ma016e01**
  - Rent Determination Policy **ma016f01**
  - Statement of Progress **ma016i01**
  - RAB Membership **ma016j01**
  - RAB Comments& CHA Responses **ma016k01**
  - Resident Officer Program **ma016l01**
  - Follow-Up Plan **ma016m01**

#### Exhibits:

- CHA required certifications **ma016n01:**

**Note: “Attachment” indicates document submitted electronically to HUD.  
 “Exhibit” indicates hard copy of document submitted to HUD.**

**Supporting Documents Available for Review**

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
		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 checked="" 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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved 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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	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 (PHEDEP) 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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of	4174	5	5	5	5	5	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
AMI							
Income >30% but <=50% of AMI	1917	4	5	3	4	4	3
Income >50% but <80% of AMI	2182	3	4	3	3	4	2
Elderly	2238	2	2	3	3	2	2
Families with Disabilities	2188	5	5	4	5	5	4
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000-2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

*Chelsea Housing Report, A Survey of Market Conditions and Housing Needs*, Chelsea Department of Planning and Community Development, October, 1994.

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

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

<b>Housing Needs of Families on the Waiting List</b>
--

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

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	76		35
Extremely low income <=30% AMI	67	88	
Very low income (>30% but <=50% AMI)	8	11	
Low income (>50% but <80% AMI)	1	1	
Families with children	49	64	
Elderly families	5	7	
Families with Disabilities	13	17	
Race/ethnicity: White	13	17	
Race/ethnicity: Black	7	9	
Race/ethnicity: American Indian	0	0	
Race/ethnicity: Asian	3	4	
Race/ethnicity: Hispanic	52	69	
Race/ethnicity: Other	1	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

<b>Housing Needs of Families on the Waiting List</b>	
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)? 98 months; October 31, 1994	
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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	224		132
Extremely low income <=30% AMI	192	86	
Very low income (>30% but <=50% AMI)	25	11	
Low income (>50% but <80% AMI)	7	3	
Families with children	130	58	
Elderly families	11	5	
Families with Disabilities	44	20	
Race/ethnicity: White	62	28	
Race/ethnicity: Black	15	28	
Race/ethnicity: Asian/Pac Is.	10	4	
Race/ethnicity: Hispanic	123	55	
Race/ethnicity: American Indian	0	0	
Race/ethnicity: Other	14	6	
Characteristics by Bedroom Size (Public			

<b>Housing Needs of Families on the Waiting List</b>			
Housing Only)			
1BR	79	35	5
2 BR	94	42	7
3 BR	34	15	10
4 BR	17	8	5
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)? 30 Months; June 19, 2000			
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.

#### **(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 2003 grants)</b>		
a) Public Housing Operating Fund	960,000	
b) Public Housing Capital Fund	954,701	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,508,328	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
MA06P016501-01	718,749	Capital improvements
MA06P016501-02	954,701	Capital improvements
<b>3. Public Housing Dwelling Rental Income</b>	1,008,000	Operations
<b>4. Other income (list below)</b>		
Investment	46,000	Operations
<b>Washer dryer room</b>	10,600	Operations
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	8,161,079	

### **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: (pool of 15-20 applicants)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

- 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?

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?

\*Pool of applicants will result in exceeding targets.

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:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 1 Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability  
 Veterans and veterans' families  
 Residents who live and/or work in 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)

### **\*Resident handbook**

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. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

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

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

\*Credit checks for hidden assets, fraud, etc. Credit checks are not used to prevent low-income applicants from being accepted from housing because of past credit difficulties.

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?

\*The Criminal Offender Record Information obtained from the state enforcement agency includes local and state criminal records.

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)

To assist the property owner in the conduct of applicant screening, the only information the CHA will release under this narrow exception (24 CFR 982.307) is:

- The tenant family's current address
- Name and address of the current property owner
- Name and address of the previous property owner

Requests must be made in writing.

**(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 initial term of the Voucher is 120 days. Recipients will be asked, but are not required, to maintain a record of their housing searches with comments as to why particular units were not selected.

Families will be asked to contact their Program Representative at the thirty, sixty and ninety day points in their housing search. At each conversation, the Program Representative will review with the family the efforts it has made to find a suitable dwelling unit and problems it has encountered.

The 120-day period will “toll” if the household in housing search has submitted a unit for tenancy approval. A household may submit one or more tenancy approval requests at the same time. The household must request that the “freeze” on the 120-day period be implemented by contacting their Section 8 Program Representative either by telephone or in person, or by submitting a RFTA.

Automatic extensions to the 120-day search time will be granted with appropriate documentation for reasons including reasonable accommodation.

Suspensions may be granted for the following reasons:

- a lead inspection or deleading is pending
- a family member becomes temporarily confined to a hospital, nursing home, etc.
- the family is detained pending trial
- the family is admitted to drug rehab or other rehab program
- any other situation that is beyond the family’s ability to control, and prevents the family from conducting a housing search.

Failure to submit the RFTA within the period stated or other delays in asking for tenancy approval may keep the clock tolling for housing search, and no retroactive freeze will be implemented.

General assistance to families during the period between issuance of the Voucher and the approval and execution of the lease includes maintaining listings of available rentals provided by property owners, and the availability of Program Representative for personal or telephone conferences to clarify any questions that may have developed since issuance of the Voucher. Where possible and effective, additional assistance will be provided to large families and minorities.

#### **(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 (\*see Admin Plan for definition of local resident)
- 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)

\*The Chelsea Housing Authority will grant an automatic preference to AHVP participants presently receiving assistance from the Chelsea Housing Authority under the Alternative Housing Voucher Program, who have been identified by DHCD as eligible for transition to another affordable housing program due to budget reductions. They will receive automatic preference, and must be issued a voucher, provided they have complied with all of the requirements of their AHVP subsidy and have been unable to secure other long-term rental assistance during the term of the temporary subsidy.

The Chelsea Housing Authority, at the discretion of the Executive Director, will grant an automatic preference to a current Chelsea public housing resident in good standing, who has a need and a desire to move outside of the city of Chelsea due to being in a "life threatening situation". The subsidy may be issued in "life threatening situations" involving victim/witness protection, avoiding reprisals, domestic violence threats and hate crimes, regardless of whether the waiting list is open or closed.

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

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

1 Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction (\*see Admin Plan for definition of local resident)
- 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)

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situations” involving victim/witness protection, avoiding reprisals, domestic violence threats and hate crimes, regardless of whether the waiting list is open or closed.

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?

\*30% or Flat Rent

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

See Attachment **ma016f01**; Flat Rents under Rent Determination Policy

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

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

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) 10%
- 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)

An analysis of current private and subsidized rents in the market (Section 8 FMR's, Rentals for other Assisted but non-public housing units); Interviews with City Planning Departments Staff; Interviews with CHA staff regarding at what rent levels existing tenants opt to move

out. The general conclusion is that Chelsea is a poor community with some rental choices well below FMR. In order to retain and attract higher income residents (30-50% of AMI), the CHA believes that the flat rent structure needs to address this reality. Given all these considerations, the CHA has implemented a flat rent structure that is close to 60% of the October 1999 FMR's for the area.

## 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)

\*110% of HUD-approved FMR adopted

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

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

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

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

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

- Annually  
 Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	351	20
Section 8 Vouchers	351	23
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

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

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

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

*Admission and Continued Occupancy Plan*

(2) Section 8 Management: (list below)

*Section 8 Administrative Plan*

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

**7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **ma016d01**

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

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

**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?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

--

<b>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
---

<b>C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937</b>
---

**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:

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

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

\* The Chelsea Housing Authority (CHA) works in cooperation with various community agencies to provide a variety of services to its residents. The CHA is committed to the further development of approaches, programs and services that will enhance safety and personal security, and support and encourage economic development and financial independence among all of its residents. The CHA seeks to achieve these objectives through close coordination with community agencies, through grant funding efforts, and through rent policies including rent exclusion and flat rents.

To the extent that CHA residents are required to perform Community Service under HUD regulations, the Chelsea Housing Authority will design and manage Community Service assignments that can be performed with dignity and that will support child education and development, economic opportunities and public safety in and around the CHA's developments.

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)


**(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		

- 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)

\*Drug-related, not violence- related.

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)

\*All developments affected equally.

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

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

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

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

\*All developments affected equally.

**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)

Contracted Police Services/Resident Police Officer Program

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

All developments affected equally.

**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)]

\*The CHA approved pet policy is provided as attachment **ma016c01**.

## **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 903.79 (r)]

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

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

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

- Attached at Attachment (File name) ma016k01
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below: see attachment **ma016k01**
- Other: (list below)

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

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

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

\*The CHA has a resident Board member, Marion Howard, appointed by the City manager.

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)

\*Appointed by the City Manager.

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)

\*Appointed by the City Manager.

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

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

1. Consolidated Plan jurisdiction: (provide name here)

\*City of Chelsea is a member of the North Suburban Consortium.

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.

The Chelsea Housing Authority has adopted HUD's definition of significant amendments and substantial deviation/modifications to the Plan in accordance with HUD's Notice PIH 99-51 that provided a working definition as guidance to housing authorities. The definition was as follows:

- Changes to rent or admission policies or organization of the waiting list(s);
- Additions of non-emergency work items (not included in the current Annual Plan or 5 Year Action Plan) or changes in the use of replacement reserve funds under the Capital Fund;
- Any change with regard to demolition or disposition, designation, homeownership program or conversion activities.

## **Attachments]**

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

ma016a01:	Organizational Chart
ma016b01:	Statement of Housing needs
ma016c01:	Pet Policy
ma016d01:	FY 2003 Capital Fund Program 5 Year Action Plan
ma016e01:	P & E Reports 1998-2002
ma016f01:	Rent Determination Policy
ma016g01:	Voluntary Conversion Initial Assessment
ma016h01:	Admission Policy for Deconcentration
ma016i01:	Statement of Progress
ma016j01:	RAB Membership
ma016k01:	RAB Comments & CHA Responses
ma016l01:	Resident Officer Program
ma016l0m:	Follow-up Plan

## **Exhibit**

ma016n01:	Required Certifications
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# 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)

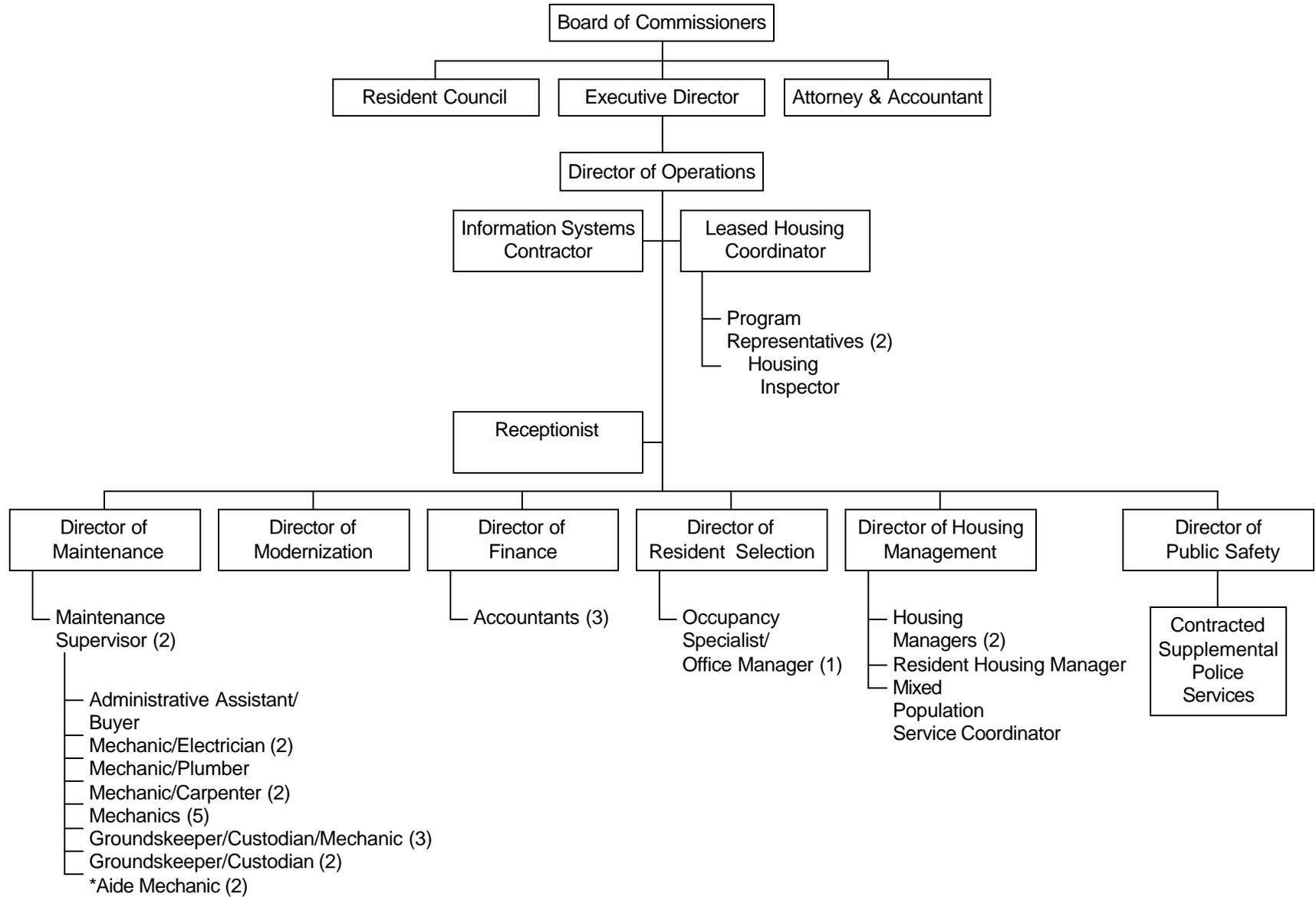
Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One 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>				



**ma016a01: Organizational Chart**

## Chelsea Housing Authority- Table of Organization



**ma016b01: Statement of Housing Needs**

## Statement of Housing Needs

This statement of housing needs takes into account the North Suburban Consortium's Consolidated Plan which constitutes a strategic housing plan for Chelsea and six other surrounding communities. It also considers an Executive Summary from the City of Chelsea's 1999 Housing Summit. Additional information and suggestions are taken from meetings with the City's Planning and Development office, the Board of Commissioners, staff at the housing authority, and a resident program participant meeting. Representatives from local human service organizations and legal service advocates were also invited to participate in the policy discussions surrounding the annual and five-year plans.

Chelsea is a diverse community with many low-income residents, the majority of whom are renters. Seventy-two percent of the households in Chelsea, over 7500 households, are renters (Housing Needs Study, Chelsea Planning and Development Office, 1994). With twenty-four percent of Chelsea's residents living below the poverty level, Chelsea has a significant population of very poor families. Therefore, public housing and the Section 8 program provide a crucial source of stable, affordable housing in the city.

Rental housing is becoming increasingly expensive (with average street rent for a 2-bedroom apartment renting for between \$800 - \$1,000, compared to the \$250 rent that most public housing residents pay with an income-based rent structure) in both Chelsea and surrounding neighborhoods. (Rents based on conversations with Planning and Development officials and Housing Authority staff). As a result, commuters from Boston and nearby locations look to Chelsea for housing accommodations. Evidence of the increase in Chelsea's population is demonstrated by increasing elementary school enrollments. In Chelsea, it is very difficult for low-income families to afford a decent apartment even when working full-time. Affordability is the greatest problem with at least forty-three percent of all renters indicating a housing problem, and approximately fifty-two percent paying more than thirty percent of their monthly income towards rent (North Suburban Consortium Consolidated Plan, 1995).

While there is a need for moderately priced and affordable rental housing that is professional managed, the density of the city does not lend itself to large-scale development of new affordable housing. Despite this obstacle, there are many multi-family properties (buildings with 2-4 units and those with 5 or more units comprise 86.3% of the total housing stock, DHCD Community Profiles) and support in the community for increasing opportunities for low-income renters. The condition of housing stock varies greatly from neighborhood to neighborhood, with the worst conditions in places where the residents are more likely to be poor, young, and more ethnically diverse (*Housing Needs Study*, Chelsea Planning and Development Office, 1994). There is also hope that more Chelsea residents will be empowered to purchase homes within the next five years. According to a housing needs analysis conducted in 1994, approximately 3500 renter households have sufficient income to purchase a home.

The Consolidated Plan for Chelsea emphasizes the need to continue housing rehabilitation programs as well as rental assistance programs in the service of maintaining, improving and financing affordable housing.

Chelsea is a city that would greatly benefit from supportive programs to benefit a growing elderly population, a diverse, working class, multi-ethnic population, and many special needs populations who are at great risk for homelessness. Supportive services and anti-poverty strategies that create jobs and promote self-sufficiency provide another antidote to sub-standard housing conditions. Deconcentration of poverty efforts in Chelsea may be achieved by focusing on policies which allow working residents both within existing CHA programs, and in the community-at-large, to build the resources to rehabilitate existing sources of affordable housing and to become homeowners.

### Poverty Status and Housing Needs

Chelsea has a growing population of minority residents with severe housing needs. Data from the 1990 Census of Population and Housing indicates the proportion of individuals below the poverty rate for the following race/ethnic categories represented in Chelsea. HUD generally defines households below the poverty line as extremely-low income. Eighty-two percent of the applicants to public housing and seventy-six percent of those on the Section 8 waiting list have incomes below 30% of the Area Median Income. Fifty percent of the applicants to both programs are Hispanic. Additionally, minorities are much more likely to be doubled up in a renter household, suggesting even greater need. Population projections for the Chelsea predict a doubling of Asian and Hispanic residents between 1990 and 2005. (From MISER, July 1999, and based on 1990 US Census data)

<b>Race/Ethnicity</b>	<b>% Below Poverty</b>
White	15.4%
Black	33.7%
American Indian	6.2%
Asian and Pacific Islander	47.9%
Other Race	45.7%
Hispanic Origin	43.4%

<b>Race/Ethnicity</b>	<b>1990 population</b>	<b>1995 population</b>	<b>2005 Baseline Projection</b>
White/non-Hispanic	17,802	15,382	13,804
Black/non-Hispanic	1,151	1,322	1,472
Asian & Amer. Ind, non-Hispanic	1,459	1,923	2,552
Hispanic	9,018	11,100	16,113

Produced by MISER, University of Massachusetts Amherst, July 1999

**Ma016c01: Pet Policy**

## **Pet Policy Attachment**

The purpose of the Authority's Pet Policy is, in accordance with the Department of Housing and Urban Development's Final Rule on pet ownership effective August 9, 2000, to allow for pet ownership by residents of public housing, subject to compliance with reasonable requirements established by the public housing agency for pet ownership. As applicable, those residents who qualify as a pet owner may own and keep common household pets. All residents of the Chelsea Housing Authority who are eligible under HUD's Final Rule to keep a pet, will demonstrate that they have the physical, mental and financial capability to care for the pet (unless otherwise necessary as a reasonable accommodation to a person with a disability) as long as they abide by the conditions and restrictions outlined in the policy established by the Chelsea Housing Authority. Copies of the revised Pet Policy were made available for public comment on October 12, 2000 and notification of the changes were sent to each household affected. The pet policy was revised in an effort to ensure the safety of residents, guests and employees of the Chelsea Housing Authority.

## **Federal Elderly/Disabled Housing PET POLICY**

The purpose of this Pet Policy is, in accordance with the Department of Housing and Urban Development's Final Rule on pet ownership effective August 9, 2000, to allow for pet ownership by residents of public housing, subject to compliance with reasonable requirements established by the public housing agency for pet ownership.

At the regularly scheduled Board of Commissioners Meeting held October 18, 2000, the Board established this Pet Policy for all of the Federally aided elderly/disabled housing developments owned by the Chelsea Housing Authority. As applicable, those residents who qualify may own and keep common household pets. All residents of the Chelsea Housing Authority who are eligible under HUD's Final Rule to keep a pet, shall demonstrate that they have the physical, mental and financial capability to care for the pet (unless otherwise necessary as a reasonable accommodation to a person with a disability) as long as they abide by the following conditions and restrictions established by the Chelsea Housing Authority's Board of Commissioners. Existing pets, although required to be registered with the CHA, will not be subject to sections 2, 3 and 4-a of this new policy. Existing pets that do not meet the guidelines under sections 2, 3, & 4-a can not be replaced when the animal is deceased or discharged.

### **1. Application for Pet Permit**

Prior to housing any pet on the premises owned by the Chelsea Housing Authority, the resident shall apply to the Authority for a pet permit which shall be accompanied by the following:

- a. A current license issued by the City of Chelsea, if applicable; and
- b. Evidence that the pet has been spayed or neutered, as applicable; and
- c. Evidence that the pet has received current rabies and distemper inoculations or boosters, as applicable, and
- d. A recent photograph of the pet described in the application (This is for dogs and cats only)

### **2. Number of Pets Permitted**

Only one pet per household will be permitted.

### **3. Permitted Animals for Pet Ownership**

The only pets permitted for pet ownership by the Chelsea Housing Authority are domesticated dogs, cats, and fish aquariums. Any animal deemed to be potentially harmful, including attack or fight-trained dogs, will not be approved.

#### **4. Dog Restrictions**

- a. The weight of the dog may not exceed twenty (20) pounds (adult size).
- b. Vicious and/or intimidating dogs will not be allowed.

#### **5. Cat Restrictions**

- a. The weight of the cat may not exceed ten (10) pounds (adult size).
- b. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit.

#### **6. Fish Aquarium Restrictions**

- a. The size of a fish aquarium may not exceed 35 gallons.
- b. The fish aquarium must be on an approved stand that is designed to support the weight of the tank with water.
- c. All filters, heaters and other electrical devices associated with the fish aquarium must be UL approved and designed for use in the aquarium. (Overloading electrical outlets and extension cords is prohibited).
- d. No poisonous fish are permitted

#### **7. Animals that Assist, Support, or provide Service to Persons With Disabilities.**

Animals that assist, support or provide service to persons with disabilities are not subject to Section 2 and Section 4-a of this policy. CHA Pet Permits are still required for these animals and medical documentation may be required.

## **8. Licensing**

- a. Chelsea Housing Authority Pet Permits expire annually and will need to be renewed during the residents yearly housing recertification process.
- b. Dogs must be licensed with the city yearly and a current copy of said licence must be submitted to the Authority before a Chelsea Housing Pet Permit will be renewed.
- c. Residents must also provide proof of annual rabies and distemper booster inoculations required by state or local law at the time the Pet Permit is renewed.

## **9. Emergency Custodians**

Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. The identification of an alternate custodian must occur prior to the Authority issuing a Pet Permit. The resident is responsible for ensuring that the custodians information is updated. If the Authority is unable to contact the custodian listed in the application, the Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provision of state law and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances.

## **10. Pet Abandonment**

If pets are left unattended for a period of twenty-four (24) hours or more, the Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provision of state law and pertinent local ordinances. The Authority accepts no responsibility for the animal under such circumstances.

## **11. Pet Care, Custody and Control**

- a. Dogs and cats shall remain inside the resident's unit. No animal shall be permitted to be loose in hallways, lobby areas, Laundromats, community rooms, yards or other common areas of the facility. Animals will not be permitted to be left out on balconies.
  
- b. When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult.

- c. Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a refuse container outside the building.
- d. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
- e. Residents will not dispose of any pet waste in the toilet
- f. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
- g. Residents shall not alter their unit, patio or unit area in order to create an enclosure for any pet.
- h. Any pet-related insect infestation in the pet owners unit is the financial responsibility of the pet owner; when this occurs, the Authority reserves the right to exterminate and charge the resident.
- i. Residents will not wash or dry any pet blankets in the machines provided by the Authority.

## **12. Visiting and Stray Pets**

- a. Visitors are not allowed to bring pets and the residents shall not engage in "pet sitting." Visitors with disabilities who have an animal that assists, supports or provides service to the visitor are not subject to Section 12-a of this policy.
- b. Residents are prohibited from feeding or harboring stray animals. The feeding of any stray animals shall constitute having a pet without written permission of the Authority.

## **13. Disturbance's & Damages Caused by Pets**

- a. Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include but

not be limited to barking, howling, biting, scratching and other like activities.

- b. Residents are responsible for all damages caused by their pets, including the cost of cleaning of carpets, water damage and/or fumigation of units.

**14. Revocation of CHA Pet Permit**

The privilege of maintaining a pet in a facility owned and/or operated by the Authority shall be subject to the rules set forth above. This privilege may be revoked at any time, subject to the Authority Hearing Procedures, if the animal should become destructive, create a nuisance, represent a threat to the safety and security of other residents, or create a problem in the area of cleanliness and sanitation.

Should a breach of the rules set forth above occur, the Housing Manager for the property effected may revoke the resident’s Pet Permit and may also exercise any remedy granted in accord with appropriate state and local law. Any resident who has had their Pet Permit revoked may appeal the revocation in writing to the Executive Director within seven (7) days of said revocation. The Executive Director will have seven days to respond with his decision.

If the Executive Director upholds the revocation, the resident will be required to remove the pet within fourteen (14) days of that decision. If the pet is not removed, the Authority may seek any remedy granted in accord with appropriate state and local law. Violations of the Pet Policy may be grounds for removal of pet or termination of pet owner’s tenancy or both.

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I have read and understand the Chelsea Housing Authority Pet Policy and agree to be bound by its conditions:

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Pet Owners Signature

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Date

## **Federal Family Housing PET POLICY**

The purpose of this Pet Policy is, in accordance with the Department of Housing and Urban Development's Final Rule on pet ownership effective August 9, 2000, to allow for pet ownership by residents of public housing, subject to compliance with reasonable requirements established by the public housing agency for pet ownership.

At the regularly scheduled Board of Commissioners Meeting held October 18, 2000, the Board established this Pet Policy for all of the Federally aided family housing developments owned by the Chelsea Housing Authority. As applicable, those residents who qualify may own and keep common household pets. All residents of the Chelsea Housing Authority who are eligible under HUD's Final Rule to keep a pet, shall demonstrate that they have the physical, mental and financial capability to care for the pet (unless otherwise necessary as a reasonable accommodation to a person with a disability) as long as they abide by the following conditions and restrictions established by the Chelsea Housing Authority's Board of Commissioners.

### **1. Application for Pet Permit**

Prior to housing any pet on the premises owned by the Chelsea Housing Authority, the resident shall apply to the Authority for a pet permit which shall be accompanied by the following:

- a. A current license issued by the City of Chelsea, if applicable; and
- b. Evidence that the pet has been spayed or neutered, as applicable; and
- c. Evidence that the pet has received current rabies and distemper inoculations or boosters, as applicable, and
- d. A recent photograph of the pet described in the application (This is for dogs and cats only)

### **2. Number of Pets Permitted**

Only one pet per household will be permitted.

### **3. Permitted Animals for Pet Ownership**

The only pets permitted for pet ownership by the Chelsea Housing Authority are domesticated dogs, cats, and fish aquariums. Any animal deemed to be potentially harmful, including attack or

fight-trained dogs, will not be approved.

#### **4. Dog Restrictions**

- a. The weight of the dog may not exceed twenty (20) pounds (adult size).
- b. Vicious and/or intimidating dogs will not be allowed.

#### **5. Cat Restrictions**

- a. The weight of the cat may not exceed ten (10) pounds (adult size).
- b. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit.

#### **6. Fish Aquarium Restrictions**

- a. The size of a fish aquarium may not exceed 35 gallons.
- b. The fish aquarium must be on an approved stand that is designed to support the weight of the tank with water.
- c. All filters, heaters and other electrical devices associated with the fish aquarium must be UL approved and designed for use in the aquarium. (Overloading electrical outlets and extension cords is prohibited).
- d. No poisonous fish are permitted

#### **7. Animals that Assist, Support, or provide Service to Persons With Disabilities.**

Animals that assist, support or provide service to persons with disabilities are not subject to Section 2 and Section 4-a of this policy. CHA Pet Permits are still required for these animals and medical documentation may be required.

#### **8. Licensing**

- a. Chelsea Housing Authority Pet Permits expire annually and will need to be renewed during the residents yearly housing recertification process.
- b. Dogs must be licensed with the city yearly and a current copy of said licence must be submitted to the Authority before a Chelsea Housing Pet Permit will be renewed.
- c. Residents must also provide proof of annual rabies and distemper booster inoculations required by state or local law at the time the Pet Permit is renewed.

### **9. Emergency Custodians**

Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. The identification of an alternate custodian must occur prior to the Authority issuing a Pet Permit. The resident is responsible for ensuring that the custodians information is updated. If the Authority is unable to contact the custodian listed in the application, the Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provision of state law and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances.

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- b. When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult.

- c. Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a refuse container outside the building.
- d. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
- e. Residents will not dispose of any pet waste in the toilet
- f. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
- g. Residents shall not alter their unit, patio or unit area in order to create an enclosure for any pet.
- h. Any pet-related insect infestation in the pet owners unit is the financial responsibility of the pet owner; when this occurs, the Authority reserves the right to exterminate and charge the resident.
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I have read and understand the Chelsea Housing Authority Pet Policy and agree to be bound by its conditions:

\_\_\_\_\_  
Pet Owners Signature

\_\_\_\_\_  
Date

**ma016d01: 2003 Capital Fund Annual Statement**

## FY 2003 Capital Fund Program Annual Statement/Performance and Evaluation Report

### Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	95,470				
3	1408 Management Improvements Soft Costs	190,940				
	Management Improvements Hard Costs					
4	1410 Administration	95,470				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	75,000				
8	1440 Site Acquisition					
9	1450 Site Improvement	25,000				
10	1460 Dwelling Structures	472,821				
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2-20)	954,701				
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security—Soft Costs					
25	Amount of line 21 Related to Security-- Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					



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

PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01650103 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
				Original	Revised	Funds Obligated	Funds Expended	
16-1/Scrivano	Boiler replacement	1450	105 units	200,000				
16-1/Scrivano	Site improvements	1450	105 units	12,500				
16-2/Mace	Site improvements	1450	105 units	12,500				
16-1/Scrivano	Windows	1450	105 units	96,411				
16-2/Mace	Windows	1450	95 units	96,410				
16-4/Margolis	Waterproofing	1450	151 units	80,000				
HA-wide	Architectural/engineering fees	1430	351 units	75,000				
HA-wide	Operations	1406	351 units	95,470				
HA-wide	Management Improvements	1408						
HA-wide	Security system equipment	1408	351 units	15,000				
HA-wide	Computer system maintenance	1408	351 units	30,000				
HA-wide	Bobcat, chipper, mower, 3 maintenance vans	1408	351 units	105,000				
HA-wide	Maintenance vacancy turnover staffing	1408	351 units	40,940				
HA-wide	Administration	1410						
HA-wide	Staff salaries	1410	351 units	60,906				
HA-wide	Benefits	1410	351 units	32,714				
HA-wide	Accounting fees	1410	351 units	850				
HA-wide	Ads & sundry	1410	351 units	1,000				

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

PHA Name: Chelsea, MA Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: MA06P01650103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
16-1/Scrivano	3/31/05			9/30/05				
16-2/Mace	3/31/05			9/30/05				
16-4/Margolis	3/31/05			9/30/05				
HA-wide Operations	3/31/05			9/30/05				
HA-wide Management Improvements	3/31/05			9/30/05				
HA-wide Administration	3/31/05			9/30/05				

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name: Chelsea, MA Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name /HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
	Annual Statement				
16-1/Scrivano		286,411	286,411	400,000	172,821
16-2/Mace		286,410	286,410	172,821	400,000
HA-wide		381,880	381,880	381,880	381,880
CFP Funds Listed for 5- year planning		954,701	954,701	954,701	954,701
Replacement Housing Factor Funds					





**ma016e01: P & E Reports for CFP, Years '98, '99, '00, '01, '02**

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Chelsea, MA Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P01670698 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>1998</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	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	168,086	168,086	168,086	168,086
	Management Improvements Hard Costs				
4	1410 Administration	87,456	87,456	87,456	87,456
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	45,360	45,360	45,360	45,360
8	1440 Site Acquisition				
9	1450 Site Improvement	47,000	47,000	47,000	47,000
10	1460 Dwelling Structures	493,548	496,654	496,654	496,654
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	30,000	30,000	30,000	30,000
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	1501 Collateralization or Debt Service				
20	1502 Contingency	3,106	0		
21	Amount of Annual Grant: (sum of lines 2-20)	874,556	874,556	874,556	874,556
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of line 21 Related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



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

PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program No: MA06P01670698 Replacement Housing Factor No:					Federal FY of Grant: 1998	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-Wide/Management Improvements	3/31/00		12/31/00	6/30/00		12/31/01	Implementation took longer than originally anticipated	
HA-Wide/Administration	3/31/00		12/31/00	6/30/00		12/31/01	Implementation took longer than originally anticipated	
16-1,2/Fees and costs	3/31/00		12/31/00	6/30/00		12/31/01	Construction took longer than originally anticipated	
16-4/Site improvement	3/31/00		12/31/00	6/30/00		12/31/01	Construction took longer than originally anticipated	
16-1/Roofs	3/31/00		12/31/00	6/30/00		12/31/01	Construction took longer than originally anticipated	
16-2/Fence	3/31/00		12/31/00	6/30/00		12/31/01	Construction took longer than originally anticipated	
16-4/Waterproofing	3/31/00		12/31/00	6/30/00		12/31/01	Design took longer than originally anticipated	
16-1/2/Floors and doors	3/31/00		12/31/00	6/30/00		12/31/01	Materials delivery took longer than originally anticipated	
HA-Wide/Non-dwelling equipment	3/31/00		12/31/00	6/30/00		12/31/01	Implementation took longer than originally anticipated	
16-1,2/Contingency	3/31/00		12/31/00	6/30/00		12/31/01	Design, construction and materials delivery took longer than originally anticipated	

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

<b>PHA Name:</b> Chelsea, MA Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P01670799 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1999
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:)  
 Performance and Evaluation Report for Period Ending:  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	207,148	176,807	176,807	176,807
	Management Improvements Hard Costs				
4	1410 Administration	103,550	103,550	103,550	103,550
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	9,500	43,700	43,700	43,700
8	1440 Site Acquisition				
9	1450 Site Improvement	93,868	96,839	96,839	96,839
10	1460 Dwelling Structures	437,902	437,902	437,902	437,902
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	163,059	176,944	176,944	176,944
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	1501 Collateralization or Debt Service				
20	1502 Contingency	20,715	0		
21	Amount of Annual Grant: (sum of lines 2-20)	1,035,742	1,035,742	1,035,742	1,035,742
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security—Soft Costs				
25	Amount of line 21 Related to Security-- Hard Costs				

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

PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01670799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01670799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
HA-Wide	Management improvements	1408		176,807	176,807	Complete	
HA-Wide	Administration	1410		103,550	103,550	Complete	
16-1,2	Fees and costs	1430		43,700	43,700	Complete	
16-4	Site improvement	1450		96,839	96,839	Complete	
16-1,2	Floors and doors	1460		274,000	274,000	Complete	
16-1,2	Heating improvements	1460		163,902	163,902	Complete	
HA-Wide	Non-dwelling equipment	1475		176,944	176,944	Complete	



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

PHA Name: <b>Chelsea, MA Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>MA06P01670799</b> Replacement Housing Factor No:					Federal FY of Grant: <b>1999</b>	
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		
16-1,2/Fees and costs	3/30/01		3/30/01	6/30/01	6/30/02	6/30/02	Design work and procurement took longer than originally anticipated	
16-4/Site improvement	3/30/01		3/30/01	6/30/01	6/30/02	6/30/02	Design work delayed, which delayed construction	
16-1,2/Floors and doors	3/30/01		3/30/01	6/30/01		6/30/01		
16-1,2/Heating improvements	3/30/01		3/30/01	6/30/01		6/30/01		
HA-Wide/Non-dwelling equipment	3/30/01		3/30/01	6/30/01		6/30/01		
16-1,2,4/Contingency	3/30/01		3/30/01	6/30/01		6/30/01		

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

<b>PHA Name:</b> Chelsea, MA Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P01650100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2000</b>
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:)  
 Performance and Evaluation Report for Period Ending: 6/30/02  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	98,055	98,055	98,055	98,055
3	1408 Management Improvements Soft Costs	196,116	196,116	196,116	196,116
	Management Improvements Hard Costs				
4	1410 Administration	98,055	98,055	98,055	98,055
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	9,500	30,000	30,000	30,000
8	1440 Site Acquisition				
9	1450 Site Improvement	68,125	68,125	68,125	68,125
10	1460 Dwelling Structures	367,728	367,728	367,728	351,268.28
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	138,000	117,500	117,500	79,690.34
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	1501 Collateralization or Debt Service				
20	1502 Contingency	5,000	5,000	5,000	
21	Amount of Annual Grant: (sum of lines 2-20)	980,579	980,579	980,579	921,309.62
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of line 21 Related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01650100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	

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

PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01650100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
HA-Wide	Operations		1406		98,055		Complete
HA-Wide	Management Improvements		1408		196,116		Complete
HA-Wide	Administration		1410		98,055		Complete
16-1,2	Fees and costs		1430		30,000		Complete
16-1,2	Site improvement		1450		68,125		Complete
16-1,2,4	HVAC improvements		1460		367,728		In final completion
16-1,2	Non-dwelling equipment		1475		117,500		In final completion
16-1,2	Contingency		1502		5,000		In final completion





## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

<b>PHA Name:</b> Chelsea, MA Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P01650101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 6/30/02  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	100,305	100,305	100,305.00	100,305.00
3	1408 Management Improvements Soft Costs	197,000	197,000	63,339.00	63,339.00
	Management Improvements Hard Costs				
4	1410 Administration	100,305	100,305	50,155.13	50,155.13
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	86,938	70,000	31,499.36	31,499.36
8	1440 Site Acquisition				
9	1450 Site Improvement	38,500	250,000	39,001.00	39,001.00
10	1460 Dwelling Structures	475,000	30,438		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	0	250,000		
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	1501 Collateralization or Debt Service				
20	1502 Contingency	5,000	5,000		
21	Amount of Annual Grant: (sum of lines 2-20)	1,003,048	1,003,048	284,299.49	284,299.49
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of line 21 Related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





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

PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program No: MA06P01650101 Replacement Housing Factor No:					Federal FY of Grant: 2001	
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		
16-1,2/Playground equipment	3/31/03			9/30/03				
16-1,2,4/Contingencies	3/31/03			9/30/03				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>		
PHA Name: Chelsea, MA Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P01650102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002

Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: )
  Performance and Evaluation Report for Period Ending: 6/30/02
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	95,470			
3	1408 Management Improvements Soft Costs	197,000			
	Management Improvements Hard Costs				
4	1410 Administration	95,470			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	104,938			
8	1440 Site Acquisition				
9	1450 Site Improvement	85,500			
10	1460 Dwelling Structures	376,323			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	954,701			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of line 21 Related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





## **ma016f01: Rent Determination Policy**

## **Chelsea Housing Authority Rent Determination Policy**

In accordance with the 1998 Quality Housing and Work Responsibility Act (QHWRA), the Chelsea Housing Authority will offer tenants and new admissions to conventional federal public housing the opportunity to elect to pay a “flat rent” or a rent that does not exceed more than 30 percent of adjusted monthly income. Residents who choose the flat rent will have their income reviewed every three years. At any time a tenant becomes unable to pay the flat rent due to financial hardship, he/she may request to switch to an income-based rent. The reduced rent payment will be effective no later than the first of the month following the month the family reported the hardship, provided that there is adequate documentation to support the hardship claim. The housing authority may change the flat rent amount with approval by the board and through a public notification process.

Financial hardships include but are not limited to:

- A documented reduction in income
- A documented increase in expenses

### **Flat Rents**

Flat rents will be determined based on an assessment of the reasonable market value of a unit and the housing authority’s strategy to provide affordable housing and encourage self-sufficiency.

The following payment standard will apply beginning July 2000:

- 1 bedroom unit - \$450.00/month
- 2 bedroom unit - \$550.00/month
- 3 bedroom unit - \$700.00/month
- 4 bedroom unit – \$800.00/month

### **Minimum Rents**

The minimum rent for tenants of public housing and Section 8 program participants will be set at \$0. Residents of federal public housing will be required to pay for their electric bills in lieu of any minimum rent payment

### **Working Families**

The following tenants of Federal Public Housing Program (Section 8 is optional) are eligible for a disallowance of earned income:

- Family members who become employed after a year or more of unemployment.
- Family members who experience an increase in income due to participation in a family self-sufficiency or job training program.
- Family members who experience an increase in income and were an assisted family under the TANF program.
- Family members who were “significantly underemployed” (earned less than 10 hours a week for 50 weeks at the minimum wage) in the previous 12 months.

### **Phase-Down on Disallowance of Earned Income**

During the 12-month period beginning on the date of such employment, the rent for these families will not be increased.

During the second year the rent will not be increased more than 50% of the amount of the total rent increase.

During the third year the balance of the rent increase will be applied.

Tenants who are eligible for this 12-month earned-income disallowance may choose to have the local housing agency establish a savings account on their behalf in lieu of the disallowance.

Families who currently have, or qualify for, the 18-month disregard under 5.609(c)(13) prior to September 30, 1999 can continue that disregard; however they will not be eligible for the phase in of new income.

### **Escrow Accounts**

The Housing Authority intends to consider the establishment of a program whereby residents of public housing and Section 8 program participants may choose to place a portion of their rent into an escrow account to be used for purposes related to economic self-sufficiency.

ma016g01: Voluntary Conversion Initial Assessments

*Component 10 (B) Voluntary Conversion Initial Assessments*

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

Two. Scrivano 16-1 and Mace, 16-2.

- 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)?

One. Margolis, 16-4 (elderly/disabled development)

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

Two. One for Scrivano 16-1 and one for Mace 16-2.

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

None.

<b>Development Name</b>	<b>Number of Units</b>

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

**ma016h01: HUD-required deconcentration information**

**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:

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

**Ma016i01: Statement of Progress**

## Statement of Progress

The Chelsea Housing Authority is pleased to report on the progress it has made in meeting the mission and goals outlined in our current Agency Plan.

The Chelsea Housing Authority in concert with six other Housing Authorities, Medford, Malden, Lawrence, Lynn, Brockton, and Quincy, was recently awarded 117 housing choice vouchers under the FY 2002 Fair Share Allocation. The Authority worked in partnership with the local housing authorities and with the District Attorneys of the five District Court jurisdictions in the Commonwealth, to assist victims of domestic violence. The application for additional vouchers was in direct response for the need to serve persons who have been abused and whom find they have no safe housing to which to return once they leave the Court. This program will be a vehicle for assisting these victims, allowing them to exercise housing choice and not to return to the battering situation. The program will be implemented by the end of the year and Chelsea's share of the vouchers will be 17.

In an effort to provide improved services to the residents, the Housing Management Department now all have on-site offices in both state and federal developments. The Department has a full-time Resident Services Coordinator providing resources and support to families and individuals such as on-site counseling, supportive services, drug prevention and life skills programs for school age children. In addition, monthly Crime Watch meetings are held with the residents to discuss issues of mutual concern. Chelsea Resident Police Officers reside in two of our Federal developments. The Department also recently created a new position, Resident Housing Manager. Beginning last Spring, a Housing Manager resides in a federal family development. This new position has created a positive living environment by adopting successful private management practices and private sector thinking in its approach to public housing site management.

Chelsea Housing is currently working with City Manger Jay Ash to bring the nationally recognized STRIVE Job-Readiness Program to the Innes Apartments. The STRIVE Program was featured on the 60 Minutes television program as a model of an effective and successful "Welfare to Work" program. Chelsea Housing staff have been working with the city and members of the STRIVE staff with the hope of having the program operational before the end of the year.

Reading is Fundamental is an organization that develops and delivers children's and family literacy programs that help prepare young children for reading and motivate school-age children to read regularly. CHA has applied and received initial approval to be funded for this program in 2003. There are 722 children living in Chelsea Housing Authority developments who could benefit from this program and we will be working with community partners to see that these children are not left behind.

The Section 8 Leased Housing department is pleased to announce the Chelsea Housing Authority has maintained a utilization rate between 96%-99% over the past year and expects to fully utilize all subsidies by year-end. The Authority recently received a score of 96% on the Section 8 Management Assessment Plan (SEMAP) for fiscal year ending 12/31/2001. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying the PHA's capabilities and deficiencies related to the administration of the Section 8 program. As a result of our overall score, the CHA is once again designated as a High Performer. The dedication, commitment and experience of the Leased Housing Department are reflected in the success of the Section 8 program.

The Chelsea Housing Authority has worked diligently to address concerns and improve the quality of assisted housing. Physical improvements, in addition to improved maintenance and security have been made throughout the developments funded under the Capital Fund Program. Specifically,

#### Recent Accomplishments:

- Completion of new roofs at Scrivano
- Completion of new boilers and baseboard heat replacement at Mace
- Completion of new bathroom doors and floors at Mace and Scrivano
- Completion of new kitchen floors at Mace and Scrivano.
- Completion of site and parking lot improvements at Margolis.
- Nearing completion of new playgrounds at Mace and Scrivano.
- Improved front-entry lock systems at Mace and Scrivano.
- Landscaping improvements at Mace.
- Installation of new lobby carpeting and elevator floor covering at Margolis.
- State-of-the-art security booth at Margolis.
- New entry door system at Margolis.
- Expansion and redesign of laundry facilities at Margolis.
- New window header flashing and pointing of buildings at Scrivano.
- Making two additional units at Margolis handicapped-accessible.
- Painting all public hallways and stair towers at Margolis.
- Installation of lobby central air-conditioning at the Margolis Apartments.

#### Work planned for the future includes:

- Installation of new baseboard heating pipe and commercial grade covers in all units at the Scrivano Apartments
- Replacement and upgrading of the emergency generator system at the Margolis

### Apartments

- Installation of new video surveillance equipment in the common areas and exterior courtyards at the Mace, Scrivano and Margolis Apartments
- Installation of new boilers at the Scrivano Apartments
- Installation of new windows at the Mace Apartments (a five-year replacement program)
- Installation of new windows at the Scrivano Apartments (a five-year replacement program)
- Sidewalk and site repairs at the Mace Apartments
- Sidewalk and site repairs at the Scrivano Apartments
- Waterproofing the exterior brick at the Margolis Apartments

ma016j01:

RAB Membership

## RAB Membership

1. Sandra Rivera, 131 –133 Beacon Street
2. Yvonne Gerena, 125 Arlington Street
3. Dalia Gomez, 15 Crescent Avenue
4. Linda McCusker, 17 Garfield Avenue, #1
5. Jesus Iraola, 96 Fourth Street, #1
6. Paula Alvarez, 27 Chester Avenue
7. Ana Sanchez, 2 Parkway Court #6
8. Norma Rosa, 1 Webster Court, #4
9. Maria Ventura, 2 Webster Court #10
10. Carmen Hernandez, 5 Webster Court #5
11. Ursula Quintana, 3 Webster Court #4
12. Marcia Martinez, 260 Clark Avenue #1004
13. Robert McWatter, 260 Clark Avenue, #1003
14. Lillian Tewksbury, 260 Clark #403
15. Dorothy Parlee, 260 Clark Avenue #413
16. Theresa Zenga, 260 Clark Avenue #406

**ma016k01: RAB Comments & CHA Responses**



October 2, 2002

Michael E. McLaughlin  
Executive Director  
Chelsea Housing Authority  
54 Locke Street  
Chelsea, MA

**Re: Comments Submitted by the Scrivano Tenants Council Residents Advisory Board Members and Individual Public Housing Tenants on Draft Annual Plan and Draft 5-Year Plan**

Dear Mr. McLaughlin:

The members of the Scrivano Tenants Council Residents Advisory Board members and individual federal public housing tenants of the Chelsea Housing Authority (CHA) submit these written comments on the draft Annual Plan for Fiscal Year 2003 and the draft 5-Year Plan for Fiscal Years 2003-2007.

**1. Outstanding Annual Plan Sections and Documentation**

At present, some parts of the Annual Plan remain outstanding. The following Sections within the draft Annual Plan have not yet been completed: Section 17, "PHA Asset Management"; Section 18 B, "Description of Election Process for Residents on the PHA Board"; and Section 18 C "Statement of Consistency with the Consolidated Plan." In Section 1.B., Housing Needs of Families on the Section 8 Waiting List, there is no breakdown of Hispanics, and we think there should be (this does appear on the public housing list). In addition, we have not received the Statement of Progress, which we have been told will be completed shortly. CHA also should include a statement about what it is doing regarding project-basing any Section 8 vouchers, as the HUD Notice and Guidebook require.

We would like to reserve the opportunity to comment on these sections and statements, as well as any other forthcoming sections, until we have received them and had time for review.

***CHA Response:***

***All outstanding Annual Plan sections have been completed.***

**2. Voucher Payment Standard.**

CHA states that its voucher payment standard presently is set at 110% of the Fair Market Rents (FMR). In light of the recent increase in the FMR, we agree with CHA's assessment that the voucher payment standard is likely to be adequate at the present level.

We note, however, that data that is necessary to fully evaluate the adequacy of the present voucher payment standard has not yet been provided. In its Annual Plan for Fiscal Year 2002, CHA stated that it would assess the adequacy of its payment standard by considering success rates and rent burdens of assisted families. Last year during the review of its Annual Plan, CHA stated that it had just begun to collect data regarding the number of vouchers issued compared to the number of vouchers leased-up. We asked CHA to provide us with this information when it became available. CHA also agreed to provide us with data regarding the average time for a successful housing search with a voucher and the rent burdens of assisted families, as it became available.

We have not yet received all this information and we would like CHA to provide us with it. Should any of this information suggest a need for a higher voucher payment standard, we would like CHA to revisit the issue of optimizing the level of the voucher payment standard.

***CHA Response:***

***The Resident Characteristics Report summarizes general information about households who reside in Public Housing, Indian Housing, or who receive Section 8 assistance. The report provides aggregate demographic and income information that allows for an analysis of HA operations. This information is available to the public and the website has been provided to GBLS, as it was last year during the 45 day comment period for the Annual Plan.***

***In addition, the Chelsea Housing Authority has maintained a utilization rate of between 96-99% throughout 2002. Lastly, the Authority has seen a dramatic increase in incoming mobilities leasing in Chelsea; from a total of 52 families in January 2002 to over 110 presently. For all these reasons, the Authority maintains the adequacy of the current voucher payment standard.***

### **3. Emergency Maintenance Services**

Tenants have reported some problems in obtaining immediate maintenance assistance after regular business hours for emergencies such as burst plumbing, overflowing toilets, or loss of hot water, and instead having to wait until regular office hours for assistance. We would recommend that CHA clarify the types of maintenance problems requiring immediate assistance with its staff, including the after hours answering service, and with its tenants. The public housing tenants think these should include, but not be limited to, no hot water, no heat, lock outs of apartments and of buildings, and serious plumbing problems.

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***CHA Response:***

***Every resident in public housing was issued a handbook that clearly defines the nature of emergency maintenance services. This handbook was made available in English and Spanish and was distributed to all current residents in early 2002, and to all new residents upon move in. Included in the handbook is the policy governing Lockouts, Use of Outdoor Common Areas and Facilities, and other pertinent issues.***

**4. Consumer Satisfaction**

CHA has stated in its 5-Year Plan its objective of increasing customer satisfaction. We appreciate the great strides in this area which the CHA staff have recounted to us in the past. We also wish to bring your attention to the following areas calling for improvements:

**A. Language and Communication**

Last year, CHA explained that it recently had instituted a system to make Spanish language interpretation more broadly available. We applaud this effort and also suggest the following. Tenants have reported that CHA's after-hours answering service personnel are often impatient and rude if a caller does not speak English. We recommend that CHA work to ensure that its answering service is able to accommodate non-English speakers of other languages.

In addition, tenants believe two changes to the message callers receive upon calling the CHA office would improve the message for consumers. First, the message directs callers to "press two" for Spanish. We recommend that phrase "For Spanish, press two" be communicated in Spanish, not English. Secondly, if no number at all is pressed, the caller eventually is disconnected. In order to accommodate callers without touch-tone telephones and those with difficulty using touch-tone telephones, we recommend that callers who do not press any number be transferred to the front desk or another individual at CHA.

***CHA Response:***

***To date the Authority has not received complaints regarding the answering service and the lack of accommodation to non-English speakers. The matter will be addressed. Regarding the voicemail message, the Authority agrees on the recommendation to communicate "For Spanish, press two" in Spanish.***

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## **B. Civility**

Tenants still report rude treatment by some maintenance workers who come to their homes and by some after hours answering service staff. We appreciate CHA's attention to this important issue of resident/applicant satisfaction.

### ***CHA Response:***

*The Authority has not received one complaint regarding rude treatment by maintenance workers, but management always reminds all employees to be courteous and professional in their daily interactions.*

## **5. Safety and Crime Prevention**

Tenants in all federal public housing developments are concerned about the need for improved security. In particular, have concerns and recommendations in the following areas:

### **A. Outdoor Lights**

At Margolis, tenants' experience is that more lighting is needed in parking lots. At Scrivano, some of the buildings have outdoor lighting installed, however a bright outside light installed is needed on all of the Scrivano buildings, not just some of them, as well as behind the buildings of number 2 and 4 Parkway Court.

### ***CHA Response:***

*In response to this suggestion, the Director of Public Safety and the Director of Maintenance took a tour of the Scrivano Development at night. We are in agreement that the rear of 2 and 4 Parkway Court, although already lit, could be illuminated better. We have directed the CHA's Master Electrician to study the existing lighting to see if we can increase the luminescence by increasing the bulb wattage. If this cannot be done or still does not accomplish what the resident's needs are, we will install flood lights from the building to completely illuminate the area. Generally the Development is well lit and meets or exceeds the standard of safe lighting. It is important to consider that we try to balance the outdoor lighting while also trying not to make the bright lights disruptive to the residents who are in their homes.*

### **B. Security Cameras**

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Tenants have identified the need for security cameras 1) in the elevators at Margolis due to waste being left in the elevators; and 2) inside the main entrances where the mailboxes are located, at Mace and Scrivano, because the installation of cameras outside the buildings and inside the hallways has not addressed the problem of people breaking the lock on the main door entrance to the entire building.

***CHA Response:***

***The idea to place cameras in the two elevators at the Margolis Development is one that we have been trying to achieve for some time. The hurdle that we must get over is as always, money. To install a camera in each elevator we would need special cameras that cost around seven hundred dollars each. We would also have to expand our recording capability which would require the purchase of a new digital video recorder at a cost of eight thousand dollars. With the cost of equipment and the cost of special installation and wiring for an elevator shaft, we would be looking at a cost of eighteen thousand dollars to complete this retrofit to the existing elevator.***

**C. Improper Entering through Automatic Door**

The Margolis development has an automatic door to the building. Each time that door is used it stays open for a prolonged period of time, allowing unauthorized persons to enter with ease. While recognizing the needs of some persons to have access to an automatic door, the tenants also would like CHA to work with them to address their concern for security in this area. One proposal is to make available both the automatic door and a regular manual door in the same location, so that the automatic door would not be left open as frequently.

***CHA Response:***

***This concern has been addressed on several occasions and researched thoroughly by the Authority. The door is in compliance with the regulations regarding ADA accessibility and other building code regulations. The act of "tailgating" has been a problem at all of our buildings and we have addressed this with the residents at Crime Watch meetings and with notices. The act of tailgating is when an unauthorized person waits for a resident to enter the building and then follows closely behind them through the door. Responsible residents are aware of this and ensure that they do not allow anyone to enter behind them. This is the same situation as with residents who use the automatic door. Making a new entrance will not solve this situation. Only continued awareness and education of those who allow this activity will be effective.***

#### **D. Patrolling Security**

Residents at all public housing developments are concerned about crime and safety generally at their developments. The residents would like CHA to work with the Chelsea Police department to arrange for a police officer or to seek a comparable security officer physically to patrol the developments at all times, in particular during all hours of darkness.

#### ***CHA Response:***

*It would be financially impossible for the Chelsea Housing Authority or the Chelsea Police Department to provide twenty-four hour patrols in all of our developments. The Authority, through a contract with the Chelsea Police Department, provides certain police services over and above the baseline services provided to other City residents. This service along with the regular police patrols in our developments and other crime prevention initiatives implemented by the CHA Department of Public Safety, has created public housing communities that have a lower crime rate than within the other neighborhoods in the city. This is the direct opposite of most other cities where public housing areas are also the higher crime areas. The statistics on violent crime and drug related crime in our developments are also remarkably lower than the average.*

*The Authority has begun to install comprehensive video surveillance systems at the Mace and Scrivano Federal Developments. These systems allow us to monitor every hall, stairway and outside common area of the developments and will further increase the safety of the developments for our residents.*

*The system includes high tech, vandal resistant cameras that are connected to digital video recorders (DVR) which save the video images on a compact computer disk. These DVR's are connected in such a way that authorized viewers can view any camera in a development remotely on the internet. This will allow the Director of Public Safety, Chelsea Police, Resident Police Officers and other authorized Chelsea Housing Staff to check in on any area of the developments from anywhere there is a computer with the internet.*

#### **E. Resident Officers**

During the review of the proposed CHA Annual Plan last year, we identified resident misconceptions with respect to the role and duties of police officers resident in public housing developments. CHA explained then that the duties of resident officers include running "Crime Watch" meetings, doing investigations, and meeting with managers, but

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their duties did not include responding to emergency situations. To address any misunderstandings, CHA agreed to provide more regular information to public housing residents.

In a letter dated July 8, 2002, the Scrivano Tenant Council asked CHA to provide a written explanation of the duties and responsibilities of the Resident Officers. Two months ago, the Resident Officer at Scrivano said he would distribute the written explanation to all of the Scrivano tenants, however, the tenants have not received it yet. The tenants reiterate their request for a written explanation of the duties and responsibilities of the Resident Officer to be distributed in English and Spanish to all public housing residents. The tenants' request provides an opportunity to dispel confusion regarding the Resident Officers and to allow residents and the CHA to work more closely in implementation of the Resident Officer program.

***CHA Response:***

***Please refer to Attachment ma016101: Resident Officer Plan***

## **6. Parking**

Scrivano and Margolis residents have had difficulty in finding parking and are in need of more available resident parking. At Scrivano, many residents with parking permits have trouble finding parking spaces. The residents would recommend repainting the lines for parking spaces, which have worn thin. This would allow for more orderly and close parking and is an easy way of increasing available parking space. In a letter dated July 8, 2002, the Scrivano Tenant Council submitted a request to CHA to have the parking lines repainted, but so far this has not been addressed. Scrivano residents also are in need of increased enforcement of resident versus nonresident parking (many nonresident cars are parked in the resident parking area), and enforcement of the cap on the number of resident parking stickers permitted per unit (2).

At Margolis, residents have similar difficulty in locating parking spaces on a regular basis. The residents suggest that parking spaces be assigned and the total number of resident parking spaces be increased. Residents would like CHA to work with them to address this problem.

***CHA Response:***

***The issue with parking is trying to balance the resident's need for parking with the need to provide parking for their guests, homemakers and other visitors to their homes. In the last four months we eliminated all visitor parking at the Margolis Apartments. This was***

*necessary to accommodate the number of residents who own cars in this development. At the Scrivano Development we are looking to add five new resident parking spaces at the end of Webster Court. This is pending approval from the Chelsea Fire Department. The line painting for the parking areas at the Scrivano and Mace Development are scheduled to be done this Spring. The enforcement of parking is done on a regular basis by the patrol officers, resident officers and by our Director of Public Safety. On average they write eight thousand dollars in parking citations a year in our developments. The Authority receives none of the funds collected through parking enforcement. The implementation of assigned parking has always been left to the individual developments to decide if assigned parking is something they want. Only the Buckley Apartments have chosen to undertake this program.*

## **7. Section 8 Preference for Public Housing Residents in Life-threatening Situations**

Last year the Residents Advisory Board applauded the addition of an ‘automatic’ admissions preference for Section 8 vouchers for CHA public housing residents who are in life-threatening situations. At the same time, we were concerned that language included in this preference that such residents must also be “in good standing” could result in households with minor infractions, such as being behind in rent, being constrained from moving from life-threatening situations. We recommended narrowing the “in good standing” language, by adding the following: “For residents who are not in good standing, CHA will use a case-by-case approach to evaluate the need for the preference and will consider extenuating circumstances. For residents who may be behind in their rent, CHA will offer payment plans.” We believed that this modification would give CHA the flexibility necessary to evaluate all circumstances when residents lives are at stake.

CHA chose last year to instead add “at the Executive Director’s discretion” to the criteria. We think that the discretion should be made more clear by moving the clause “at the Executive Director’s discretion to a new sentence at the end of the paragraph to read: “For residents who would otherwise qualify for this preference but who are not in good standing, the preference may be granted at the discretion of the Executive Director.”

### ***CHA Response:***

*There have been two incidents in the past year where this automatic preference has been raised. In both cases, the residents were not “in good standing” with the Authority, nonetheless, the Executive Director exercised his discretion in granting the automatic preference. We do not agree with the recommended change in language and maintain there presently is adequate flexibility necessary in the evaluation of all circumstances.*

## **8. Tolling Voucher Search Period**

Section 3.B.(3) of the draft Annual Plan, on tolling voucher search periods, includes the statement that “no retroactive freeze will be implemented.” Last year, in order to improve flexibility, CHA agreed in advance to add “absent good cause” to the end of that sentence, but chose not to include this language in the final draft. We recommend again that this language be added to this year’s Annual Plan.

***CHA Response:***

***As stated in last year’s Annual Plan, “the language was not added due to the criteria for reasonable accommodation that are listed in the section already.”***

**9. Public Housing Pet Policy**

The present Pet Policy is of serious concern to many CHA tenants. In order to provide the opportunity fully to evaluate and address the interests and concerns of all impacted persons, and to develop the most effective policy possible, while minimizing further conflict in this area, we recommend that the CHA institute a session or series of sessions, with a trained mediator, to discuss tenant concerns and suggestions regarding the pet policy and to modify the policy in accordance feedback from these sessions. Such session(s) would best include all interested tenants, both pet-owners and non-pet-owners, as well as representatives from local Animal Control, the Massachusetts Society for the Prevention of Cruelty to Animals (MSPCA), and any other groups that have statewide experience working with tenants and housing authorities to develop tenant pet policies.

With regards to applications, the tenants would like to know who is responsible for approving applications. We recommend that a pet committee be instituted to make decisions on pet applications, with the composition of the committee including both pet-owner and non-pet-owner public housing tenants, and representatives of local Animal Control, the MSPCA and any other groups that have statewide experience working with tenants and housing authorities to develop tenant pet policies, in addition to a CHA representative.

***CHA Response:***

***To date, the Authority has not received any written or verbal complaints or concerns involving the Federal Pet Policy that has been in existence for nearly two years.***

**Conclusion**

Thank you for the opportunity to submit these comments. We look forward to a continuing productive exchange with CHA on these issues.

October 2, 2002  
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Very sincerely yours,

Ann Jochnick  
Attorney, Housing Unit  
Greater Boston Legal Services  
(617) 603-1656

Jay Rose  
Managing Attorney, Housing Unit  
Greater Boston Legal Services  
(617) 603-1651

**ma016101:**

**Resident Officer Plan**

## RESIDENT OFFICERS PLAN

The Department of Housing  
and Urban Development  
Thomas P. O'Neill Building  
10 Causeway Street  
Boston, MA 02222-1092  
Attention: Ellen Bradley

September 26, 2002

Dear Ms. Bradley,

The Chelsea Housing Authority manages nine hundred and ten units within the city of Chelsea, Massachusetts. These units are divided amongst eight developments:

**Scrivano Development: 105 units**  
**Mace Development: 95 units**  
**Margolis Development: 150 units**  
**Fitzpatrick Development: 70 units**  
**Union Park Development: 56 units**  
**Buckley Development: 208 units**  
**Prattville Development: 128 units**  
**Innes Development: 96 units**

Of the eight developments, the Scrivano, Mace and Margolis complexes all fall within the federal jurisdiction of HUD. With the decline in funding for public safety programs in public housing and the elimination of PHDEP money, the Chelsea Housing Authority would like to place and maintain a police officer in each of these federally-based developments. Both Scrivano and Mace are primarily family developments. The goal of the Chelsea Housing Authority is to have officers and their families occupy a unit within these developments. The Margolis development primarily consists of one-bedroom units for the elderly and disabled, and a single officer would be best suited for this development. Presently, the Chelsea Housing Authority has made the following units available for resident police officers:

**Scrivano Development: 3 Bedrooms (Assigned)**  
**Margolis Development: 1 Bedroom (Assigned)**  
**Mace Development: No Resident Officer at this time**

After an exhaustive search and an initial failure to attract Chelsea Police Officers to occupy these units all rents were waived. Even with the promise of a "free rent" apartment, it has been very difficult to convince officers to move into housing property. Aside from rental obligations,

officers are responsible for any and all utilities that would normally be charged to a tenant. Ordinarily the average rental income for these units is \$255.00 with an annual maintenance cost of approximately \$250.00. The Chelsea Housing Authority fully acknowledges that the loss of rental income in these developments is acceptable in light of the benefits gained by the presence of a live-in police officer. Supporting documentation and statistics submitted directly to HUD demonstrate that the number of offenses committed and the number of arrests made have declined during those times that officers have resided within a particular development.

Those officers that have accepted the challenge of living in the city's housing areas have done so with the understanding that they're making a commitment to their community. Additionally, they acknowledge their responsibilities as representatives of both the Police Department and the Housing Authority. To date, officers have organized and facilitated Neighborhood Crime Watch groups within their developments. These groups have been responsible for identifying both criminal activity and quality of life issues. Resident officers are in continuous contact with their housing managers and the CHA Public Safety Director. By maintaining these open lines of communication, potential problems are addressed and resolved.

In addition to the successful development of strong neighborhood crime watch groups, officers living within the developments have created a connection and trust with their neighbors. As a result of this trust, information has been obtained that would not necessarily have been made available to either the police department or the housing managers. This information has allowed the Chelsea Housing Authority to better direct its limited enforcement resources toward criminal activity as well as lease violations that are occurring in the development.

The physical and social conditions of both the Scrivano and Mace developments are somewhat identical. Both sites consist of nine three-story buildings that each includes twelve apartments. These developments are made up of multi-cultural residents who live in close proximity to each other. These developments are removed from the area neighborhood and are set up as a complex with one street entering and exiting the sites. In both developments, the residents generally keep to themselves or develop friendships within small groups. Due to the nature of living within close proximity to each other, disputes between residents are very common. Neighborhood graffiti is problematic, and vandalism to property is of concern to everyone. Drugs and gang violence have been found to be reaching epic proportions within the city for the last two years and have been filtering into the individual developments. In addition, residents are generally fearful of their neighbors and/or youths in the area and are often afraid to telephone the police. As a result, satisfaction with both the police department and the housing authority is lessened.

The physical condition of the Margolis Apartment Complex is a brick, thirteen-story high-rise with 150 apartments. This development is a mixed population building with elderly and disabled residents. Social conditions within the Margolis complex are somewhat similar to the family developments in that the residents generally keep to themselves or develop friendships within small groups. Disputes between residents are very common again due to the issue of close proximity. The added burden associated with the elderly is that of perceived threats of violence and criminal activity. Although the actual crime statistics for violent crime and drugs are low in the Elderly Developments, residents need to be continually reassured. Their perceptions and fear of crime can be directly related to some perceptions and prejudices towards people of different

cultures. This is also true with the perception some elderly, of all races, have towards the younger, disabled people in the Elderly Developments. Working through Neighborhood Crime Watches, we try to break through the barriers and bring residents together to learn about crime - prevention and allow them to get to know their neighbors.

The statistics provided by the Chelsea Police Department detail crime activities over a three-year period of time. These statistics supply information regarding the Scrivano, Mace and Margo lis Developments as well as the city as a whole. It is interesting to note that the statistics clearly show that the resident police officer program has had a positive effect on these developments. Occurrence of offenses committed, arrests, as well as property loss value has been reduced during the periods that officers have lived within the development. Additionally, crime activities that were normally conducted outside and in plain view continue to be reduced. We are continuing to look to recruit another officer to undertake the role as resident officer at the Mace Development. We have had no success in achieving this goal. We have however instituted a live-in manager program that began this year in an effort to address some of the problems in this development. The addition of a Resident Police Office would be a positive impact on this development and it is for this reason we are including this development in our overall plan for your approval.

A Letter of Certification by the Executive Director is attached as required by §960.507(b).

Respectfully Submitted

Paul J. McCarthy

Director of Public Safety

**RESIDENT OFFICER PLAN (Certification)**

The Department of Housing  
and Urban Development  
Thomas P. O'Neill Building  
10 Causeway Street  
Boston, MA 02222-1092  
Attention: Ellen Bradley

September 26, 2002

Dear Ms. Bradley,

As the Executive Director of the Chelsea Housing Authority, I do hereby certify that under the proposed Resident Police Officer Plan, that the dwelling units proposed to be allocated to the Resident Officers are in close proximity to other residents. Furthermore, no resident was moved or otherwise displaced to provide a unit for this program. The dwelling units proposed in this plan will be provided under a license agreement (attached) that contains the lease terms described in the plan by §960.509 of this part; and that the number of dwelling units proposed to be allocated to the officers does not exceed the limits set forth in §960.507 © of this part. This certification on the part of the Housing Authority satisfies the requirements of §§960.507 (a) (4) (ii) and (iii) of this part.

Sincerely,

Michael E. McLaughlin  
Executive Director

**ma016m01:**

**Follow-Up Plan**

As part of our Survey Follow-Up Plan for PHAS, the CHA has taken and will take the following actions in the current and next fiscal years:

We have developed a Resident Handbook and have distributed it to all of our tenants. We now have on-site managers at all of our developments. We now have a live-in resident manger at our 16-2 development.

We are presently preparing our third quarterly newsletter, which was instituted this year. This newsletter also highlights telephone numbers and office hours for managers, maintenance and administrative staff at the CHA. The emergency maintenance telephone line and procedures for receiving after-hours help is also prominently displayed in our newsletters, which are hand-delivered to each housing unit. The newsletter emphasizes our monthly Crime Watch meetings, our Resident Officers Program and other public safety issues and concerns for the residents.

The target date for implementing and maintaining these initiatives is by the end of the third quarter of FY 2002.

The funding source being utilized is and will be the federal operating budget.

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