

June 12, 2003
Submission to HUD

Quincy Housing Authority
PHA Plans
(Electronic File “MA020v04”)

Year 4 Plan

5 Year Plan for Fiscal Years 2003 - 2007
Annual Plan for Fiscal Year 2003

PHA Plan Agency Identification

PHA Name: Quincy Housing Authority

PHA Number: MA-20

PHA Fiscal Year Beginning: 07/2003

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

It is the mission of the Quincy Housing Authority to promote, develop and maintain affordable rental and home-ownership housing opportunities that are well designed, consistent with market standards, cost effective to manage, and encourage freedom of choice. By providing an environment of choice, strengthened by essential support services, the Authority seeks to assist eligible households and individuals of low and moderate income in achieving household stability and economic self-sufficiency.

B. Goals

1. ***Continue to strive to meet local housing needs, through community partnerships:***
 - A. It is a goal of the Quincy Housing Authority to continue to evaluate the housing needs of its community on a periodic basis through its continued involvement with community leaders and planners. The Housing Authority will seek funding available through State, Federal and private sources, which would provide rental assistance for additional affordable rental housing or affordable homeownership opportunities. The Authority will review and consider any and all housing initiatives, endeavors or partnerships presented by other public and private entities as they are presented, to determine if they are appropriate and consistent with the City of Quincy's and Authority's current goals and objectives.
 - B. Through community partnerships, the Quincy Housing Authority will seek to more equally distribute households of low income into the different areas of the City in a manner that incorporates the differing levels of household economic status into the fabric of the community.
 - C. The Authority will take steps to strengthen the continuum of housing choices within the City of Quincy that take households from marginal or no housing opportunity through affordable rental opportunity to first time home-ownership.

2. ***Develop site specific asset management strategies while balancing the needs of individuals of low income on a portfolio-wide basis***
 - A. Develop site specific assessments of capital needs and redevelopment options for each property in the Authority's portfolio and update on a periodic basis. These plans will consider basic modernization needs, design obsolescence, neighborhood housing trends and changing City demographics especially in the target areas defined in the City's Consolidated Plan. The plan will also consider impact on Authority operations that may result as an outgrowth of plan implementation.

- B. Develop and implement a strategy for the Germantown Neighborhood that lays the groundwork for the long term viability and stability of the neighborhood using federal, state, and any other resources that promote the level of community renewal and redesign required to address long term issues and needs in the neighborhood.
- C. Actively monitor the availability of funding sources for redevelopment of housing including LIHTC and any evolving creative financing mechanisms that the Authority could utilize to implement its redevelopment strategies.
- D. Engage residents and resident organizations in general discussion and education every step along the way to development of a specific strategy for their property. Establish a resident liaison function within the Authority to work with QHA residents and their neighbors on issues that affect the quality of life within the QHA developments.

3. *Deconcentrate Poverty by expanding housing options for low-income individuals in conjunction with additional housing for moderate-income households*

- A. Opportunities will arise for the Authority to participate in neighborhood renewal. Through such opportunities the Authority will seek to geographically disperse low-income housing along side housing for households able to pay moderate and market rents. This will be done in such a manner as to essentially provide equivalent housing product for a household regardless of income tier.
- B. Work with the City to identify opportunities to acquire condominium units in existing and new development from current owners or developers.

4. *Maintain the highest payment standards allowed and encourage more landlords in Quincy to participate in the Section 8 Program*

- A. The Authority will work with real estate agents, the Chamber of Commerce, lending institutions and other local organizations to encourage landlords to participate in the Section 8 Program.
- B. Established a Shared Housing Program as permitted under Section 8 Program Regulations, which permits the Authority to provide rental assistance at the bedroom level. This should assist elders and certain individuals with a disability in finding and/or remaining in supportive housing situations.
- C. Establish mechanisms to assist households in housing search to be more effective in identifying units and submitting applications to landlords. Options include providing assistance with online searches of real estate listings, discussions with major local landlords to assist in developing a system to match Section 8 Households to available units, and third party training on how to complete rental applications and present a strong case for selection by a private landlord.

5. Develop a Section 8 Voucher Homeownership Program:

- A. The Authority **has developed** a partnership with local lending institutions subject to Community Reinvestment Act (CRA) requirements to design a program whereby participants in the QHA's Section 8 Program can enter a "First time Home Buyer's Program".
- B. The Authority **has identified** other agencies in the area with which it can partner to obtain home-ownership counseling and other services to assist employed Section 8 Program participants to qualify for a mortgage as a first time home-owner.
- C. **The Authority has entered into Memorandums of Understanding with Neighborhood Housing Services (NHS) and Quincy Community Action Programs, Inc. (QCAP) for the purpose of increasing opportunities for homeownership among Section 8 participants.**

6. Apply for additional rental vouchers:

- A. The Quincy Housing Authority will periodically apply for additional rental vouchers under the Section 8 Program, as funds become available through the Department of Housing & Urban Development (HUD) and consistent with community need as demonstrated by waiting list and other demographic data and community absorption rates as indicated by housing search successes.

7. Seek opportunities to acquire and develop small scale rental housing for low and moderate-income households in Quincy as a means to increase the utilization of Section 8 resources within Quincy.

- A. Utilize a non-profit (501(c)(3) subsidiary of the Authority as the major vehicle for this type of infill or "boutique" housing. The Authority will look for key opportunities that may trigger neighborhood renewal or consolidate a group of neighborhood initiatives by providing the missing design or urban planning element.
- B. Obtain permission from HUD to establish as Project-based Voucher Program pursuant to 24 CFR 983 for up to **20%** of the agency's current funding for Section 8. This program permits the conversion of tenant-based rental subsidies to unit-based rental subsidies. These rental subsidies can be made available on a competitive basis to local developers who are interested in having a low income component to their project or be used by the Authority's non-profit for developments to be owned and operated by the Authority. **(NOTE: The Authority has entered into agreements with Wollaston Manor and Naval Terrace to project-base a total of nineteen (19) units. These project-based units were placed under lease in August of 2002).**

8. Work to improve access to supportive services and economic opportunity for program participants

- A. **Maintain** a social service non-profit arm to which the Authority will pass-through funds for social services programs and which can pursue grants or other sources of funding for which the Authority is not eligible. This non-profit's role would be to assess household need for either access to job training and household-based economic development (family households) or the need for supportive services (elderly/disabled households) through Individual Service Plans (ISPs). The non-profit will either identify third party resources or in some cases provide resources to obtain access to established programs for households in need. In short, **maintain** the Authority's developments and programs as effective pipelines to household independence.
- B. Seek corporate sponsors to adopt family developments in the Authority's portfolio as a means to mitigate the tendency for public housing developments to become isolated from the community mainstream. As these developments are transformed through implementation of a site-specific asset management strategy, try to have the connections between residents and sponsors extend into any new residential setting.
- C. **Maintain** a One-stop Resource Center in the Germantown community to assist households with job search and access to available training programs.

9. Ensure Equal Opportunity in Housing

- A. The Authority will use its role in the community to inform local landlords and businesses of the importance of diversity in housing and how to avoid unintentional discrimination under all applicable nondiscrimination requirements, such as the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disability Act. **(Note: The Authority participated in a Fair Housing/Section 8 Rental Voucher Workshop for Real estate Professionals and members of the Public in September 2002. The Fair Housing Consortium is made up of three communities: Quincy, Weymouth, and Braintree, who all work together to share fair housing information, co-sponsor events for the public, and educate residents of the three communities on key fair housing issues).**
- B. The Authority will work with the City and other community organizations to increase the supply of wheelchair accessible housing both for rental and home-ownership opportunities and/or provided a better match between actual need and current supply. Their key objective is to assist those with physical limitations to remain in the community and to be able to participate in the community in meaningful ways.

**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.

Not required as of the 10/21/99 issuance of the Final Rule for Housing Agency Plans.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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Other Electronic File Attachments to Plan

Attachment 1: FY 2003 Capital Fund Program Annual Statement and 5-Year Action Plan (Electronic File “MA020d01”)

Attachment 2: FY 1998 Comp Grant Final Performance & Evaluation Report (Electronic File “MA020d02”)

Attachment 3: FY 1999 Comp Grant Final Performance & Evaluation Report (Electronic File “MA020d03”)

Attachment 4: FY 2000 Capital Fund Performance & Evaluation Report (Electronic File “MA020d04”)

Attachment 5: FY 2001 Capital Fund Performance & Evaluation Report (Electronic File “MA020d05”)

Attachment 6: FY 2002 Capital Fund Performance & Evaluation Report (Electronic File “MA020d06”)

Attachment 7: FY 2000 PHDEP Plan (Electronic File “MA020d07”)

Attachment 8: FY 2001 PHDEP Plan (Electronic File “MA020d08”)

Attachment 9: The QHA’s Required Responses to HUD’s PHAS Resident Assessment Survey (RAS) Scores in Communication and Neighborhood Appearance (Electronic File “MA020d09”)

Attachment 10: The QHA’s Current Management Organizational Chart (Electronic File “MA020d10”)

Attachment 11: Year 3 Agency Plan Progress Report (Electronic File “MA020d11”)

Attachment 12: Names and Addresses of Year 4 RAB Members (Electronic File “MA020d12”)

Attachment 13: Resident Advisory Board and Public Hearing Comments and the QHA Response to Resident Advisory Board and Public Hearing Comments (Electronic File “MA020d13”)

Attachments

Required Attachments:

- Admissions Policy for Deconcentration*
- FY 2003 Capital Fund Program Annual Statement (Electronic File “MA020d01”)**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- The QHA’s Required Responses to HUD’s PHAS Resident Assessment Survey (RAS) Scores in Communication and Neighborhood Appearance (Electronic File “MA020d09”)**

* The QHA is exempt from the deconcentration requirement as it operates only one federal general occupancy family development.

Optional Attachments:

- PHA Current Management Organizational Chart (Electronic File “MA020d10”)**
- FY 2003 Capital Fund Program 5 Year Action Plan (Electronic File “MA020d01”)**
- Public Housing Drug Elimination Program (PHDEP) FY 2000 and FY 2001 Plans (Electronic Files “MA020d07” and “MA020d08”).**
- Comments of Resident Advisory Board or Boards**
One (1) File Attached:
(1) Resident Advisory Board and Public Hearing Comments and the QHA Response to Resident Advisory Board and Public Hearing Comments (Electronic File MA020d13”)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 for Housing Choice Vouchers including Amendments, Addendums, etc.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	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 <i>2/18/99 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	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development	Annual Plan: Rent Determination

X	Section 8 rent determination (payment standard) policies	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	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	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
X	Most recent CGP and CFP Budgets/Progress Reports for any active grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program, including Capacity Statement. <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Public Housing Pet Policies and Rules	Annual Plan: Pet Policy
X	Section 8 Project-Based Assistance Program Information.	Annual Plan: Housing Needs
X	Preliminary Conversion Analysis	Annual Plan: Conversions of Public Housing
X	Census 2000 SF3 Summary File for the City of Quincy	Annual Plan: Housing Needs
X	Community Service Policy	Annual Plan: Community Service

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall Number	Affordability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	6,972 households *	5	5	5	5	5	5
Income >30% but <=50% of AMI	4,385 households *	4	5	3	4	4	3
Income >50% but <80% of AMI	9,117 households *	3	4	3	3	4	2
Elderly (0-80% AMI)	6,729 households **	5	5	5	5	5	5
Families with Disabilities	1,684 households ***	4	5	4	4	5	4
By Race/Ethnicity (0-80% AMI)	See below	See below	See below	See below	See below	See below	See below
White	17,206 households *	3	4	3	3	4	2
Black	338 households *	3	4	3	3	4	2
Asian	2,055 households *	3	4	3	3	4	2
Hispanic	491 households *	3	4	3	3	4	2
Other (Pacific Island, American Indian, Alaskan Native, Multiple Races, Other Races)	693 households *	3	4	3	3	4	2

NOTES ON HOUSING NEEDS TABLE

* For families and race/ethnicity, the % of AMI has been determined using Quincy's average household size of approximately 2.3 persons per household (population of 88,025 divided by households of 38,893). The # of households falling within each AMI category has been determined by the total number falling within the closest census reported income ranges that approximate the actual AMI ranges.

** For the elderly, the 1 person AMI standard has been used in the census age groupings of 65 years plus. If one adds in persons ages 55-64, the numbers reported would increase by 1,703.

*** For persons with disabilities, census data is difficult to interpret; therefore, only households reporting SSI as income are listed.

Information was derived from the *Census 2000 Summary File 3*, prepared by the Massachusetts Institute of Social and Economic Research on November 4, 2002.

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: City of Quincy and Quincy/Weymouth Consortium

Indicate year: 2002-2003 Action Plan for the Quincy/Weymouth Consortium

- 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)**
2000 Census SF3 Summary File (November 2002) for the City of Quincy

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,152	100.0%	60
Extremely low income <=30% AMI	906	78.6%	
Very low income (>30% but <=50% AMI) and Low income (>50% but <80% AMI)	246	21.4%	
Families with children	Not Applicable	Not Applicable	
Elderly families	95	8.2%	
Individuals and Families with Disabilities	N/A	N/A	
Other Individuals	1,057	91.8%	
White	571	49.6%	
Afro-American	218	18.9%	
Hispanic	102	8.9%	
Asian	256	22.2%	
Other	5	0.4%	
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)? Since August of 1999			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8			
<input checked="" type="checkbox"/> Public Housing Elderly/Disabled			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,162	100.0%	Approx. 46
Extremely low income <=30% AMI	938	80.7%	
Very low income (>30% but <=50% AMI)	170	14.6%	
Low income (>50% but <80% AMI)	54	4.7%	
Families with children	0	0.0%	
Elderly	338	29.1%	
Near Elderly	261	22.5%	
Families with Disabilities	261*	22.5%	
Other Individuals	302	25.9%	
White	756	65.1%	
Afro-American	134	11.5%	
Hispanic	60	5.2%	
Asian	208	17.9%	
American Indian	4	0.3%	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	1,162	100.0%	Approx. 46
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

* Under Age 62 and SSI/Disability.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8			
<input checked="" type="checkbox"/> Public Housing Family			
<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	760	100.0%	Approx. 21
Extremely low income <=30% AMI	628	82.6%	
Very low income (>30% but <=50% AMI)	111	14.6%	
Low income (>50% but <80% AMI)	21	2.8%	
Families with children	757	99.6%	
Elderly families	3	0.4%	
Families with Disabilities	*	*	
White	273	35.9%	
Afro-American	207	27.2%	
Hispanic	100	13.2%	
Asian	176	23.2%	
American Indian	4	0.5%	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	20	2.6%	Approx. 1
2 BR	389	51.2%	Approx. 10
3 BR	310	40.8%	Approx. 9
4 BR	41	5.4%	Approx. 1
5 BR	0	0.0%	
5 BR +	0	0.0%	
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)? Since January 31, 2003			
Does the PHA expect to reopen the list in the PHA Plan year?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

* **Note:** The QHA is not able to provide complete information regarding the number of families with disabilities on the waiting list as this is not a criteria for eligibility.

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)
- Provide improved systems of on-site management.
- Maintain section 8 lease-up rates.**
- Continue marketing the section 8 program to owners.**

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)
- Continue HUD Mandatory Income Disregards (effective 10/1/99).
- The Flat Rents, which have gone unchanged since 10/1/00, were proposed to be changed as follows: 1BR = \$859; 2BR = \$1,074; 3BR = \$1,344; and 4BR = \$1,578. However, due to RAB input, the QHA will lower the proposed flat rents to the following: 1BR = \$780; 2BR = \$965; 3BR = \$1,200; and 4BR = \$1,390.**

**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)
- Continue HUD Mandatory Income Disregards (effective 10/1/99).
- The Flat Rents, which have gone unchanged since 10/1/00, were proposed to be changed as follows: 1BR = \$859; 2BR = \$1,074; 3BR = \$1,344; and 4BR = \$1,578. However, due to RAB input, the QHA will lower the proposed flat rents to the following: 1BR = \$780; 2BR = \$965; 3BR = \$1,200; and 4BR = \$1,390.**

**Need: Specific Family Types: The Elderly
Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
- The state elderly income disregard in rent determination which has been offered to federal elderly residents in the past was proposed to be eliminated. However, due to RAB input, the QHA will phase in the elimination of this disregard over 2 years as follows: on 8/1/04, 10 hours of work per week at the federal minimum wage will still be disregarded; and, on 8/1/04, this disregard will be totally eliminated.**

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 **(as needed)**
- 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)
Affirmatively market to races/ethnicities with housing needs

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)
Market the need for larger units in the Section 8 Program to owners.

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

Housing Search Worker was hired during Year 2 Plan Year.

(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)]

Estimated Financial Resources: Federal Programs Only Planned Sources and Uses (YEAR 4 AGENCY PLAN)		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	\$1,221,206 Est. (Based on 90% PFS funding from HUD)	
b) FY 2003 Public Housing Capital Fund	\$1,387,598 Est.	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance (Total of 3 ACCs)	\$10,627,280 Est.	
f) FY 2001 Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$152,326 Est.	
g) Resident Opportunity and Self- Sufficiency Grants	\$67,812	
h) Community Development Block Grant	\$0	N/A
i) HOME	\$0	N/A
Other Federal Grants (list below)		
FSS Coordinators	\$103,168	Family Self- Sufficiency
YouthBuild	\$189,924	Youth Vocational Services/Training
ROSS Grant (beginning 7/1/03)	\$250,000	Family Self- Sufficiency
2. Prior Year Federal Grants (unobligated funds only)		
CFP 710 (2001)	\$602,738 Est.	Modernization
CFP 711 (2002)	\$1,341,345 Est.	Modernization
3. Public Housing Dwelling Rental Income		
Rent Roll & Fees	\$2,150,735 Est.	Operations
TOTAL RESOURCES	\$18,094,132 Est.	SEE ABOVE

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(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: varies based on turnover projections: between 20 and 40.
- When families are within a certain time of being offered a unit:
- 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)
Other Lease Violations; History with other PHAs.

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? (CORI)

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

* The QHA is in the process of implementing FBI record checks.

(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 (For elderly/disabled developments only)
- Other (describe)

- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office (or via mail or per reasonable accommodation)
 - 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 (or via mail or per reasonable accommodation)
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply

(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?

QHA's plan is to meet the required federal targeting requirements.

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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)**
- At time of relocation**
- At admission to program**

(6) Deconcentration and Income Mixing*

* QHA exempt as it operates only one federal family general occupancy development.

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?

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

* QHA exempt as it operates only one federal family general occupancy development.

B. Section 8

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? (CORI)
- d. Yes No*: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- * The QHA is in the process of implementing FBI record checks.
- e. Indicate what kinds of information you share with prospective landlords? (Select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
Current address and current landlord information as requested.

(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 (or via mail or per reasonable accommodation)
 - 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 QHA will extend the Section 8 Search Time beyond 180 Days if requested as a reasonable accommodation to make the program accessible to a family member who has a disability. In this case, the search time will be extended up to the term reasonably required for this purpose.

(4) Admissions Preferences

a. Income targeting

1. 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)

** The QHA Board has approved a preference for those who live and work in the jurisdiction but has postponed its implementation pending the final resolution of the local residency case against the Southeastern Massachusetts' housing authorities.*

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Victims of domestic violence*

Substandard housing
Homelessness
High rent burden

*** Special Program for Victims of Domestic Violence: During the Year 4, FFY 2003 Plan Year, and pursuant to the Medford Housing Authority's (MHA) response to the NOFA for FFY 2002 Fair Share Incremental Voucher Funding, the MHA shall administer a program of at least 117 vouchers as awarded, and such additional vouchers as may be needed to fully effectuate this special program in conjunction with the cooperation of the Brockton, Chelsea, Lawrence, Lynn, Malden, and QUINCY (QHA) housing authorities.**

The QHA will be initially allocated an equal share (16-17) of the vouchers from the MHA for referral from the Norfolk County's District Attorney's Office for the purpose of aiding and expediting the housing placement of domestic violence victims.

Where applicants are equally qualified for selection, the date and time of the application will control the issuance of the voucher with the earliest date and time prevailing. The application date for this program will be the date and the time the referral letter from the DA's Office is received by the QHA.

Other preferences (select all that apply)

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

1 Residents who live and/or work in your jurisdiction*

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

** The QHA Board has approved a preference for those who live and work in the jurisdiction but has postponed its implementation pending the final resolution of the local residency case against the Southeastern Massachusetts' housing authorities.*

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

* For Section 8 WL Preferences it is Date and Time 1st then Income.

(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 and Addendums thereto
- Briefing sessions and written materials
- Other (list below)—Grant/Program Informational Materials.

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

- Through (published) notices to potential applicants/recipients
- 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), OR the flat rent, if lower. (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?

* At a fixed amount for those who opt for flat rents.

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other: (list below)**
- The state elderly income disregard in rent determination which has been offered to federal elderly residents in the past was proposed to be eliminated. However, due to RAB input, the QHA will phase in the elimination of this disregard over 2 years as follows: on 8/1/04, 10 hours of work per week at the federal minimum wage will still be disregarded; and, on 8/1/04, this disregard will be totally eliminated.**

e. Ceiling rents

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

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

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

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

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

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

f. Rent 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, decrease, or family composition change. However, due to RAB input, the QHA has clarified its practice of not instituting rent adjustments when the gross income increase is less than 10%.**
- Any time a family experiences an income increase above a threshold amount or percentage:
- 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)
- HUD Published Section 8 FMRs**
- RAB Input**

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).

Section 8 Initiatives

During the Years 2 and 3 Plans, the QHA established policies and procedures for implementing Section 8 Homeownership and Section 8 Project-Based Assistance Programs in accordance with HUD's requirements. These initiatives are on-going and the policies and procedures governing these programs are on-display.

Pursuant to HUD requirements, one change has been made to Section 8 Homeownership as follows: **Section II. Initial Eligibility Requirements (2) Income:** Based on the HUD ruling issued on October 18, 2002 that establishes a separate national standard for those families whom are disabled, the minimum income standard will be equal to the monthly Federal SSI benefits for an individual living alone (or paying for his/her share of food and housing costs) multiplied by twelve.

(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 (110%)
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached (Electronic File "MA020d10")**
- 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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	649	67
Section 8 Housing Choice Vouchers	862	48
Section 8 Designated Housing	100	5
Section 8 Enhanced Vouchers	90	7
Special 8 Mod Rehab	8	3
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Section 8 Project-Based Program	19	0

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)

- a. Public Housing Admissions and Continued Occupancy Plan.
- b. Addendum to Public Housing Lease.
- c. Pet Policy.
- d. **Grievance Procedure.**

(2) Section 8 Management: (list below)

- a. Section 8 Administrative Plan for the Housing Choice Voucher Program.
- b. Section 8 Enhanced Voucher Plan.
- c. Section 8 Homeownership Plan*.**
- d. Section 8 Project-Based Plan.**

Note: The QHA Maintenance Procedures, Manuals, and Resident Lease describe other maintenance procedures including the prevention and eradication of pest infestation.

*** Pursuant to HUD requirements, one change has been made to Section 8 Homeownership as follows: Section II. Initial Eligibility Requirements (2) Income: Based on the HUD ruling issued on October 18, 2002 that establishes a separate national standard for those families whom are disabled, the minimum income standard will be equal to the monthly Federal SSI benefits for an individual living alone (or paying for his/her share of food and housing costs) multiplied by twelve.**

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 (or via mail or per reasonable accommodation).
 - 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 (or via mail or per reasonable accommodation).
 - Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an electronic attachment to the PHA Plan (Electronic File Attachment 1: "MA020d01").

-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 electronic attachment to the PHA Plan (Electronic File Attachment 1: "MA020d01").

-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.)

Demolition/Disposition Activity Description
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)]

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?

*** The QHA will apply to HUD for an Extension of its Designated Housing Plan due in October 2003.**

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development names: Pagnano Towers; O'Brien Towers; Drohan Apartments 1b. Development (project) numbers: MA20-2, 4, 6
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: 10/12/2001 Extension to be submitted by October 2003.
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Extension of a previously-approved Designation Plan.
6. Number of units affected: 471 units
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development: 80% Elderly/20% Disabled of Total of All 3 Developments.

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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?

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.

Not Applicable

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required?	
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 % <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

Component 10 (B) Voluntary Conversion Initial Assessments

- a) How many of the PHA's developments are subject to the Required Initial Assessments?
One—MA 20-1 (Riverview), the only family development.
- 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)? Three—MA 20-2, 4, 6, all of which are elderly/disabled developments.
- c) How many Assessments were conducted for the PHA's covered developments?
One—MA 20-1 (Riverview), the only family development. This initial assessment relied on existing data including an analysis of prorated capital fund and operating costs as compared to the Section 8 voucher cost. The analysis was prepared using the June 22, 2001 HUD Final Rule (66 FR 4476) on Voluntary Conversions-Required Initial Assessments. Refinements to this assessment will be conducted as HUD issues further guidance and clarification.

The Preliminary Conversion Analysis was completed as part of the Year 3 Agency Plan and is both on-file and in the on-display portion of this year's (Year 4) Agency Plan.

- d) Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: None

Development Name	Number of Units
Not Applicable	Not Applicable

- a. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments. Not Applicable

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

The QHA operates a Section 8 Homeownership Program and the policies and procedures governing this program are both on-file and on-display.

Pursuant to HUD requirements, one change has been made to Section 8 Homeownership as follows: **Section II. Initial Eligibility Requirements (2) Income:** Based on the HUD ruling issued on October 18, 2002 that establishes a separate national standard for those families whom are disabled, the minimum income standard will be equal to the monthly Federal SSI benefits for an individual living alone (or paying for his/her share of food and housing costs) multiplied by twelve.

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).

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? Not Applicable

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

B. Section 8 Tenant Based Assistance

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

The QHA operates a Section 8 Homeownership Program and the policies and procedures governing this program are both on-file and on-display.

Pursuant to HUD requirements, one change has been made to Section 8 Homeownership as follows: **Section II. Initial Eligibility Requirements (2) Income:** Based on the HUD ruling issued on October 18, 2002 that establishes a separate national standard for those families whom are disabled, the minimum income standard will be equal to the monthly Federal SSI benefits for an individual living alone (or paying for his/her share of food and housing costs) multiplied by twelve.

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:

1. Limitation to graduates of "FSS" type Program.
2. Graduate of Approved Homebuyer Counseling Program.
3. Requirement for at least one year of employment (EXCEPTION: Elderly and disabled applicants shall not be denied access to the homeownership program because they are not employed).

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Pursuant to the FY 2003 HUD-VA Appropriations Act, the Community Service Requirements, previously suspended, have been reinstated. QHA's Community Service Policy was adopted by the QHA's Board of Commissioners as part of the Year 2 (FY 2001) Agency Plan that went through entire Resident Advisory Board and Public Review and Hearing Process. The QHA's Community Service Policy is on-display and will be implemented pursuant to further HUD guidance on this matter.

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 QHA does not have a formal written Memorandum of Understanding.**

However, QHA does, and will continue to work closely with the TANF agency and other local support service agencies to provide self-sufficiency related services. The QHA has an on-site Family Resources and Career Development Center, an on-site computer school, on-site day care facilities, a Resident Opportunity and Self-Sufficiency (ROSS) Program, and a Youth Build Program, all of which are utilized by residents for job search, training, and other efforts directed at promoting self-sufficiency.

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.)

Services and Programs				
Program Name & Description)	Estimated Size	Allocation Method	Access	Eligibility
<p><i>Resident Opportunity and Self-Sufficiency (ROSS) Program</i></p> <p>Approved grant for the expansion of vocational and educational services to the residents of the QHA. The goal is to provide resources enabling the residents to become self-sufficient both financially and vocationally. The program is an integrated approach to assist residents' transition into the workplace at sustainable wages, enhance job skills, and provide resources to assist residents in improving and maintaining meaningful care paths and improve levels of resident education.</p>	<p>QHA Community Wide</p>	<p>Program provided vocational, educational, employment, and community resources to QHA residents as appropriate.</p>	<p>Program run through the QHA's Family Resource and Community Development Center.</p>	<p>Program available to QHA's federal family (Riverview) public housing residents.</p>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Voluntary Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (Estimated)
Public Housing	28	31
Section 8	67	75
Total Voluntary Slots	92	106*

* The QHA has been approved for 150 slots.

- 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: N/A

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

Pursuant to the FY 2003 HUD-VA Appropriations Act, the Community Service Requirements, previously suspended, have been reinstated. QHA's Community Service Policy was adopted by the QHA's Board of Commissioners as part of the Year 2 (FY 2001) Agency Plan that went through entire Resident Advisory Board and Public Review and Hearing Process. The QHA's Community Service Policy is on-display and will be implemented pursuant to further HUD guidance on this matter.

Other Resident Services

The QHA provides a stipend to RAB Members for each meeting attended. Additionally, the QHA provides \$25 per unit to Resident Councils in Federal Public Housing.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

Riverview MA 20-1

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)

Crime Watch; Checkpoint Security System.

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

Riverview MA 20-1

C. Coordination between PHA and the police

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

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

QPD faxes daily arrest log to QHA; QHA coordinates probation info, stay away orders with both QPD and DA's Office.

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

Riverview MA 20-1

D. Additional information as required by PHDEP/PHDEP Plan

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

PHDEP was eliminated in FY 2002 by HUD. However, the PHDEP Reports for FY 2000 and FY 2001 are provided as Electronic File Attachments “MA020d07” and “MA020d08.”

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

QUINCY HOUSING AUTHORITY

POLICY ON THE OWNERSHIP OF PETS

Residents of federally subsidized public housing are allowed to keep domestic pets. The Authority is committed to insuring the best possible environment for both pet owners and non-pet owners and the responsible care of pets. The Authority will consider all reasonable requests for the ownership of pets and will not unreasonably withhold permission for the same. The Tenant must recognize the full responsibility for his or her pet rests with them. In addition, the tenant who owns a pet must be considerate of neighbors and is responsible for keeping the peace, preserving the grounds and property and preventing any hazard or danger. Residents of federally subsidized public housing are allowed to keep a dog, cat, fish, caged birds, or small caged animals of the rodent family. In elderly developments, large breeds of dogs are not allowed. All dogs and cats over the age of six months must be spayed or neutered and proof of same filed with the Authority. The pet must be fully immunized and licensed with the city of Quincy. A copy of the current license must be submitted to the Authority to be kept in the tenant's file. No more than one cat or one dog is allowed per household. Animals must be lodged indoors or leashed and accompanied by the owner or a responsible attendant at all times. Under no circumstances are pets to be allowed to run loose. In elevated buildings, pets must be on a short leash (the hand of the person accompanying the pet shall hold the leash within four inches of the collar), or the pet shall be carried. Pet owners are responsible for their pet at all times. A Full copy of the Pet Policy can be obtained by contacting the Property Manager.

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 (completed during 2001/2002)
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

*** The RAB and Public Hearing Comments and the QHA Response to RAB and Public Hearing Comments are attached as Electronic File Attachment 13 (“MA020d13”).**

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

The RAB and Public Hearing Comments and the QHA Response to RAB and Public Hearing Comments are attached as Electronic File Attachment 13 (“MA020d13”).

Provided below:

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

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

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

1. Reduced proposed flat rents.

2. Phased out elderly income disregard over 2 years instead of eliminating it.

3. Clarified its practice of not making interim rent adjustments when the gross income increase is less than 10%.

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

The QHA has one Resident Commissioner who is appointed by the Mayor and who is a current resident of federal public housing. The Resident Commissioner's name is Jean Kennedy and [her current term expires in February 2005.](#)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance (By Self-Nomination).
- 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)

The QHA has one Resident Commissioner who is appointed by the Mayor and who is a current resident of federal public housing. . The Resident Commissioner's name is Jean Kennedy [and her current term expires in February 2005.](#)

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: The City of Quincy as the lead for the Quincy/Weymouth HOME 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)

* The QHA serves a large number of low-income (under 80% of AMI) people in Quincy by providing them with needed and affordable housing.

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 Housing Authority considers a major change in the content of the Agency Plan to consist of one or more the following:

1. Changes in waiting list preference criteria that are not already included in the Plan.
2. Implementation of a change in program incentives to increase the number of working households in the program that are not already included in the Plan.
3. A change in any open Annual Capital Program that crosses the cumulative 20% of total funds threshold.
4. A decision to request a voluntary conversion of public housing to Section 8 Vouchers.
5. Establishment of new and/or substantively revised policies and procedures for Public Housing and/or Section 8 that have not previously been submitted as part of the current or previous years' Agency Plans.
6. Any major reduction in funding ($\geq 20\%$) from HUD for the CFP (Capital Fund Program).

Attachments to QHA's Year 4 Agency Plan

Electronic File Attachments

- Attachment 1: FY 2003 Capital Fund Program Annual Statement and 5-Year Action Plan (Electronic File "MA020d01")
- Attachment 2: FY 1998 Comp Grant Final Performance & Evaluation Report (Electronic File "MA020d02")
- Attachment 3: FY 1999 Comp Grant Final Performance & Evaluation Report (Electronic File "MA020d03")
- Attachment 4: FY 2000 Capital Fund Performance & Evaluation Report (Electronic File "MA020d04")
- Attachment 5: FY 2001 Capital Fund Performance & Evaluation Report (Electronic File "MA020d05")
- Attachment 6: FY 2002 Capital Fund Performance & Evaluation Report (Electronic File "MA020d06")
- Attachment 7: FY 2000 PHDEP Plan (Electronic File "MA020d07")
- Attachment 8: FY 2001 PHDEP Plan (Electronic File "MA020d08")
- Attachment 9: The QHA's Required Responses to HUD's PHAS Resident Assessment Survey (RAS) Scores in Communication and Neighborhood Appearance (Electronic File "MA020d09")
- Attachment 10: The QHA's Current Management Organizational Chart (Electronic File "MA020d10")
- Attachment 11: Year 3 Agency Plan Progress Report (Electronic File "MA020d11")
- Attachment 12: Names and Addresses of Year 4 RAB Members (Electronic File "MA020d12")
- Attachment 13: Resident Advisory Board and Public Hearing Comments and the QHA Response to Resident Advisory Board and Public Hearing Comments (Electronic File "MA020d13")

**Quincy Housing Authority
Year 4 (FY 2003) HUD Agency Plan**

Electronic File Attachment 1

**FY 2003 Capital Fund Program Annual Statement and 5-Year Action Plan
(Electronic File “MA020d01”)**

Annual Statement/Performance and Evaluation Report

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

PHA Name: Quincy Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P020501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-	-	-	-
2	1406 Operations	-	-	-	-
3	1408 Management Improvements Soft Costs	\$201,704	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$138,759	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$60,000	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$66,999	-	-	-
10	1460 Dwelling Structures	\$861,564	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	\$58,572	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
20	Amount of Annual Grant: (sum of lines 1-19)	\$1,387,598	-	-	-
21	Amount of line 19 Related to LBP Activities	-	-	-	-
22	Amount of line 19 Related to Section 504 compliance	-	-	-	-
23	Amount of line 19 Related to Security –Soft Costs	-	-	-	-
24	Amount of Line 19 related to Security—Hard Costs	-	-	-	-
25	Amount of line 19 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P020501-02 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
HA Wide	Reasonable Accommodations – Fed'l		1460		\$6,120	-	-	-	
	Upgrade Security Systems		1460		\$15,750	-	-	-	
“	Maintenance Equipment Replacement		1475		\$10,200	-	-	-	
“	Force Account Tools		1475		\$10,200	-	-	-	
“	Computer Hardware Upgrades		1475		\$20,672	-	-	-	
“	Force Account Vehicle		1475		\$17,500	-	-	-	
HA Wide	Management Consultants		1408		\$37,100				
Mgmt Imp	Resident Training Program		1408		\$114,000				
	Staff Training		1408		\$20,000				
	Capital Fund Planning		1408		\$2,040				
	Employee Assistance Program		1408		\$2,244				
	Office/Communications Equip		1408		\$10,000				
	Accelerate Computer Implementation		1408		\$16,320				
TOTAL ALL					\$1,387,598				

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program No: MA06P020501-02 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	
Management Consultant	3/31/05			6/30/06			
Resident Training Program	3/31/05			6/30/06			
Staff Training	3/31/05			6/30/06			
Office/Communications Equip	3/31/05			6/30/06			
Miscellaneous	3/31/05			6/30/06			
HA Wide Vehicle Replacement	3/31/05			6/30/06			
HA Wide Improvements	3/31/05			6/30/06			
MA 20-1 Riverview	3/31/05			6/30/06			
MA 20-2 Pagnano	3/31/05			6/30/06			
MA 20-4 O'Brien	3/31/05			6/30/06			
MA 20-6 Drohan	3/31/05			6/30/06			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Quincy Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
HA Wide Physical Activities		\$6,242 Reasonable Accommodations \$10,404 Maintenance Equipment Replacement \$10,404 Force Account Tools \$28,225 Computer Hardware Upgrade \$16,538 Security Systems	\$6,367 Reasonable Accommodations \$10,612 Maintenance Equipment Replacement \$10,612 Force Account Tools \$28,790 Computer Hardware Upgrade \$17,364 Security Systems \$25,000 Force Account Vehicle	\$6,495 Reasonable Accommodations \$10,824 Maintenance Equipment Replacement \$10,824 Force Account Tools \$29,365 Computer Hardware Upgrade \$18,233 Security Systems	\$6,624 Reasonable Accommodations \$11,041 Maintenance Equipment Replacement \$11,041 Force Account Tools \$29,953 Computer Hardware Upgrade \$19,144 Security Systems \$35,000 Force Account Vehicle
HA Wide Non-Physical Activities		\$116,280 Resident Training Program \$2,140 Capital Fund Planning \$2,289 Employee Assistance Program \$16,646 Accelerate Computer Implementation \$20,000 Staff Training \$37,842 Management Consultants \$10,200 Update Office & Communication Equip	\$118,606 Resident Training Program \$2,183 Capital Fund Planning \$2,335 Employee Assistance Program \$16,979 Accelerate Computer Implementation \$20,000 Staff Training \$38,599 Management Consultants \$10,404 Update Office & Communication Equip	\$120,978 Resident Training Program \$2,222 Capital Fund Planning \$2,381 Employee Assistance Program \$17,319 Accelerate Computer Implementation \$20,000 Staff Training \$39,371 Management Consultants \$10,612 Update Office & Communication Equip	\$123,398 Resident Training Program \$2,267 Capital Fund Planning \$2,429 Employee Assistance Program \$17,665 Accelerate Computer Implementation \$20,000 Staff Training \$40,158 Management Consultants \$10,824 Update Office & Communication Equip
HA Wide Administration	See Annual Statement	\$138,759 Mod Staff Funding \$61,200 Architects/Engineers	\$138,759 Mod Staff Funding \$62,424 Architects/Engineers	\$138,759 Mod Staff Funding \$63,672 Architects/Engineers \$346,900 Debt Service*	\$138,759 Mod Staff Funding \$64,945 Architects/Engineers \$346,900 Debt Service*

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Quincy Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
20-1 Riverview	See Annual Statement	\$80,327 Roof Replacement \$147,000 Replace Exterior Siding \$73,500 Landscape & Site Improvements \$120,000 Electrical Service Upgrades Heating System Replacement*	\$84,343 Roof Replacement \$154,350 Replace Exterior Siding \$77,175 Landscape & Site Improvements \$126,000 Electrical Service Upgrades Heating System Replacement*	\$28,107 Roof Replacement \$127,933 Electrical Service Upgrades Replace Exterior Siding* Landscape & Site Improvements* Heating System Replacement*	\$28,107 Roof Replacement \$23,655 – Kitchen Replacement Prototype \$4,367 Electrical Service Upgrades Replace Exterior Siding* Landscape & Site Improvements* Heating System Replacement*
20-2 Pagnano Towers	See Annual Statement	\$38,301 Replace Roof Exhaust \$147,801 Bathroom Rehab	\$93,540 Bathroom Rehab	\$81,199 Bathroom Rehab	\$134,000 Roof Repair/Replacement
20-4 O'Brien Towers	See Annual Statement	\$288,500 Window Replacement	\$328,156 Tub and Drain Replacement	\$312,404 Tub and Drain Replacement	\$139,000 Tub and Drain Replacement \$178,321 Roof Repair/Replacement
20-6 Drohan Apartments	See Annual Statement	\$15,000 Bathroom Rehab	\$15,000 Bathroom Rehab		
Total CFP Funds (Est.)		\$1,387,598	\$1,387,598	\$1,387,598	\$1,387,598
Total Replacement Housing Factor Funds	N/A	N/A	N/A	N/A	N/A
*Projects to be completed using Bond funds					

**Quincy Housing Authority
Year 4 (FY 2003) HUD Agency Plan**

Electronic File Attachment 2

**FY 1998 Comp Grant Performance and Evaluation Report
(Electronic File “MA020d02”)**

Annual Statement/Performance and Evaluation Report

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

PHA Name: QUINCY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06P020707-98 Replacement Housing Factor Grant No:	Federal FY of Grant: 1998
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: 12/30/02
 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	-	-	\$0.00	\$0.00
3	1408 Management Improvements Soft Costs	\$283,338.00	-	\$283,338.00	\$283,338.00
	Management Improvements Hard Costs	-	-	\$0.00	\$0.00
4	1410 Administration	\$126,990.00	-	\$126,990.00	\$126,990.00
5	1411 Audit	-	-	\$0.00	\$0.00
6	1415 Liquidated Damages	-	-	\$0.00	\$0.00
7	1430 Fees and Costs	\$150,885.00	-	\$150,885.00	\$150,885.00
8	1440 Site Acquisition	-	-	\$0.00	\$0.00
9	1450 Site Improvement	-	-	\$0	\$0
10	1460 Dwelling Structures	\$450,855.00	-	\$450,855.00	\$450,855.00
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$186,835.00	-	\$186,835.00	\$186,835.00
13	1475 Nondwelling Equipment	\$70,998.00	-	\$70,998.00	\$70,998.00
14	1485 Demolition	-	-	\$0.00	\$0.00
15	1490 Replacement Reserve	-	-	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	-	-	\$0.00	\$0.00
17	1495.1 Relocation Costs	-	-	\$0.00	\$0.00
18	1499 Development Activities	-	-	\$0.00	\$0.00
19	1502 Contingency	-	-	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 1-19)	\$1,269,901.00	\$1,269,901.00	\$1,269,901.00	\$1,269,901.00
21	Amount of line 20 Related to LBP Activities	-	-	\$0.00	\$0.00
22	Amount of line 20 Related to Section 504 compliance	-	-	\$0.00	\$0.00
23	Amount of line 20 Related to Security –Soft Costs	-	-	\$0.00	\$0.00
24	Amount of Line 20 related to Security—Hard Costs	\$21,450.00	-	\$0.00	\$0.00
25	Amount of line 20 Related to Energy Conservation Measures	-	-	\$0.00	\$0.00
26	Collateralization Expenses or Debt Service	-	-	\$0.00	\$0.00

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

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020707-98 Replacement Housing Factor Grant No:			Federal FY of Grant: 1998			
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	Obligated	Expended	
MA 20-1	Replace Concrete Stairs	1460	Lump Sum	\$7,808.66	-	\$7,808.66	\$7,808.66	In Progr
MA 20-1	Install Bldg Mtd Site Lighting	1460	Lump Sum	\$5,342.03	-	\$5,342.03	\$5,342.03	In Progr
MA 20-1	Adjustment to Close Out	1460	Lump Sum	(\$1.89)	-	(\$1.89)	(\$1.89)	
MA 20-1	Adjustment to Close Out	1470	Lump Sum	\$1.95	-	\$1.95	\$1.95	
MA 20-1	Adjustment to Close Out	1475	Lump Sum	\$0.27	-	\$0.27	\$0.27	
MA 20-2	Repl Bathrm Light Fixtures	1460	Lump Sum	\$18,079.08	-	\$18,079.08	\$18,079.08	Comp
MA 20-2	Replace Roof Exhaust Units	1460	Lump Sum	\$1,030.00	-	\$1,030.00	\$1,030.00	partComp
MA 20-2	Waterproof Exterior	1460	Lump Sum	\$137,994.75	-	\$137,994.75	\$137,994.75	Comp
MA 20-2	Repl Smoke Detectors	1460	Lump Sum	\$2,106.00	-	\$2,106.00	\$2,106.00	Comp
MA 20-2	Replace Entry Doors	1470	Lump Sum	\$11,469.82	-	\$11,469.82	\$11,469.82	Comp
MA 20-2	Clean Sewer Drain	1470	Lump Sum	\$1,366.62	-	\$1,366.62	\$1,366.62	Comp
MA 20-2	Repl Sprinkler Pump	1475	Lump Sum	-	-	-	-	Mvd 708
MA 20-4	Kitchen/Bath Exhaust Fans	1460	Lump Sum	\$46,970.52	-	\$46,970.52	\$46,970.52	Comp
MA 20-4	Repl Intercom Units	1460	Lump Sum	-	-	-	-	Mv708
MA 20-4	Remove Threshold HP Baths	1460	Lump Sum	-	-	-	-	Move
MA 20-4	Inst Grab Bars	1460	Lump Sum	\$58,946.83	-	\$58,946.83	\$58,946.83	Comp
MA 20-4	Paint Stairwells, Inst Treads	1470	Lump Sum	\$38,512.51	-	\$38,512.51	\$38,512.51	Comp
MA 20-4	Air Condition Comm Space	1470	Lump Sum	\$50,933.00	-	\$50,933.00	\$50,933.00	Comp
MA 20-4	Repl Domestic Hot Water Lines	1470	Lump Sum	\$58,486.82	-	\$58,486.82	\$58,486.82	Comp
MA 20-4	Clean Sewer Drains	1470	Lump Sum	\$21,107.45	-	\$21,107.45	\$21,107.45	Comp
MA 20-6	Add Battery Bkup Emerg Lighting	1460	Lump Sum	\$3,038.00	-	\$3,038.00	\$3,038.00	Comp
MA 20-6	Modify Rr Exit enhanced Access	1460	Lump Sum	-	-	-	-	Moved
MA 20-6	Waterproof Bldg Exterior	1460	Lump Sum	\$60,000.00	-	\$60,000.00	\$60,000.00	Comp
MA 20-6	Repl Fixed Windows Comm Ctr	1460	Lump Sum	\$11,177.80	-	\$11,177.80	\$11,177.80	Comp

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

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020707-98 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998			
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	Obligated	Expended		
MA 20-6	Repl Faucets w/Levers	1460	Lump Sum	\$9,698.56	-	\$9,698.56	\$9,698.56	Comp	
MA 20-6	Site Work	1470	Lump Sum	\$2,471.51	-	\$2,471.51	\$2,471.51	Comp	
HA-Wide	Inst Security System Adm Ofc	1460	Lump Sum	\$8,975.27	-	\$8,975.27	\$8,975.27	Partial	
HA-Wide	HA-Wide Security System	1460	Lump Sum	\$3,689.39	-	\$3,689.39	\$3,689.39	Comp	
HA-Wide	Adm Off Comm Rm Windows	1460	Lump Sum	\$76,000.00	-	\$76,000.00	\$76,000.00	Comp	
HA-Wide	Remodel Mod Ofc 2 nd Flr	1470	Lump Sum	-	-	-	-	Moved	
HA-Wide	Renov Adm Ofc. Space	1470	Lump Sum	\$2,485.32	-	\$2,485.32	\$2,485.32	Partial	
HA-Wide	Maint. Equipment Replacement	1475	Lump Sum	\$10,463.00	-	\$10,463.00	\$10,463.00	Comp	
HA-Wide	Computer Syst Hdwre Upgrade	1475	Lump Sum	\$60,000.00	-	\$60,000.00	\$60,000.00	Comp	
HA-Wide	Force Account Tools	1475	Lump Sum	\$534.73	-	\$534.73	\$534.73	Ongoing	
HA-Wide	Administrative Fees	1410	Lump Sum	\$126,990.00	-	\$126,990.00	\$126,990.00	Comp	
HA-Wide	A/E Consultant Fees	1430	Lump Sum	\$150,885.00	-	\$150,885.00	\$150,885.00	Comp	
HA-Wide Mgmt Improvements	Management Consultant	1408	Lump Sum	\$25,000.00	-	\$25,000.00	\$25,000.00	Comp	
"	Resident Training Program	1408	Lump Sum	\$96,408.31	-	\$96,408.31	\$96,408.31	Comp	
"	Capital Fund Program Planning	1408	Lump Sum	\$704.82	-	\$704.82	\$704.82	Comp	
"	Accelerate Computer Implementation	1408	Lump Sum	\$47,298.00	-	\$47,298.00	\$47,298.00	Comp	
"	Staff Training Programs	1408	Lump Sum	\$10,915.00	-	\$10,915.00	\$10,915.00	Comp	
"	Update Communications Systems	1408	Lump Sum	\$27,877.69	-	\$27,877.69	\$27,877.69	Comp	
"	Upgrade Office Equipment	1408	Lump Sum	\$5,134.18	-	\$5,134.18	\$5,134.18	Comp	
"	MIS Director (half time Contract)	1408	Lump Sum	\$70,000.00	-	\$70,000.00	\$70,000.00	Comp	
"	Hope VI Coordinator (1/2 sal/ben)	1408	Lump Sum	-	-	-	-	Comp	
"	Contingency	1502	Lump Sum	-	-	-	-		
TOTAL ALL	See Above Items			\$1,269,901	\$1,269,901	\$1,269,901	\$1,269,901	Done	

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program No: MA06P020707-98 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	9/30/00	9/30/00	9/30/00	9/30/01	9/30/01	9/30/01	N/A	
MA 20-1	9/30/00	9/30/00	9/30/00	9/30/01	9/30/01	9/30/01	N/A	
MA 20-2	9/30/00	9/30/00	9/30/00	9/30/01	9/30/01	9/30/01	N/A	
MA 20-4	9/30/00	9/30/00	9/30/00	9/30/01	9/30/01	9/30/01	N/A	
MA 20-6	9/30/00	9/30/00	9/30/00	9/30/01	9/30/01	9/30/01	N/A	
HA-Wide Admin Ofcs,	9/30/00	9/30/00	9/30/00	9/30/01	9/30/01	9/30/01	N/A	
HA-Wide Admin (10%)	9/30/00	9/30/00	9/30/00	9/30/01	9/30/01	9/30/01	N/A	
HA-Wide Fees & Costs	9/30/00	9/30/00	9/30/00	9/30/01	9/30/01	9/30/01	N/A	

**Quincy Housing Authority
Year 4 (FY 2003) HUD Agency Plan**

Electronic File Attachment 3

**FY 1999 Comp Grant Performance and Evaluation Report
(Electronic File “MA020d03”)**

Annual Statement/Performance and Evaluation Report

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

PHA Name: QUINCY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06P020708-99 Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/02
 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	-	-	-	-
3	1408 Management Improvements	\$262,398	-	\$262,398	\$262,398
4	1410 Administration	\$150,140	-	\$150,140	\$150,140
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$116,886	-	\$116,886	\$116,886
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$277,531	-	\$277,531	\$277,531
10	1460 Dwelling Structures	\$582,236	-	\$582,235	\$582,235
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	\$44,870	-	\$44,870	\$44,870
13	1475 Nondwelling Equipment	\$67,347	-	\$67,347	\$67,347
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1502 Contingency	-	-	-	-
19	Amount of Annual Grant: (sum of lines 1-19)	\$1,501,408	-	\$1,501,408	\$1,501,408
20	Amount of line 19 Related to LBP Activities	-	-	-	-
21	Amount of line 19 Related to Section 504 compliance	-	-	-	-
22	Amount of line 19 Related to Security	-	-	-	-
23	Amount of line 19 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: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020708-99 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	
				Original	Revised	Obligated	Expended		
MA 20-1	Bldg. Mounted Site Lighting-Phase I	1460	Lump Sum	\$1,098	\$1,098	\$1,098	\$1,098	Ongoing	
MA 20-1	Boiler Repairs	1460	Lump Sum	\$30,000	\$30,000	\$30,000	\$30,000	Completed	
MA 20-1	Repl Concrete Stairs using f/a labor	1460	Lump Sum	\$346,640	\$346,640	\$346,640	\$346,640	Ongoing	
MA 20-1	Repl Screen Doors using f/a labor	1460	Lump Sum	\$39,673	\$39,673	\$39,673	\$39,673	Ongoing	
MA 20-2	Incr. Security, add Backup	1460	Lump Sum	-	-	-	-	Mvd to HA	
MA 20-2	Reconfigure HP kitchens for egress	1460	Lump Sum	-	-	-	-	Moved Fwd	
MA 20-2	Bathroom Fixture Replacement	1460	Lump Sum	\$794	\$794	\$794	\$794	Moved Fwd	
MA 20-2	Modify Site Ofc for HP Accessibilty	1470	Lump Sum	\$570	\$570	\$570	\$570	Completed	
MA 20-2	Paint Hallways, stairwells	1470	Lump Sum	\$3,506	\$3,506	\$3,506	\$3,506	Completed	
MA 20-2	Replace Fire Doors with Electronic	1470	Lump Sum	-	-	-	-	Moved Fwd	
MA 20-2	Replace Sidewalks & Impr Drainage	1470	Lump Sum	-	-	-	-	Moved Fwd	
MA 20-2	Repl Sprinkler Pump	1475	Lump Sum	\$24,295	\$24,295	\$24,295	\$24,295	Completed	
MA 20-4	Resurface drive, New Parking Lot	1450	Lump Sum	\$80,736	\$80,736	\$80,736	\$80,736	Completed	
MA 20-4	Inst. Handrails – Hallways	1470	Lump Sum	-	-	-	-		
MA 20-4	Replace Fire Doors with Electronic	1470	Lump Sum	-	-	-	-	Moved Fwd	

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

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020708-99 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	
				Original	Revised	Obligated	Expended		
MA 20-4	Install Grab Bars	1460	Lump Sum	\$151	\$151	\$151	\$151	Complete	
MA 20-6	Landscaping,asphalt,fencing	1450	Lump Sum	\$196,663	\$196,663	\$196,663	\$196,663	Ongoing	
MA 20-6	Inst Ventilation in Boiler Room	1460	Lump Sum	-	-	-	-	Moved Fwd	
MA 20-6	Rep. Common Area Carpet	1470	Lump Sum	\$9,109	\$9,109	\$9,109	\$9,109	Completed	
MA 20-6	Replace Fire Doors with Electronic	1470	Lump Sum	-	-	-	-	Moved Fwd	
MA 20-6	Paint Hallways, Comm.Ctr	1470	Lump Sum	\$9,009	\$9,009	\$9,009	\$9,009	Completed	
MA 20-6	Rep. Compactor, Reconfigure Rm	1470	Lump Sum	-	-	-	-	Moved Fwd	
HA-Wide	Install Signs Maint/Mod Ofc	1450	Lump Sum	\$132	\$132	\$132	\$132	Ongoing	
HA-Wide	Repaint Curb, Inst HP Signs	1450	Lump Sum	-	-	-	-	Moved Fwd	
HA-Wide	Resurface Parking, Maint/Mod	1450	Lump Sum	-	-	-	-	Moved Fwd	
HA-Wide	Incr Security System add backup	1460	Lump Sum	\$61,980	\$61,980	\$61,980	\$61,980	Ongoing	
HA-Wide	Repl. Roof Mod. Bldg.	1460	Lump Sum	\$24,900	\$24,900	\$24,900	\$24,900	Completed	
HA-Wide	Waterproof Repoint Brick Mod Bldg	1460	Lump Sum	\$77,000	\$77,000	\$77,000	\$77,000	Completed	
HA-Wide	Modify Mod Office	1470	Lump Sum	\$1,293	\$1,293	\$1,293	\$1,293		
HA-Wide	Modify Public Bathrooms	1470	Lump Sum	\$20,000	\$20,000	\$20,000	\$20,000	Completed	
HA-Wide	Modify Entrances	1470	Lump Sum	\$1,384	\$1,384	\$1,384	\$1,384	Completed	
HA-Wide	Maint Equipment Replacement	1475	Lump Sum	\$27,995	\$27,995	\$27,995	\$27,995		
HA-Wide	Computer System Hdwre Upgrade	1475	Lump Sum	\$7,310	\$7,310	\$7,310	\$7,310		
HA-Wide	Mod Force Account Tools/Equip	1475	Lump Sum	\$7,746	\$7,747	\$7,747	\$7,747		
HA-Wide	Administration	1410	Lump Sum	\$150,140	\$150,140	\$150,140	\$150,140		
HA-Wide	A/E Consultant Fees	1430	Lump Sum	\$116,886	\$116,886	\$116,886	\$116,886		

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

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020708-99 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	
				Original	Revised	Obligated	Expended		
HA-Wide Mgmt	Management Consultants	1408	Lump Sum	\$59,991	-	\$59,991	\$59,991	Ongoing	
Improvements	Resident Training Program	1408	Lump Sum	\$116,400	\$116,400	\$116,400	\$116,400	Ongoing	
"	Capital Fund Program Planning	1408	Lump Sum	\$2,109	\$2,109	\$2,109	\$2,109	Ongoing	
"	Accelerate Computer Implementation	1408	Lump Sum	\$28,374	\$28,374	\$28,374	\$28,374	Ongoing	
"	Staff Training Programs	1408	Lump Sum	\$7,687	\$7,687	\$7,687	\$7,687	Ongoing	
"	Create Evaluation System/Train Staff	1408	Lump Sum	-	-	-	-	Ongoing	
"	Update and Codify Policies and Procedures	1408	Lump Sum	-	-	-	-	Ongoing	
"	Update Communications Systems	1408	Lump Sum	\$7,812	\$7,812	\$7,812	\$7,812	Ongoing	
"	Upgrade Office Equipment	1408	Lump Sum	\$13,349	\$13,349	\$13,349	\$13,349	Ongoing	
"	Rental Marketing Plan	1408	Lump Sum	-	-	-	-	Ongoing	
"	Implement Preventive Maintenance Program	1408	Lump Sum	-	-	-	-	Ongoing	
"	MIS Director (half time contract)	1408	Lump Sum	\$26,676	\$26,676	\$26,676	\$26,676	Ongoing	
"	Hope VI Coordinator (50% sal/ben)	1408	Lump Sum	-	-	-	-		
TOTAL ALL	See above items			\$1,501,408	\$1,501,408	\$1,501,408	\$1,501,408	DONE	

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program No: MA06P020708-99 Replacement Housing Factor No:					Federal FY of Grant: 1999	
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	9/30/01	9/30/01	9/30/01	9/30/02	9/30/02	6/30/02	N/A	
MA 20-1	9/30/01	9/30/01	9/30/01	9/30/02	9/30/02	6/30/02	N/A	
MA 20-2	9/30/01	9/30/01	9/30/01	9/30/02	9/30/02	6/30/02	N/A	
MA 20-4	9/30/01	9/30/01	9/30/01	9/30/02	9/30/02	6/30/02	N/A	
MA 20-6	9/30/01	9/30/01	9/30/01	9/30/02	9/30/02	6/30/02	N/A	
HA-Wide	9/30/01	9/30/01	9/30/01	9/30/02	9/30/02	6/30/02	N/A	
HA-Wide	9/30/01	9/30/01	9/30/01	9/30/02	9/30/02	6/30/02	N/A	
							N/A	

**Quincy Housing Authority
Year 4 FY 2003 HUD Agency Plan**

Electronic File Attachment 4

**FY 2000 Capital Fund Performance and Evaluation Report
(Electronic File “MA020d04”)**

Annual Statement/Performance and Evaluation Report

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

PHA Name: QUINCY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06P020501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 4)
 Performance and Evaluation Report for Period Ending: 12/31/02 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	\$112,667	\$112,667	\$112,667	\$112,667
3	1408 Management Improvements Soft Costs	\$282,300	\$200,923	\$200,923	\$166,986
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$141,444	\$141,444	\$141,444	\$141,444
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$99,000	\$39,537	\$39,537	\$38,036
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$133,111	\$62,228	\$62,228	\$57,292
10	1460 Dwelling Structures	\$504,926	\$605,517	\$605,517	\$474,384
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	\$105,000	\$66,472	\$66,472	\$39,601
13	1475 Nondwelling Equipment	\$36,000	\$185,660	\$185,660	\$55,822
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
20	Amount of Annual Grant: (sum of lines 1-19)	\$1,414,448	\$1,414,448	\$1,414,448	\$1,086,232
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 –Soft Costs	-	-	-	-
24	Amount of Line 20 related to Security—Hard Costs	-	-	-	-
25	Amount of line 20 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020501-00 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	
				Original	Revised	Obligated	Expended		
MA 20-1	Replace Concrete Stairs	1460	Lump Sum	\$203,836	\$474,828	\$474,828	\$416,248	Ongoing	
MA 20-1	Replace Exterior Siding	1460	Lump Sum	\$34,662	\$89,146	\$89,146	\$24,433	Ongoing	
MA 20-1	Replace Screen Doors/Jambes	1460	Lump Sum	\$4,000	\$7,983	\$7,983	\$7,983	Complete	
MA 20-1	Landscape/Site Improvements	1450	Lump Sum	\$21,675	-	-	-	See 501-01	
MA 20-1	Bldg Mtd Site Lighting	1460	Lump Sum	\$4,000	\$5,040	\$5,040	\$5,040		
MA 20-2	Selective Floor Replacement	1460	Lump Sum	\$15,000	\$2,500	\$2,500	-		
MA 20-2	Replace Hallway Carpets	1470	Lump Sum	\$30,000	\$26,871	\$26,871	-		
MA 20-2	Replace Fire Doors w/Electric	1470	Lump Sum	\$35,000	-	-	-	Existing Compliant	
MA 20-2	Landscaping/Site Improvements	1450	Lump Sum	\$50,000	\$4,725	\$4,725	\$3,305	Phased	
MA 20-2	Replace Emergency Generator	1475	Lump Sum	-	\$24,895	\$24,895	-	Emergency	
MA 20-4	Selective Floor Replacement	1460	Lump Sum	\$31,736	\$2,256	\$2,256	-	Phased	
MA 20-4	Install Bldg. Mounted Site Lighting	1460	Lump Sum	\$5,850	\$2,680	\$2,680	\$2,680		
MA 20-4	Install Toggle Switches	1460	Lump Sum	\$57,255	\$21,084	\$21,084	\$18,000	Phased	
MA 20-4	Dumpster Doors	1460	Lump Sum	\$20,000	-	-	-	Maintenance	
MA 20-6	Landscaping/Site Improvements	1450	Lump Sum	\$17,836	\$17,658	\$17,658	\$17,658	Complete	
MA 20-6	Incr. Ext Site Lighting	1450	Lump Sum	\$5,400	-	-	-		
MA 20-6	Ventilation Lndry/Common Area	1460	Lump Sum	\$25,000	-	-	-	Design	
MA 20-6	Boiler Room Ventilation	1460	Lump Sum	\$1,100	-	-	-	Design	
MA 20-6	Replace Fire Doors w/Electric	1470	Lump Sum	\$40,000	-	-	-	Compliant	
MA 20-6	Emergency Generator	1475	Lump Sum	-	\$55,000	\$55,000	-	Compliance	
MA 20-6	Replace Compactor	1460	Lump Sum	\$25,000	-	-	-		
HA-Wide	Operating Expense	1406	Lump Sum	\$112,667	\$112,667	\$112,667	\$112,667		
HA-Wide	Administration	1410	Lump Sum	\$141,444	\$141,444	\$141,444	\$141,444		
HA-Wide	Fees and Costs	1430	Lump Sum	\$99,000	\$39,537	\$39,537	\$38,036		

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

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020501-00 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
				Original	Revised	Obligated	Expended	
HA-Wide Ofc	Resurface Mod/Maint Parking	1450	Lump Sum	\$35,200	\$36,329	\$36,329	\$36,329	Complete
HA-Wide Ofc.	Mod/Maintenance Signage	1450	Lump Sum	\$3,000	\$3,516	\$3,516	-	
HA-Wide Ofc.	Security System	1460	Lump Sum	\$36,487	-	-	-	Moved to 501-01
HA-Wide Ofc.	Maint. Equipment Replacement	1475	Lump Sum	\$25,000	\$25,081	\$25,081	\$25,081	
HA-Wide Ofc	Remodel Mod/Maint 2 nd Floor	1470	Lump Sum	-	\$3,433	\$3,433	\$3,433	Complete
HA-Wide Ofc	Remodel Mod/Maint 2 nd Floor	1460	Lump Sum	\$7,000	-	-	-	
HA-Wide Ofc	Replace Entrance Door – 9 Bicknell	1460	Lump Sum	\$1,000	-	-	-	Maintenance
HA-Wide Ofc	Computer Hardware	1475	Lump Sum	\$5,000	\$5,661	\$5,661	\$5,661	
HA-Wide	Force Account Vehicle	1475	Lump Sum	-	\$49,943	\$49,943	-	From 501-02
HA-Wide	Non-Vehicle Equipment (Force A/C)	1475	Lump Sum	\$6,000	\$25,080	\$25,080	\$25,080	
HA-Wide	Emergency Repairs-Non-Dwelling	1460	Lump Sum	\$33,000	-	-	-	Line item chg
HA-Wide	Emergency Repairs-Non Dwelling	1470	Lump Sum	-	\$36,168	\$36,168	\$36,168	
HA-Wide Mgmt	Management Consultants	1408	Lump Sum	\$25,000	\$21,114	\$21,114	\$9,956	
Improvements	Resident Training Program	1408	Lump Sum	\$100,000	\$138,810	\$138,810	\$118,410	
"	Capital Fund Program Planning	1408	Lump Sum	\$2,000	\$120	\$120	\$120	
"	Accelerate Computer Implementation	1408	Lump Sum	\$35,000	\$3,224	\$3,224	\$3,049	
"	Staff Training Programs	1408	Lump Sum	\$20,000	\$3,929	\$3,929	\$2,629	
"	Create Evaluation System/Train Staff	1408	Lump Sum	\$3,000	-	-	-	
"	Update/Codify Policies & Procedures	1408	Lump Sum	\$5,000	-	-	-	
"	Update Communications Systems	1408	Lump Sum	\$52,300	\$18,930	\$18,930	\$18,464	
"	Rental Marketing Plan	1408	Lump Sum	\$15,000	-	-	-	
"	Implement Preventive Maintenance Program	1408	Lump Sum	\$10,000	-	-	-	
"	MIS Director	1408	Lump Sump	\$15,000	\$14,796	\$14,796	\$14,358	
TOTAL ALL	See above items			\$1,414,448	\$1,414,448	\$1,414,448	\$1,086,232	

**Quincy Housing Authority
Year 4 FY 2003 HUD Agency Plan**

Electronic File Attachment 5

**FY 2001 Capital Fund Performance and Evaluation Report
(Electronic File “MA020d05”)**

Annual Statement/Performance and Evaluation Report

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

PHA Name: QUINCY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06P020501-01 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: 12/31/02 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	\$115,726	\$115,726	\$115,726	\$115,726
3	1408 Management Improvements Soft Costs	\$289,315	\$199,725	\$47,019	\$11,152
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$144,657	\$144,657	\$144,657	\$144,188
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$97,000	\$97,000	\$15,000	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$155,833	\$186,040	\$183,540	-
10	1460 Dwelling Structures	\$350,261	\$659,479	\$311,897	\$131,372
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	\$168,785	\$5,000	\$5,000	-
13	1475 Nondwelling Equipment	\$125,000	\$38,950	\$20,000	\$1,371
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
20	Amount of Annual Grant: (sum of lines 1-19)	\$1,446,577	\$1,446,577	\$842,839	\$403,809
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 –Soft Costs	-	-	-	-
24	Amount of Line 20 related to Security—Hard Costs	-	-	-	-
25	Amount of line 20 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
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	Obligated	Expended		
MA 20-1	Replace Exterior Siding/Roof	1460	Lump Sum	\$103,967	\$215,471	\$100,000	\$54,239	Phased	
MA 20-1	Replace Screen Doors/Jambs	1460	Lump Sum	-	-	-	-	Complete	
MA 20-1	Replace Concrete Stairs	1460	Lump Sum	-	\$239,355	\$205,277	\$72,184	Phased	
MA 20-1	Landscaping/Site Improvements	1450	Lump Sum	\$140,833	\$2,500	-	-		
MA 20-1	Replace DHW Tanks	1460	Lump Sum	-	\$22,669	-	-		
MA 20-2	Landscaping/Site Improvements	1450	Lump Sum	-	\$183,540	\$183,540	-		
MA 20-2	Building Exterior	1460	Lump Sum	\$130,988	-	-	-	To 1450	
MA 20-2	Replace Entry Door Hardware	1460	Lump Sum	\$85,800	\$25,000	-	-		
MA 20-2	Plumbing Upgrades	1460	Lump Sum	-	\$35,000	-	-		
MA 20-2	Selective Floor Replacement	1460	Lump Sum	-	\$8,000	-	-	Phased	
MA 20-2	Replace Shower Valves/Faucets using force account	1460	Lump Sum	\$6,552	-	-	-	See Plumbing	
MA 20-2	Install Stair Treads	1470	Lump Sum	\$20,657	-	-	-	Existing Compliant	
MA 20-2	Replace Emergency Generator	1475	Lump Sum	\$50,000	\$1,950	-	-		
MA 20-2	Replace Fire Door w/Electric	1470	Lump Sum	\$35,000				Existing Compliant	
MA 20-4	Install Toggle Switches: Phase II	1460	Lump Sum	-	\$6,620	\$6,620	\$4,949		
MA 20-4	Plumbing Upgrades – Phase I	1460	Lump Sum	-	\$35,000	-	-		
MA 20-4	Central Heat - Hallways	1460	Lump Sum	\$17,000	-	-	-		
MA 20-4	Install Handrails in Hallways	1470	Lump Sum	\$43,128	-	-	-	Existing Complaint	
MA 20-4	Replace Fire Doors w/Electric	1470	Lump Sum	\$70,000				Existing Compliant	

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

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
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	Obligated	Expended	
MA 20-4	Replace Emergency Generator	1475	Lump Sum	\$50,000	-	-	-	Existing Compliant
MA 20-4	Selective Floor Replacement	1460	Lump Sum	-	\$3,000	-	-	
MA 20-6	Landscaping/Site Improvements	1450	Lump Sum	\$15,000	-	-	-	Complete
MA 20-6	Bathroom Rehab – Phase I	1460	Lump Sum	\$750	\$20,894	-	-	
MA 20-6	Security System Upgrade	1460	Lump Sum	-	\$1,825	-	-	
MA 20-6	Elevator Repair	1460	Lump Sum	-	\$33,145	-	-	Emergency
MA 20-6	Install Toggle Switches	1460	Lump Sum	-	\$3,500	-	-	
HA-Wide	Operating Expense	1406	Lump Sum	\$115,726	\$115,726	\$115,726	\$115,726	
HA-Wide	Administrative Fees	1410	Lump Sum	\$144,657	\$144,657	\$144,657	\$144,188	
HA-Wide	A/E Consultant Fees	1430	Lump Sum	\$97,000	\$97,000	\$15,000	-	
HA-Wide Ofc.	Repair Roof Day Care Center	1470	Lump Sum	\$5,204	\$10,000	\$5,000	-	
HA-Wide Ofc.	Maint. Equipment Replacement	1475	Lump Sum	\$25,000	\$10,000	\$10,000	-	
HA-Wide Ofc	Security Systems – All Buildings	1460	Lump Sum	-	\$5,000	-	-	
HA-Wide Ofc	Computer Hardware	1475	Lump Sum	-	\$17,000	-	-	
HA-Wide Ofc	Force Account Tools	1475	Lump Sum	-	\$10,000	\$10,000	\$1,371	
HA-Wide Mgmt Improvements	Management Consultants	1408	Lump Sum	\$26,425	\$26,425	-	-	
“	Resident Training Program	1408	Lump Sum	\$120,000	\$120,000	\$15,719	\$11,152	
“	Capital Fund Program Planning	1408	Lump Sum	\$2,000	\$2,000	-	-	
“	Accelerate Computer Implementation	1408	Lump Sum	\$14,590	\$5,000	-	-	
“	Staff Training Programs	1408	Lump Sum	\$30,000	\$15,000	-	-	
“	Update Communications Systems	1408	Lump Sum	\$70,000	\$20,000	\$20,000	-	
“	Rental Marketing Plan	1408	Lump Sum	\$15,000	-	-	-	
“	Implement Preventive Maintenance Program	1408	Lump Sum	\$11,300	\$5,000	\$5,000	-	
TOTAL ALL	See Above Items			\$1,446,577	\$1,446,577	\$842,839	\$403,809	

**Quincy Housing Authority
Year 4 (FY 2003) HUD Agency Plan**

Electronic File Attachment 6

**FY 2002 Capital Fund Performance and Evaluation Report
(Electronic File “MA020d06”)**

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

PHA Name: QUINCY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06P020501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12-31-02 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			-	-
3	1408 Management Improvements Soft Costs	\$264,300	\$219,426	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$138,759	\$138,759	\$46,253	\$21,021
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$97,132	\$97,000	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$136,778	\$34,840	-	-
10	1460 Dwelling Structures	\$577,453	\$845,444	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	\$61,047	-	-	-
13	1475 Nondwelling Equipment	\$112,129	\$52,129	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
20	Amount of Annual Grant: (sum of lines 1-19)	\$1,387,598	\$1,387,598	\$46,253	\$21,021
21	Amount of line 19 Related to LBP Activities	-	-	-	-
22	Amount of line 19 Related to Section 504 compliance	\$6,000	-	-	-
23	Amount of line 19 Related to Security –Soft Costs	-	-	-	-
24	Amount of Line 19 related to Security—Hard Costs	\$45,000	-	-	-
25	Amount of line 19 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-1	Roof Replacement	1460	Lump Sum	\$64,840	\$50,000			
	Stair Replacement	1460	Lump Sum	\$403,691	\$92,000	-	-	Complete
	Landscaping & Site Improvements	1450	Lump Sum	-	\$14,840	-	-	
	Replace Exterior Siding	1460	Lump Sum	-	\$185,230	-	-	
	Plumbing Upgrades: Phase I	1460	Lump Sum	-	\$40,000	-	-	
MA 20-2	Landscaping	1450	Lump Sum	\$136,778	-	-	-	Complete
	Replace Roof Exhaust	1460	Lump Sum	-	\$20,000	-	-	
	Window Replacement – Phased	1460	Lump Sum	-	\$154,000	-	-	
	Security System Upgrades	1460	Lump Sum	-	\$45,000	-	-	
	Elevator Upgrade	1460	Lump Sum	-	\$18,000	-	-	
	Plumbing Upgrades	1460	Lump Sum	-	\$35,000	-	-	
	Install Canopy – front entrance	1460	Lump Sum	\$25,000	-	-	-	
	Kitchen Redesign	1460	Lump Sum	\$32,922	-	-	-	
MA 20-4	Landscaping & Site Improvement	1450	Lump Sum	-	\$20,000	-	-	
	Window Replacement – Phased	1460	Lump Sum	-	\$10,000	-	-	
	Closet Doors/Shelving	1460	Lump Sum	-	\$45,070	-	-	
	Elevator Upgrades	1460	Lump Sum	-	\$30,000	-	-	
	Replace Central Heat-Hallways	1460	Lump Sum	-	\$10,000	-	-	
	Security System Upgrades	1460	Lump Sum	-	\$20,000	-	-	

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

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-6	Replace Roof Exhaust	1460	Lump Sum	-	\$12,000	-	-	
	Security System Upgrades	1460	Lump Sum	-	\$8,175			
	Bathroom Rehab – Phase II	1460	Lump Sum	-	\$28,469			
	Replace Roof Exhaust	1470	Lump Sum	\$61,047	-	-	-	
	Closet Doors/Shelving	1460	Lump Sum	-	\$6,500			
HA Wide	Security Systems – All Buildings	1460	Lump Sum	\$45,000	\$30,000	-	-	
	Reasonable Accommodations	1460	Lump Sum	\$6,000	\$6,000	-	-	
	Computer System Hardware Upgrade	1475	Lump Sum	\$27,129	\$17,129	-	-	
	Maintenance Equipment Replacement	1475	Lump Sum	\$10,000	\$10,000	-	-	
	Force Account Vehicle	1475	Lump Sum	\$65,000	\$15,000	-	-	See 501-00
	Force Account Tools	1475	Lump Sum	\$10,000	\$10,000	-	-	
	Administration	1410	Lump Sum	\$138,759	\$138,759	\$46,253	\$21,021	
	Fees and Costs	1430	Lump Sum	\$97,132	\$97,000	-	-	
HA Wide	Management Consultants	1408	Lump Sum	\$50,000	\$25,126	-	-	
Management	Resident Training Program	1408	Lump Sum	\$125,000	\$114,000	-	-	
Improvements	Staff Training	1408	Lump Sum	\$30,000	\$30,000	-	-	
	Office/Communications Equip	1408	Lump Sum	\$50,000	\$30,000	-	-	
	Accelerate Computer Implementation	1408	Lump Sum	-	\$16,000	-	-	
	Employee Assistance Program	1408	Lump Sum	-	\$2,200	-	-	
	Miscellaneous/CFP Planning	1408	Lump Sum	\$9,300	\$2,100	-	-	
TOTAL ALL	See above items			\$1,387,598	\$1,387,598	\$46,253	\$21,021	

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program No: MA06P020502-02 Replacement Housing Factor No:					Federal FY of Grant: 2002
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	3/31/04	6/30/04		3/31/05	6/30/05		QWRA
MA 20-1	3/31/04	6/30/04		3/31/05	6/30/05		QWRA
MA 20-2	3/31/04	6/30/04		3/31/05	6/30/05		QWRA
MA 20-4	3/31/04	6/30/04		3/31/05	6/30/05		QWRA
MA 20-6	3/31/04	6/30/04		3/31/05	6/30/05		QWRA
HA-Wide Admin Ofcs,	3/31/04	6/30/04		3/31/05	6/30/05		QWRA
HA-Wide Admin (10%)	3/31/04	6/30/04		3/31/05	6/30/05		QWRA
HA-Wide Fees & Costs	3/31/04	6/30/04		3/31/05	6/30/05		QWRA

ELECTRONIC FILE ATTACHMENT 7

FY 2000 Public Housing Drug Elimination Program Plan (Electronic File "MA020d07")

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant \$149,224
- B. Eligibility type (Indicate with an "x") N1 X N2 _____ R _____
- C. FFY in which funding is requested FY2000
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Quincy Housing Authority will use a comprehensive and prevention-based approach to attack the problem of drug-related crime in the Germantown area. Funds requested would enhancing the collaboration with the QPD –Community police Unit and as well as solidify services necessary for drug prevention and elimination in the Germantown area thus improving the quality of life issues for Germantown residents.

A PHDEP Coordinator, with the support of the outreach staff, will function as a liaison between the QHA, Quincy Police Department, the residents and various community agencies and organizations. The QHA will also maintain operation of a broad range of year around adult and child education programs and preventive activities using PHDEP grant funds.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
<i>Riverview Family Housing Development</i>	<i>180</i>	<i>526</i>

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1996					
FY 1997					
FY 1998					
FY1999	\$143,181.00	MA06DEP0200199	\$0.00	N/A	12/01
FY 2000	\$149,224.00	MA06DEP0200100	\$0.00	N/A	12/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

In the "Quality of Life" Survey, Quincy Housing Authority (QHA) residents noted that, there are issues as to community safety, particularly for their children. Through its PHDEP Grant, the Quincy Housing Authority seeks to:

- ***Continue developing a comprehensive PHDEP based on feedback of needs from QHA's annual "Quality of Life" survey***
- ***Support the PHDEP Coordinator and staff, in coordination with various community organizations including the local YMCA which will be integrally involved in broadening programs and activities***
- ***Further develop the relationship with the Quincy Police Department (in particular its Community Policing Program) supplementing the existing Community Policing Program with enhancements for heightened service delivery***
- ***Enhance community outreach and collaboration.***
- ***Provide computer training, homework/after school programs, summer programs and recreational activities intended to strengthen positive alternatives among youth and adults who are QHA residents, while minimizing opportunities and temptations to be involved in criminal and drug activities***
- ***Provide a comprehensive adult education and support service program targeted at supporting welfare to work opportunities and increase services to various other targeted populations.***

- *As discussed in each Activity in Section C. PHDEP Plan Goals and Activities, under Performance Indicators, every PHDEP Activity will be monitored with respect to, as applicable, resident utilization statistics and attendance, crime rates, resident surveys, school attendance rates, grades and graduation rates, and job acquisition and retention rates.*

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$10,000.00
9120 – Security Personnel	
9130 – Employment of Investigators	
9140 – Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$139,224.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$149,224.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$10,000.00		
Goal(s)	<i>To enhance the Quincy Police Department's Community Policing Program in Germantown</i>						
Objectives	<ol style="list-style-type: none"> 1. <i>Support the QPD's Community Policing Program in Germantown, including two Community Police Officers, enhanced QPD involvement in summer youth activities, further consistent outreach to community base, increased visibility, and ensure regular reports year-round</i> 2. <i>Fund additional QPD Community Police Unit enhancements for the benefit of the Germantown community.</i> 						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
<i>1. Quincy Police Department—Community Policing Program</i>			<i>10/01</i>	<i>12/02</i>	<i>\$10,000</i>	<i>\$</i>	<ol style="list-style-type: none"> 1. <i>Decreases in crime and drug rates in the Germantown section of Quincy;</i> 2. <i>Conduct crime prevention forums in conjunction with the QPD;</i> 3. <i>Evidence that information about the QPD Community Policing Program is being provided to QHA residents through pamphlets;</i> 4. <i>Evidence that appropriate crime statistics are recorded;</i> 5. <i>Evidence that forms have been developed that will assist in the compilation of data that will obtain future grants;</i> 6. <i>Documentation of performance of QPD patrols.</i>

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$0.00		
Goal(s)							
<i>NO VOLUNTARY TENANT PATROL!</i>							
Objectives							
1.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>Support the ROs in implementing Voluntary Tenant Patrols</i>							
2.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$139,224.00		
Goal(s)	<i>To reduce the risk of children, youth and adult residents becoming involved in criminal and drug activities by providing effective alternatives and education and training in support of healthier lifestyles.</i>						
Objectives	<ol style="list-style-type: none"> 1. <i>Work with the community and residents in marketing and outreach to expand collaboration with community agencies and program participation</i> 2. <i>Enhance QPD outreach</i> 3. <i>Expand program activities for tenants year-round</i> 4. <i>Expand translation and language services</i> 5. <i>Expand monitoring of services</i> 						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
<p><i>PHDEP Personnel, including a PHDEP Coordinator, two Resident Youth Leaders and, with fringe benefits and supplies, as applicable</i></p> <p><i>There also has been no "benefits" for the Resident Youth Leaders/Outreach Workers</i></p>	526	<i>Residents of the Riverview Family Housing Development</i>	10/01	12/02	\$118,597	103,575	<ol style="list-style-type: none"> 1. <i>Evidence of coordination and management of the PHDEP-related programs and activities;</i> 2. <i>Evidence of responsibilities of the QHA with reference to the PHDEP Grant;</i> 3. <i>Survey results from annual "Quality of Life" survey indicating that residents' concerns are being addressed;</i> 4. <i>Evidence that an accurate database of QHA programs and participants served has been developed and maintained;</i> 5. <i>Documentation that a strict "One Strike Policy" has been incorporated in the QHA's lease;</i> 6. <i>Monthly reports of programs and activities are maintained;</i> 7. <i>Evidence that crime statistics are recorded;</i> 8. <i>Evidence that forms have been developed that will assist in the compilation of data that will obtain future grants;</i> 9. <i>Documentation that each of the scheduled positions is filled and that the responsibilities of each are maintained.</i>

<p>2. Adult Education (ESOL Training, GED Training, Computer Training, and Welfare to Work programs and groups), including expanded translation and language services and expanded hours of service</p>	<p>170</p>	<p>Adult residents of the Riverview Family Housing Development</p>	<p>10/01</p>	<p>12/02</p>	<p>\$10,000</p>	<p>\$30,000</p>	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through testing and other outcome measures; 3. Records to indicate successful job searches and work enhancement, as a result of training participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that services have been acquired through in kind donations. 6. Evidence that services have been rendered via collaborative efforts with community entities
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<p>3. Youth Education (Computer Training, Homework/After School and Summer Programs, i.e., YMCA), including outreach to community organizations and entities for marketing, outreach service development, implementation and oversight</p>	80	Youth residents of the Riverview Family Housing Development	10/01	12/02	\$10,627	\$30,000	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through testing and other outcome measures, such as school report cards; 3. Records to indicate successful school participation is supported as a result of PHDEP program participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that services have been acquired through in kind donations. 6. Evidence that services have been rendered via collaborative efforts with community entities
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<p>4. Recreation (organizations including the YMCA)</p>	<p>200</p>	<p>Youth residents of the Riverview Family Housing Development</p>	<p>10/01</p>	<p>12/02</p>	<p>\$0</p>	<p>133,000</p>	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through changes in crime rates, vandalism, and associated behaviors; 3. Records to indicate successful school participation is supported as a result of PHDEP program participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that supplies have been acquired through donations
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9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones*

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g. Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	<i>Activity 1</i>	\$2,500.00	<i>Activity 1</i>	\$5,000.00
9120				
9130				
9140				
9150				
9160	<i>Activities 1, 2, 3</i>	\$34,806.00	<i>Activities 1, 2, 3</i>	\$69,612.00
9170				
9180				
9190				
TOTAL		\$37,306.00		\$74,612.00

*** The FY 2000 Public Housing Drug Elimination Program Plan has been fully obligated and expended.**

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the "PHA Certifications of Compliance with the PHA Plan and Related Regulations."

ELECTRONIC FILE ATTACHMENT 8

FY 2001 Public Housing Drug Elimination Program Plan (Electronic File "MA020d08")

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$159,208

B. Eligibility type (Indicate with an "x") N1 X N2 _____ R _____

C. FFY in which funding is requested FY2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Quincy Housing Authority will use a comprehensive and prevention-based approach to attack the problem of drug-related crime in the Germantown area. Funds requested will permit enhancing the collaboration with the QPD –Community police Unit and as well as solidify services necessary for drug prevention and elimination in the Germantown area thus improving the quality of life issues for Germantown residents. A PHDEP Coordinator, with the support of the outreach staff, will function as a liaison between the QHA, Quincy Police Department, the residents and various community agencies and organizations. The QHA will also maintain operation of a broad range of year around adult and child education programs and preventive activities using PHDEP grant funds.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
<i>Riverview Family Housing Development</i>	<i>180</i>	<i>526</i>

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1996					
FY 1997					
FY 1998					
FY1999	\$143,181.00	MA06DEP0200199	\$0.00	N/A	12/01
FY2000	\$149,224.00	MA06DEP0200100	\$0.00	N/A	12/02
FY 2001	\$159,208.00	MA06DEP0200101	\$152,316.00	N/A	12/03

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

In the "Quality of Life" Survey, Quincy Housing Authority (QHA) residents demonstrated that due to the PHDEP initiatives there is a heightened knowledge of services available to them in the community and that they do feel safer, however there remains issues as to community safety, particularly at night. Through its PHDEP Grant, the Quincy Housing Authority seeks to:

- ***Continue developing a comprehensive PHDEP based on feedback of needs from QHA's annual "Quality of Life" survey***
- ***Support the PHDEP Coordinator and staff, in coordination with various community organizations which will be integrally involved in enhancing various programs and activities***
- ***Further develop the relationship with the Quincy Police Department (in particular its Community Policing Program) supplementing the existing Community Policing Program with enhancements for heightened service delivery***
- ***Enhance community outreach and collaboration.***
- ***Provide computer training, homework/after school programs, summer programs and recreational activities intended to strengthen positive alternatives among youth and adults who are QHA residents, while minimizing opportunities and temptations to be involved in criminal and drug activities***

- *Provide a comprehensive adult education and support service program targeted at supporting welfare to work opportunities and increase services to various other targeted populations.*
- *As discussed in each Activity in Section C. PHDEP Plan Goals and Activities, under Performance Indicators, every PHDEP Activity will be monitored with respect to, as applicable, resident utilization statistics and attendance, crime rates, resident surveys, school attendance rates, grades and graduation rates, and job acquisition and retention rates.*

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$10,000.00
9120 – Security Personnel	
9130 – Employment of Investigators	
9140 – Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$149,208.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$159,208.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$10,000.00		
Goal(s)	<i>To enhance the Quincy Police Department's Community Policing Program in Germantown</i>						
Objectives	<ol style="list-style-type: none"> 1. <i>Support the QPD's Community Policing Program in Germantown, , enhance QPD involvement in summer youth activities, broaden outreach to community base, increased visibility, and ensure regular year round reporting</i> 2. <i>Fund additional QPD-Community Police Unit enhancements for the benefit of the Germantown community.</i> 						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
<i>1. Quincy Police Department—Community Policing Program</i>			<i>1/01</i>	<i>12/02</i>	<i>\$10,000</i>	<i>\$</i>	<ol style="list-style-type: none"> 1. <i>Decreases in crime and drug rates in the Germantown section of Quincy;</i> 2. <i>Conduct crime prevention forums in conjunction with the QPD;</i> 3. <i>Evidence that information about the QPD Community Policing Program is being provided to QHA residents through pamphlets;</i> 4. <i>Evidence that appropriate crime statistics are recorded;</i> 5. <i>Evidence that forms have been developed that will assist in the compilation of data that will obtain future grants;</i> 6. <i>Documentation of performance of QPD patrols.</i>

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$0.00		
Goal(s)							
Objectives							
1.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. <i>Support the ROs in implementing Voluntary Tenant Patrols</i>							
2.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$149,208.00		
Goal(s)	<i>To reduce the risk of children, youth and adult residents becoming involved in criminal and drug activities by providing effective alternatives and education and training in support of healthier life-styles.</i>						
Objectives	<ol style="list-style-type: none"> 1. <i>Work with the community and residents in marketing and outreach to expand collaboration with community agencies and program participation</i> 2. <i>Enhance QPD outreach</i> 3. <i>Expand program activities for tenants year-round</i> 4. <i>Expand translation and language services</i> 5. <i>Expand monitoring of services</i> 						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
<p>1. <i>PHDEP Personnel, including a PHDEP Coordinator, Resident Youth Leaders and, with fringe benefits and supplies, as applicable</i></p> <p><i>There also has been no "benefits" for the Resident Youth Leaders/Outreach Workers</i></p>	526	<i>Residents of the Riverview Family Housing Development</i>	1/01	12/02	\$128,581	103,575	<ol style="list-style-type: none"> 1. <i>Evidence of coordination and management of the PHDEP-related programs and activities;</i> 2. <i>Evidence of the responsibilities of the QHA with reference to the PHDEP Grant;</i> 3. <i>Survey results from annual "Quality of Life" survey indicating that residents' concerns are being addressed;</i> 4. <i>Evidence that an accurate database of QHA programs and participants served has been developed and maintained;</i> 5. <i>Documentation that a strict "One Strike Policy" has been incorporated in the QHA's lease;</i> 6. <i>Monthly reports of programs and activities are maintained;</i> 7. <i>Evidence that crime statistics are recorded;</i> 8. <i>Evidence that forms have been developed that will assist in the compilation of data that will obtain future grants;</i> 9. <i>Documentation that each of the scheduled positions is filled and that the responsibilities of each are maintained.</i>

<p>2. Adult Education (ESOL Training, GED Training, Computer Training, and Welfare to Work programs and groups), including expanded translation and language services and expanded hours of service</p>	<p>170</p>	<p>Adult residents of the Riverview Family Housing Development</p>	<p>1/01</p>	<p>12/02</p>	<p>\$10,000</p>	<p>\$30,000</p>	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through testing and other outcome measures; 3. Records to indicate successful job searches and work enhancement, as a result of training participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that services have been acquired through in-kind donations 6. Evidence that services have been rendered via collaborative efforts with community entities
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<p>3. Youth Education (Computer Training, Homework/After School and Summer Programs, i.e., YMCA), including outreach to community organizations and entities for marketing, outreach service development, implementation and oversight</p>	<p>80</p>	<p>Youth residents of the Riverview Family Housing Development</p>	<p>1/01</p>	<p>12/02</p>	<p>\$10,627</p>	<p>\$30,000</p>	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through testing and other outcome measures, such as school report cards; 3. Records to indicate successful school participation is supported as a result of PHDEP program participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that services have been acquired through in-kind donations.
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<p>4. Recreation (organizations including the YMCA)</p>	<p>200</p>	<p>Youth residents of the Riverview Family Housing Development</p>	<p>1/01</p>	<p>12/02</p>	<p>\$0</p>	<p>133,000</p>	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through changes in crime rates, vandalism, and associated behaviors; 3. Records to indicate successful school participation is supported as a result of PHDEP program participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that services have been rendered via collaborative efforts with community entities
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9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g. Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	<i>Activity 1</i>	\$2,500.00	<i>Activity 1</i>	\$5,000.00
9120				
9130				
9140				
9150				
9160	<i>Activities 1, 2, 3</i>	\$37,302.00	<i>Activities 1, 2, 3</i>	\$74,604.00
9170				
9180				
9190				
TOTAL		\$39,802.00		\$79,604.00

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Electronic File Attachment 9

The QHA's Required Responses to HUD's PHAS Resident Assessment Survey (RAS) Scores in (A) Communication and (B) Neighborhood Appearance (Electronic File "MA020d09")

A. COMMUNICATION RESPONSE

The Quincy Housing Authority is disappointed in the negative response and the low percentage of residents responding to the survey. We note that the lowest score of 63 percent was based on a response of 26 percent of the 180 families in the Riverview family development, the next lowest score of 69.7 percent was based on a response of 32 percent of the 275 elderly/disabled residents in O'Brien Towers, the next lowest score of 84.1 percent was based on a response of 56 percent of the thirty elderly and occupants of the ten wheel-chair accessible units at Drohan Apartments, and the highest score of 85.4 percent was based on a response of 42 percent of the 150 elderly/disabled residents of Pagnano Towers. With one exception (Drohan Apartments, where ten of the forty units are completely handicapped accessible), the lower the response rate, the lower the score.

We will continue to send out flyers; submit articles in "The Beacon", the tenant newsletter, to keep residents informed of events; send notices to residents informing them of modernization projects and schedules; and continue modernization meetings and communicating through the Project Managers on ongoing projects.

We will continue to attempt to reach tenants and encourage participation in our programs through our two Outreach Workers and provide translation services funded through various grants. The Project Managers, Superintendent of Maintenance, Support Services Administrator and Modernization Director will continue to attend the monthly Harborview Residents' Committee (family tenant organization) and the Senior Residents' Council monthly meetings. We will ask that staff that hold tenant meetings increase their outreach efforts for tenant participation and for suggestions on appropriate agenda items. Separate meetings will be held on topics such as "Rules of Your Lease" and follow-up reports be given to tenants whenever possible. We will encourage tenant input on appropriate topics into agendas. We will provide additional training to the tenant association officers and membership on budgeting and seek out other programs and topics, such as Board Member training, to assist them in their mission.

We will utilize the services of our Employee Assistance Program to provide additional training through seminars for all our staff in areas such as customer relations, sensitivity training, and conflict resolution. We feel that this will be an important step in helping us to improve on how we communicate with residents. We recognize that even the perception of a problem by residents is a problem and will strive to eliminate that. Specific training for front-desk personnel will be continued.

We will encourage more direct tenant communications. We will carefully consider input from our Resident Advisory Board members on proposed plan, and ask for their assistance in improving communications with our residents.

Improvement in these areas will be tracked at the Authority's biweekly Department Head Meetings, with reports from each Department Head.

B. NEIGHBORHOOD APPEARANCE RESPONSE

In response to the RAS results for **Neighborhood Appearance at MA 20-4, O'Brien Towers**, the QHA proposes this Follow-up Plan:

A complete review of the most recent physical needs assessment will be conducted, and maintenance staff mechanics and supervisors will be involved in that process. We will specifically focus on exterior building and site conditions, which seem to have been of greatest concern to the responders.

We will insure direct-tenant communication concerning the issue of in-building noise complaints. Residents will be directed to contact the authority and complaints will be addressed immediately by management staff. If necessary, the community police will be apprised of any ongoing problems.

The issues of cleanliness and safety of public areas are addressed daily, and we will encourage our property managers to make tenants aware that we welcome their calls to help us identify areas of need that may not be readily noticeable during the maintenance staff daily rounds.

In response to the RAS results for **Neighborhood Appearance at MA 20-1, Riverview**, the QHA proposes this Follow-up Plan:

An engineering solution to the drainage problem in the exterior basement stairwells will be sought. These areas are cleaned regularly by Maintenance staff, but more focused attention will be paid to these conditions henceforth. The walkways will be included in the parking lot paving project that is being planned for the summer of 2003, and we plan to resolve the complaints concerning obsolete laundry drying yards by providing alternative, multi-use functional space for tenant enjoyment.

We have begun siding replacement, which included the addition of insulation, as well as replacement and application of new metal coverage of exterior trim. That initiative has already resulted in increased tenant satisfaction, and we expect more positive responses as the work progresses through the Riverside property. In conjunction with this building appearance improvement, landscape improvements will be made to these building sites and maintained by our staff. We will encourage resident pride through direct tenant communication. Additionally, we have recently replaced all the interior and exterior lighting fixtures with safer, more energy efficient units, and an ongoing refrigerator replacement activity is in progress.

The single small playground area will be upgraded, and improvements will also be made to the basketball court. We will also attempt to locate a suitable site within the development for additional recreation space.

The QHA Modernization Department has begun negotiations with the City of Quincy Planning and Recreation departments to allow Riverview resident usage of a limited area of the open space under their control for a Community Garden space. This rather large playground area is maintained by the city; however, the Quincy Housing Authority has voluntarily supplemented its upkeep. We will attempt to have the City upgrade this space for the betterment of the community and improvement of appearance since it abuts the Riverview development, and we will continue to assist the city on an as needed basis to insure adequate maintenance.

Additionally, we have recently begun a comprehensive site assessment that will include addressing the issue of streetscape appearance, the elimination of negative elements, and landscape improvements. We expect that with the addition of landscape features and additional trees, the traffic noise complaints will lessen. Tenant noise complaints are immediately addressed by QHA staff or community police, and we will insure that any such complaints are communicated to the appropriate individual or department and are promptly investigated.

The trash removal is presently done on a contract basis by truck collection from curbside placed tenant trash receptacles. Our Maintenance staff completes a comprehensive follow-up within twenty-four hours. We will continue to have direct communication with tenants on the issue of empty trash receptacle removal, and we will attend daily to making sure that no loose trash is on site. The issues of graffiti and broken glass are addressed daily, and we will encourage our property managers to make tenants aware that we welcome their calls to help us identify areas of need that may not be readily noticeable during the maintenance staff daily rounds.

**QUINCY HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Assistant Director Jacquelyn S. Loud	Executive Director John Mather	General Counsel Patricia Hunt
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Admin. Assistant Kathleen Healy	Admin. Secretary Terry Champion	Receptionist Fran McGann	Clerk Typist Akemi Barden
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Modernization Dept.	Finance Department	Support Services	Tenant Services Department	Leased Housing	Maintenance Department
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Mod Director Acting Mod Director (Francis Whitty)	Finance Director John McKenna	Sup. Sev. Director Joyce Young	Director of Program Management Carolyn Crossley	Rental Assistant Administrator Barbara Niles	Superintendent of Maintenance Acting Superintendent of Maintenance (David Ferris)
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Mod Force Account Forman Francis Whitty	Sr. Account Thao Ngo	E.D.H.C. Barbara O'Brien	Occupancy Specialist Mary Gethin Maryellen Slattery	Assistant Rental Assistance Administrator Pamela Norton	Maint. Secretary Margaret Milne	Labor Foreman Robert Foster
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Mod Proj. Mgr. Larry Connors Rita Vaga	Acct. Payroll Clerk Chris LaPlume	F.S.S.C Cherie Jiminez Kerry Conlon	Admissions Clerk Linda Clark Michelle Bosse	Rental Asst. Serv. Coord. Peg Comer	Maint. Op. Coord. Dick DeCosta	Laborer/Mechanic Joseph B. McAteer
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Mod Coord. Deborah Williamson	Sr. Bookkeeper vacant	D.E.P.C. vacant	Property Manager Patricia Mackin Robert Fleming Kathleen Porrazzo Barbara Papile	Rental Asst/HAP Clerk Nancy Connolly	Maint. Clerk, Step II Michelle Routhier	Laborers
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	Bookkeeper I Kathleen Shannon	E.S.P.C. vacant		Clerk Typist vacant Judy Archer	Maint. Clerk, Step II Houda Shuman	Anthony Rumble
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		V.E.C.S.C. vacant		Rental Assistance Housing Search Specialist Nina Regan	Plasterer Patrick Mannion	William O'Neill
--	--	------------------------------------	--	--	-------------------------------------	-----------------

					Plumbers Steve Montgomery Thomas F. Gorman III	Vincent Acito
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					Floorlayer David Ferris	Mark Kennedy
--	--	--	--	--	-----------------------------------	--------------

					Carpenters Chris Aronne Michael C. Johnson John A. Jones James J. Carroll William Hodgson Thomas Shruhan vacant	Daniel McGann
--	--	--	--	--	--	---------------

					Electricians Paul Radzik Mike Micciche	Paul J. McDonough
--	--	--	--	--	---	-------------------

					Lead Painter Kevin Murphy	Diane Napolitan
--	--	--	--	--	-------------------------------------	-----------------

					Painter vacant Catherine Jones Kenneth Jillson	James McDonough
--	--	--	--	--	---	-----------------

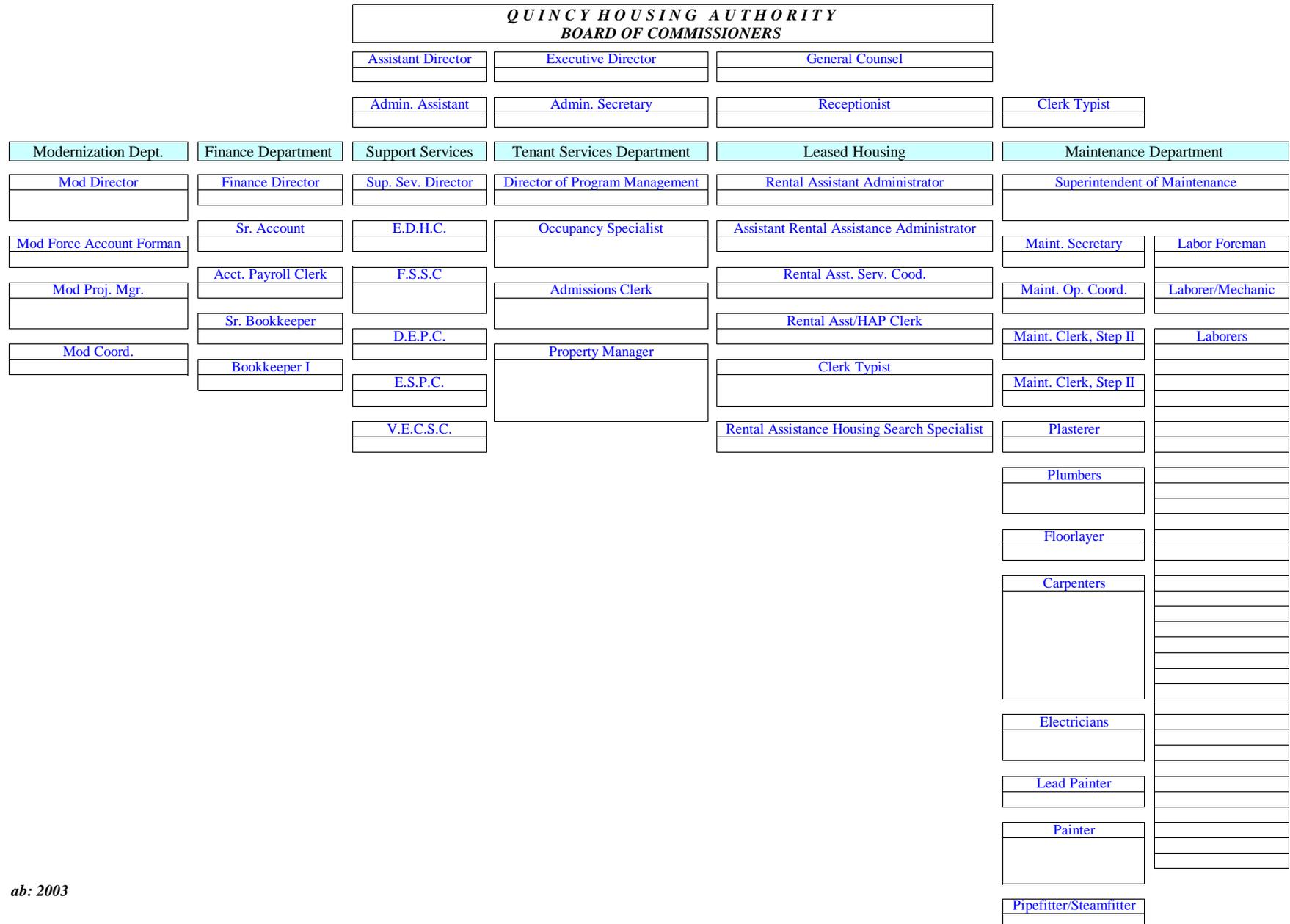
					Pipefitter/Steamfitter Michael Miller	Jean Freedman
--	--	--	--	--	---	---------------

						David Towers
--	--	--	--	--	--	--------------

						Troy Howington
--	--	--	--	--	--	----------------

						Russell Forte
--	--	--	--	--	--	---------------

72 Employees
ab:03/03/03



Electronic File Attachment 11

Year 3 Agency Plan Progress Report (Electronic File “MA020d11”)

Quincy Housing Authority

Year 3 Agency Plan Progress Report

During Year 3, the QHA made the following progress in meeting its Agency Plan objectives:

1. Continued the implementation of the HUD Mandatory Income Disregards as applicable.
2. Continued the Flat Rent Program initiated in Year 1 with no changes in rent levels.
3. Continued the state elderly income disregard in rent determination for federal elderly residents at \$135 per week.
4. Continued the on-going and successful Voluntary FSS Program with 101 participants.
5. During Year 3, adopted and implemented the following new and revised Policies and Procedures:
 - a. New Grievance Procedure.
 - b. Addition of Special Admissions Categories in the Section 8 Administrative Plan.
 - c. Refinements to the Section 8 Homeownership Plan.
6. Implemented both the Section 8 Homeownership and Section 8 Project-Basing Initiatives.
7. Received funding as part of a joint application with other Housing Authorities and District Attorneys offices for 127 units of Section 8 voucher authority to be used in a domestic violence initiative.
8. Successfully completed and closed-out both the Years 1998 and 1999 HUD Comprehensive Grant Programs.
9. Fully obligated the Year 2000 Capital Fund Program.
10. Successfully completed and closed-out both the Years 1999 and 2000 HUD PHDEP Programs.

Electronic File Attachment 12

Names and Addresses of Year 4 RAB Members (Electronic File “MA020d12”)

Quincy Housing Authority Year 4 HUD Agency Plan

Names and Addresses of RAB Members

Michelle Leister
65 Miller St. #7B
Quincy, MA 02169

John Dansereau
73 Bicknell St. #335
Quincy, MA 02169

Sandy Ames
73 Bicknell St. #618
Quincy, MA 02169

Marion Rogan
25 Quarterdeck Rd. #4
Quincy, MA 02169

Kevin Matta
73 Bicknell St. #G5
Quincy, MA 02169

Francis Fidler
60 Quarterdeck Rd. #4
Quincy, MA 02169

Margaret Scanlon
73 Bicknell Street, #614
Quincy, MA 02169

Linda S. Garcia, Senior Paralegal
Greater Boston Legal Services
197 Friend Street
Boston, MA 02114

Electronic File Attachment 13

The Resident Advisory Board and Public Hearing Comments to the Year 4 Plan and the QHA's Response to Year 4 RAB and Public Hearing Comments are attached (Electronic File "MA020d13").

This section is presented in two (2) exhibits as follows:

EXHIBIT A represents the "Summary of Public Hearing Comments from HRCI and Senior RAB members regarding Quincy Housing Authority's Proposed Year '4' Plan."

EXHIBIT B represents the "Quincy Housing Authority's Response to Public Hearing Comments from HRCI and Senior RAB members regarding Quincy Housing Authority's Proposed Year '4' Plan."

PLEASE NOTE: In the Exhibit A "Public Hearing Comments from HRCI and Senior RAB members regarding Quincy Housing Authority's Proposed Year '4' Plan," there are sections referred as "QHA's Response." These are **NOT** QHA's Responses but are the RAB's interpretation of what the QHA's Response was or would be. **EXHIBIT B** represents the QHA's **only** Official Response to Public Hearing Comments from HRCI and Senior RAB members regarding Quincy Housing Authority's Proposed Year "4" Plan.

May 14, 2003

EXHIBIT A

Ms. Jackie Loud
Mr. John Mather
Board of Commissioners
Quincy Housing Authority
80 Clay Street
Quincy, MA 02170

Re: Summary of Public Hearing Comments from HRCI and Senior RAB members regarding Quincy Housing Authority's Proposed Year "4" Plan

Dear Gentle people:

The HRCI and Senior Resident Advisory Board (RAB) members requested that I summarize their comments regarding Quincy Housing Authority's (QHA) proposed changes in its Five Year/One Year Plan for Year Four. There have been three RAB meetings with QHA this year with full participation from various staff, including the Family Self-Sufficiency, Accounting, Modernization, Section 8 and Tenant Selection Departments. The staff time involved to explain different areas was quite helpful and is appreciated.

I am incorporating recent comments and recommendation submitted to QHA as well as their response for purposes of brevity.

RAB Concerns and Recommendations

The RAB recognizes that QHA is faced with fiscal constraints in the upcoming year regarding its federal public housing programs. This in part results from HUD's proposed 10% reduction in federal operating funds. Last year QHA only received a 2% increase in operating funds from HUD. QHA has said the operating funds are not sufficient and its has been eating up its reserve account. The account is extremely low, in part due to issues around the City's calculation of QHA's portion of retirement funds. QHA currently has less than a one month balance in its reserve account and HUD recommends a 3 month reserve which would be approximately \$734,894.

In an effort to make-up for the projected 10% loss of federal funds (approximately \$300,000), and other unanticipated expenses, the QHA is proposing: the elimination of the discretionary elderly income disregard (maximum of \$135.00 pr week); increasing flat rents by approximately 52%; and re-instituting the requirement to report interim increase in household income in federal public housing. While QHA believes this will result in increased revenues from rent, that is based on the belief that elderly tenants will continue to work, tenants paying flat rents will remain in public housing, and that the cost to increase staff time involved in processing interim increases in income will be less than rent increases generated.

RAB believes, correctly so, that whenever there are budget constraints with federal, state and local government, the response has been to cut-back on programs and benefits to those who can least afford it and take the hardest hit proportionately speaking on an income to benefit loss ratio. Seniors are faced with tremendous prescription drug costs as the State moves to eliminate prescription insurance and health benefits. While these expenses may be an allowable deduction from gross income when calculating rent, there is a presumption that the family on a fixed income has the cash on hand to make up for the cut backs in insurance and prescription cost coverage.

1. Interim Examinations of Income and Interim Rent Adjustments

Households on social security and SSI benefits see slight increases during the year from these benefits and doing interim exams and rent adjustments is barely worth the effort when tenant rent only increases by a few dollars per month. Other households may only receive modest increases in wages.

a. Recommendation: HRCI RAB is opposed to re-instituting interim rent examinations. It will add an additional burden to staff at a time when QHA has been freezing clerical jobs. There is no estimate or projection on how much money this would generate in rent rolls and the overall cost of staff time to recalculate and verify interim changes, along with notices to tenants may outweigh the return. If QHA moves forward on this proposal, HRCI and Senior RAB members recommend that only increases in gross income of 10% or higher (same as State regulations) will result in an interim increase in monthly rent. QHA says this is their current unwritten practice but this should be contained in both the lease and ACOP. We recommend that the lease and ACOP be amended to reflect that interim increase will only result if the household's income increase by 10%.

QHA's Response: We do not agree with the recommendation and will implement interim rent increases.

Further recommendation of RAB: In support of its position that QHA abstain from requiring interim reporting for increases in gross income at or above 10%, QHA should also look to HUD Handbook 4350.3 where HUD recommends that interim reporting of increases should be limited to instances where household's income cumulatively increases by \$40.00 or more per month. See HUD Handbook 4350.3 , Ch. 5, 5-8 interim reporting requirements (change 21).

2. Proposed 52% increase in Flat Rents

QHA benefits from those 42 families currently utilizing the Flat Rent as opposed to the standard rent formula. It promotes an income mix and stability in the developments. However, if the flat rents increase as proposed from: \$564 to \$859 (one bedroom); \$706. To \$1,074 (two bedroom); \$883 to \$1,344 (three bedroom); and \$1,036 to \$1,578 (four bedroom) which represents monthly increases of \$295.00, \$368.00, \$461.00 and \$542.00 respectively, rather than elect the higher flat rent or the 30% of income formula, these families may simply decide to move. Instead of generating income from rent, QHA could find that it loses money if these households leave. Vacant units would be leased to lower income households (at or below 30% of AMI) and QHA could end up with a loss in income. Further, the increases are substantial and are not justified. QHA should not be comparing the private for market sector with public housing in determining rents. There is a vast difference between services offered and QHA must take into consideration gentrification and the current inflated housing market. Privately owned developments have mortgages and property taxes. This is not the case with QHA's public housing.

Compare Naval Terrace rents where QHA has a project based voucher contract for 10 two bedroom units for elderly. This is a development owned by the City managed by a non-profit entity. The rent for a two bedroom unit is \$825.00 per month, heat included. This represents \$119.00 more per month than QHA receives for a flat rent in a two bedroom unit at Riverview. Conversely, QHA is proposing a rent of \$1,074.00 for a two bedroom unit.

a. Recommendation: Where all utilities are included at Riverview, we would propose that increases in flat rents not exceed \$119.00 per month plus the current Section 8 utility allowance for electricity to arrive at a new flat rent. The increases would then be comparable to similar developments and would be approximately \$160.00 per month assuming a utility allowance of approximately \$40.00.

QHA Response: We disagree and will implement the proposed flat rents. [Noting that these increases range from \$295.00 to \$542.00 per month]

3. Discretionary Elderly Earned Income Disregard

During the first year of QHA's Plan, it adopted the recommendation of HRCI RAB to implement a discretionary earned income disregard for seniors. This represents a disregard of the first \$135.00 per month from wages. According to QHA, 29 households benefit from the earned income disregard. QHA does not know how many households started working or increased their work hours as a result of this disregard but projects a return of \$56,176. 00 by eliminating this discretionary amount. As previously stated, seniors on fixed incomes are one of the hardest hit groups whenever there is a budget crisis. This discretionary earned income disregard, adopted from a similar State regulation, enabled seniors to benefit from small part-time jobs that will help them make ends meet and pay for out of pocket medical expenses, car insurance, etc. Elimination of the disregard in its entirety will create a financial hardship for those families. There is no guarantee that they will be able to make budget adjustments to address this or, that they will continue to work.

a. Recommendation: Rather than eliminate the discretionary elderly earned income disregard outright, the RAB proposes that the disregard be reduced incrementally over the next four years (i.e., disregard is reduced to \$100. 00 8/1/03; \$65.00 on 8/1/04; \$35.00 on 8/1/05; and \$0 on 8/1/06.. If the budget improves, the disregard would be reinstated as it now exists. If DHCD's current proposal to incrementally reduce the senior earned income disregard is defeated by the State's House and Senate, then QHA should keep the same discretionary disregard for its seniors in its federal housing.

Another option is for QHA to continue with the senior earned income disregard but calculate it in a way similar to a progressive tax. For those households with gross income at or below: 30% of AMI, the household retains the full \$135.00 per week benefit; between 31% and 40% of AMI, the disregard is reduced to \$100.00 per week; between 41% and 50% of AMI the disregard would be \$75.00 per week; between 51% and 60% of AMI, the disregard would be \$50.00 per week; between 61% and 80% of AMI, the disregard would be \$25.00 per week; and 81% and higher of AMI, would receive no disregard.

QHA Response: We disagree and will eliminate the discretionary earned income disregard for elderly residents.

4. Capital Grant Fund Bond Financing Program

In its Year Three Annual Plan, QHA states it is going to implement the Capital Grant Fund Bond Financing Program which would generate an approximate \$5,000,000.00 earmarked for modernization of Riverview. QHA did not implement the program.

a. Recommendation: QHA should promptly implement this program; especially in view of ongoing federal budget cuts. It may very well miss the opportunity of a life-time to generate sufficient funds to repair Riverview.

QHA Response: We are pursuing this now and if feasible, will start implementing this within a few months.

5. Waiting Lists

RAB members have not had the opportunity to discuss this yet, but Senior members expressed concern about households remaining on multiple elderly waiting lists after they have already been housed.

a. Recommendation: RAB members recommend that QHA impose a priority on its waiting lists. Any family that is currently housed or has a Section 8 subsidy, will not qualify for other public housing. The only time a family would be offered other housing is for reasonable accommodation or because it fits within QHA's transfer policy. For example, the household needs to relocate for safety reasons such as domestic violence, or hate crime or the household needs an accessible unit, or the household qualifies for a special Section 8 voucher for victims of domestic violence; unit uninhabitable ; overhoused. Where, households are in dire need of assisted housing, it doesn't make sense to continuously process households that are currently housed who are simply shopping for the preferred development. It is not cost effective to maintain waiting lists where housed families may relocate to another development within QHA's control and results in QHA having to get the vacated unit back on line. It also is tantamount to "shopping" and could readily be race based resulting in tipping (i.e., consider Clay Street).

QHA Response: QHA agrees that this is a problem but is concerned that telling an existing public housing tenant or [or Section 8 participant] that he/she cannot place his/her name on QHA's waiting list for other developments would result in a complaint of discrimination based upon receipt of subsidy pursuant to G.L. c. 151B et seq. QHA has suggested we discuss this Patricia Hunt and that it is willing to consider a change in the waiting list if it can be structured in a way that could not be perceived as discriminatory.

Further recommendation from RAB: QHA set priorities for placement in housing. First priority would be Quincy resident who does not have a housing subsidy or reside in Quincy public housing; Second priority would be non-Quincy resident who does not have a housing subsidy; and then standard applicant would be all others; with the exception of those who fit within an "emergency transfer" type of situation. These could be developed.

6. Section 8 Wait List and Designated Housing Plan

HRCI RAB is still waiting for HUD's written response on the merger of the Section 8 waiting list in 2002. We reserve our comments and continue to take the position that QHA should only have households that are elderly, near-elder or non-elderly disabled on its waiting list for the three federal elderly developments, all of which are designated. In the event HUD rules in favor of HRCI RAB's position on the merged Section 8 waiting list, we will make recommendations (absent same from HUD) on how to rectify non-elderly, non-disabled households being merged onto the closed wait list.

If we understand correctly, QHA is going to seek renewal of the Designated Housing Plan and there are no proposed changes to the Plan. If that is the case, our only comment would be maintenance of the waiting list to insure that only those applicants who qualify for the designated elderly federal housing (all three developments) are placed on the list. This would only require QHA to request all applicants who are non-elderly to submit a self-declaration that he/she is disabled or handicapped absent proof of receipt of SSI or Social Security Disability Benefits. If the Applicant does not sign the self-declaration or have alternative proof, he/she will not be placed on the list.

7. Reducing Operating Costs

Rather than going back to the same well every time there is a fiscal crisis, RAB recommends that QHA continue implementing fiscal constraints designed to reduce its costs of operations and take further steps in the process. This includes: elimination of providing staff cars which will reduce insurance costs; continuation of hiring freezes through attrition; offering voluntary lay-off packages with severance packages as an incentive; restriction on attendance at trainings and limiting participation in out-of-state conferences, conventions, and trainings; implementation of the Bond Funding Program; more stringent control over overtime expenses while not ignoring emergency repairs; re-evaluate cost effectiveness of draw done account with maintenance staff working after 4:00 PM on modernization projects; re-implementing a rent collection policy to avoid costly filing fees, evictions, and rent write-offs; eliminating use of expensive bond paper and other unnecessary office expenses; seeking out other funding opportunities and utilizing those it has more fully (i.e., the FSS and ROSS programs); reducing or eliminating the stipend paid to the Board of Commissioners; reducing staff hours which could avoid lay-offs but would also reduce the payroll; operating the QHA offices on a reduced hour schedules (i.e., close on Wednesdays) which will result in reducing costs of overhead and salaries.

QHA's Response: We have already taken some steps to reduce expenses and there may be other steps but we must first discuss this with the Board of Commissioners. We are not ready to present those steps at this time.

The above is not all inclusive but some of the key issues of concern raised by RAB members and QHA's response. The HRCI and Senior RAB members would still like full consideration of their concerns raised through public forum as we disagree with some of QHA's responses. Further, QHA does agree, that in several instances, it is speculating that it will generate income by increasing flat rents and not lose residents to the private sector, that seniors will continue working despite the loss of the discretionary earned income disregard, and, while staff intensive, interim re-certifications will result in additional income from rents.

Because the first two modifications are going to have an immediate and tremendous financial impact, we urge the QHA to implement any changes incrementally. To do otherwise could create extraordinary financial hardship to elderly residents who have the earned income disregard and non-elderly households currently utilizing the flat rent system. We would hate to see a situation where some of the most productive residents are at risk of losing their housing because they cannot make the immediate budget shift being proposed by QHA. To insure that this does not occur, we urge QHA to adopt a less radical approach in implementing these changes.

Submitted on behalf of HRCI and Senior RAB Members

Linda S. Garcia
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Quincy Housing Authority's Response to Public Hearing Comments from HRCI and Senior RAB members regarding Quincy Housing Authority's Proposed Year "4" Plan

*The following represents the Quincy Housing Authority's Response to Public Hearing Comments from HRCI and Senior RAB members regarding Quincy Housing Authority's Proposed Year "4" Plan, previously presented as "Exhibit A." **PLEASE NOTE:** In the Exhibit A "Public Hearing Comments from HRCI and Senior RAB members regarding Quincy Housing Authority's Proposed Year '4' Plan," there are sections referred to as "QHA's Response." These are **NOT** QHA's Responses but are the RAB's interpretation of what the QHA's Response was or would be. The following and only the following represents the QHA's Official Response to Public Hearing Comments from HRCI and Senior RAB members regarding Quincy Housing Authority's Proposed Year "4" Plan.*

1. QHA's Response regarding Interim Examinations of Income and Interim Rent Adjustments

The QHA will reinstitute interim examinations of income and interim rent adjustments; however, the QHA practice of not instituting interim rent adjustments when the gross income increase is less than 10% will remain in effect. Additionally, this practice effectively addresses the HUD Handbook 4350.3, Chapter 5, 5-8 reference since the "10% practice" would cover those households who experience less than a "\$40 or more per month" income increase since the population in question are households with incomes of less than \$4,800 per year, and, it is highly unlikely that any households in this income group would not be covered under QHA's existing practice.

Notwithstanding this discussion, it is the intent of the QHA to have the Board of Commissioners adopt this "practice" as part of its ACOP policy at its November 2003 Board Meeting.

2. QHA's response to Proposed 52% increase in Flat Rents

It is important to note that only 6.5% (42 of 651) of the QHA's federal households benefit from the Flat Rent as opposed to the standard ("30%") rent formula. In terms of the population that does benefit from flat rents, the following chart is illustrative of the minimum incomes necessary to make flat rents economically attractive.

Unit Size	Current Flat Rent	Minimum Adjusted Income Necessary for Current Flat Rent	Proposed Flat Rent	Minimum Adjusted Income Necessary for Proposed Flat Rent
1 Bedroom	\$564	\$22,558	\$859	\$34,357
2 Bedroom	\$706	\$28,237	\$1,074	\$42,956
3 Bedroom	\$883	\$35,316	\$1,344	\$53,755
4 Bedroom	\$1,036	\$41,436	\$1,578	\$63,114

As can be seen from the above chart, the population that benefits from the current flat rent structure are the ones with higher incomes; OVER 93% of the QHA's population DOES NOT BENEFIT from the flat rent structure since their incomes are not high enough to make it economically attractive to them. 609 out of 651 resident households pay rent based on the "30% rent formula," AND, under the proposed flat rents, not a single household will pay more than 30% of adjusted gross income for rent.

Additionally, all of the QHA's federal housing developments include ALL utilities unlike the "comparable" cited in Exhibit A; and, the proposed flat rents are far less than the HUD established Fair Market Rents (FMRs) of \$1,074 for a 1 Bedroom, \$1,343 for a 2 Bedroom, \$1,680 for a 3 Bedroom, and \$1,972 for a 4 Bedroom.

Notwithstanding the above, after considering the comments of the RAB, to reduce the impact of increased flat rents, the Authority has revised its recommendation to the following:

1 Bedroom-\$780; 2 Bedroom-\$965; 3 Bedroom-\$1,200; 4 Bedroom-\$1,390.

3. QHA's response regarding Discretionary Elderly Earned Income Disregard

Despite the fact that only 6.2% (29 of 471) of elderly households take advantage of this disregard, the QHA has reconsidered, based on RAB input, the total elimination of the discretionary earned income disregard for seniors. The QHA will phase-in the elimination of this regard in two phases as follows: **effective 8/1/03:** 10 hours of work per week at the federal minimum wage will be disregarded from rent determination; and **effective 8/1/04:** the disregard will be totally eliminated.

4. QHA's Response to Capital Grant Fund Bond Financing Program

The QHA agrees with the RAB and is currently pursuing this option under a special program with MassHousing. Hopefully, the QHA will start implementing this initiative within a few months.

5. QHA's Response regarding Waiting Lists

The QHA believes that any of the proposals offered by the RAB to change or restructure the waiting lists would be in contravention of Chapter 151 B, Section 4 (10), whereby it is illegal to discriminate on the basis of a housing subsidy.

6. QHA's response regarding Section 8 Wait List and Designated Housing Plan

The QHA is still waiting for HUD's official written response on this issue and will implement whatever steps might be necessary at that time.

7. QHA's Response regarding Reducing Operating Costs

While the QHA appreciates the RAB's recommendations here, we must take exception to the characterization that the QHA is "going back to the same well every time there is a fiscal crisis" and placing the burden on tenants. This is NOT only unfounded, it is simply untrue. In fact, the opposite is true. The QHA has a record of enhancing tenant benefits, including instituting payment for RAB member service. Two of the rent policy changes that are proposed in this Agency Plan, elimination of the elderly income disregard and reinstatement of interim rent increases, are simply roll-backs to the QHA's policies in effect three years ago. Financial times have changed and the discretionary rent enhancements given to tenants three years ago are no longer financially feasible.

The QHA will be taking a number of steps, including some of those recommended by the RAB, to deal with the HUD budget cuts and to improve its reserve situation.