

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003 - 2004

MA023v02

Submitted 2/19/03

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

PHA Plan Agency Identification

PHA Name: Lynn Housing Authority

PHA Number: MA023

PHA Fiscal Year Beginning: (04/2003)

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

The Lynn Housing Authority's Mission is to assist low and moderate income families and/or individuals with safe, decent, adequate, and affordable housing with an emphasis on fostering economic independence and homeownership opportunities, without discrimination, and addressing housing impediments for the special needs population. Additionally, the Lynn Housing Authority is committed to enhancing the quality of our community and building better neighborhoods by providing comprehensive neighborhoods services and funding a range of loan and grant activities that address the needs of renters, owners, homebuyers and non-profit housing providers.

B. Goals

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

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

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

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

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

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

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

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

*****Any goals and or representations made in this PHA Plan may be amended and/or removed as a result of Federal funding reductions. Funding reductions to the Capital Fund Operating budget or a reduction in the Section 8 Administrative Fees will result in the loss of services, staffing, and physical improvements**.***

Goal 1 – Manage the LHA’s existing public housing program in an efficient and effective manner thereby maintaining PHAS High Performer designation from HUD.

- Maintain acceptable levels on the Resident Satisfaction PHAS Indicator including the submission of a follow-up plan.
- Maintain all properties to UPCS standards and receive acceptable inspections in accordance with PHAS.
- The LHA shall be in full compliance with all applicable City ordinances and laws, and the LHA will seek full cooperation from the city in making its properties litter free.

Goal 2 – Increase homeownership by public housing residents.

- The LHA shall assist 30 families move from renting to homeownership by April 1, 2005.
- The LHA shall provide 50 families homebuying counseling by April 1, 2005.

Goal 3 – Develop a Master Plan to address the long term viability of the Curwin Circle Family Public Housing Development including the physical condition of the Curwin Circle site, structures, and infrastructures.

Goal 4 – Provide high quality tenant and project based rental assistance programs by maintaining a “High Performer” designation under SEMAP.

Goal 5 – Develop and implement a citywide housing strategy responsive to the broad range of community needs and the special needs population.

- Improve the quality of units under lease by LHA’s Office of Rental Assistance to a minimum of a “B” rating.
- Improve most distressed housing utilized by assisted housing tenants.
- The LHA shall be the lead agency of Lynn PACT, a consortium of social service agencies that work collaboratively to provide high quality care to impoverished persons.
- The LHA shall complete an annual GAPS analysis in order to identify the specific needs of the community’s homeless.
- The LHA in conjunction with Lynn PACT will continue to provide comprehensive services to continue to build the Continuum of Care System.
- Implement our Neighborhood Revitalization Strategy Initiative.

Goal 6 – Expand affordable housing opportunities, both rental and homeownership, to serve low and moderate income families and individuals.

- The LHA shall reduce the concentration of voucher holders by continuing to provide voucher mobility counseling.
- Expand permanent housing options for families and individuals.
- Implement a Section 8 Homeownership Pilot Program.
- The LHA shall assist 30 families move from renting to homeownership by April 1, 2005.
- Utilize Project Based Rental Assistance Program to expand housing opportunities and increase utilization rate.

Goal 7 – Achieve and maintain full compliance with all applicable regulatory requirements.

Goal 8 – Identify and secure sufficient funding to continue to expand the agency’s mission.

- The LHA will continue to maintain its operating reserves at a level that will cover any emergencies or unforeseen circumstances.
- Expand fiscal resources by increasing the amount of revenue received from federal, state and local sources.
- Continue to maintain a positive revenue stream from non-housing sources.

Goal 9 – Implement effective and responsive administration and finance systems for all LHA programs.

Goal 10 – Implement supportive service programs to assist residents to maximize their potential for independent living and/or economic self-sufficiency.

- The LHA shall maintain 100 public housing and Section 8 tenants in its Family Self Sufficiency Program.
- Conduct an updated needs assessment of residents needs.

Annual PHA Plan
PHA Fiscal Year 2003 - 2004
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement (*see Table Library*)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X Performance & Evaluation Forms FY 02
Word Attachments ma023a02 – ma023f02

Optional Attachments:

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

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
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XX	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
XX	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
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	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
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	Public housing management and maintenance policy	Annual Plan: Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
XX	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
XX	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
XX	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
XX	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
XX	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
XX	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1626	5	5	3	3	4	5
Income >30% but <=50% of AMI	146	4	4	3	3	4	4
Income >50% but <80% of AMI	33	3	4	2	3	3	3
Elderly	67	3	2	2	2	1	2
Families with Disabilities	349	4	5	3	5	3	4
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2002

- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 1998
- Other sources: (list and indicate year of information)
Initial 2000 Census Data

**STATEMENT OF HOUSING NEED
CITY OF LYNN**

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires that Housing Authorities (HA) develop a needs assessment based upon local housing market conditions. Specifically, QHWRA mandates that the Lynn Housing Authority (LHA) look at both the citywide housing needs as well as the needs of the citizens on our waiting lists.

Attached is the information contained in the Housing Needs Section of Lynn’s Consolidated Plan. The Consolidated Plan is prepared on a five-year basis with yearly Action Plans assessing current housing conditions. During 1998, LHA commissioned an in-depth study on Lynn’s housing market conditions, which served as the basis for LHA’s housing component of the Action Plan. The housing market analysis, which divided the city into 27 submarket areas, completed during this period indicates that Lynn has a severe need for affordable housing options. It has been estimated that approximately 10,000 households could qualify for some form of housing assistance. This problem is compounded by the fact that Lynn’s median household income (\$42,143) is extremely low in comparison to the rest of the region (\$57,484) and the State (\$54,586). Initial 2000 Census figures indicate that this disparity has actually grown since 1990. It is estimated by the National Low Income Housing Coalition that 35% of renters cannot afford a one-bedroom unit at FMR, 44% cannot afford a two-bedroom unit at FMR and 54% cannot afford a three-bedroom apartment at FMR. To put this into perspective, an individual in Lynn making minimum wage would have to work 100 hours/week to afford a one-bedroom FMR unit.

In addition, we find that a majority of low-income residents, predominantly minority, are concentrated/reside in what has been identified as the city’s “Urban Core.” The Urban Core consists of five (5) submarket areas that spread out from the downtown section of Lynn. The Urban Core is made up of the following submarket areas that run from east to west:

1. *Fayette Street*
2. *Highlands*
3. *Lynn Commons*
4. *Middle Western Avenue*
5. *General Electric*

*LHAND has determined that any strategy to increase the supply of affordable housing or to decrease the level of poverty in the Urban Core must have at the foundation an effective economic empowerment plan to assist low-income families reach their goals of economic independence and self-sufficiency. As a result of these findings, LHAND applied for and received approval, through the Department of Housing and Urban Development, for the city’s urban core to be designated as a **Neighborhood Revitalization Strategy (NRS) Area.***

The city's proposal to implement a **Neighborhood Revitalization Strategy (NRS) Area** represents a new initiative for LHAND and the city but one that complements the work already taking place under various Target Area revitalization activities. The goal of the NRS is to focus on "economic empowerment opportunities for low & mod income families residing in Lynn's inner city neighborhoods." LHAND's strategy is to create "**neighborhoods of choice**" where residents want to reside as opposed to feeling trapped. The Target Area pilot project has shown the city it can turn around the disinvestment that has occurred in Lynn's urban core. The Neighborhood Revitalization Strategy program will work to increase investment and revitalization activities in the city's **urban core neighborhoods** in a coordinated plan. The NRS proposal represents a starting point. We view Lynn's NRS as a working plan that can be continuously updated and revised to meet our identified goals and benchmarks. It must be flexible enough to capture ongoing changes that occur in our local housing and job markets as well as national trends impacting Lynn and the Greater Boston region.

Boundaries – Lynn's NRS will focus on the city's older neighborhoods considered the urban core. This area was clearly identified in the 1999 **Housing Market Study** and includes the following census tracts and blocks:

<u>Census Tract/Blocks</u>	<u>Census Tract/Blocks</u>	<u>Census Tract/Blocks</u>
2055: 3 & 4	2062: all blocks	2067: 1
2058: all blocks	2063: 2 & 3	2068: 2
2059: 2 & 3	2064: 6	2070: 1, 4 & 5
2060: all blocks	2065: 2,3 & 4	2071: 1, 2 & 3
2061: all blocks	2066: 1 & 5	2072: 1 & 3

These neighborhoods run through the middle of the city, encompass the residential part of downtown and continue through West Lynn to the General Electric complex bordering the Saugus River (see attached map).

The following is a summary of the findings of the 1998 Housing Market Study that served as the basis for completing the **Housing Needs of Families in the Jurisdiction by Family Type Chart** of the PHA Plan. The summary focuses on issues of affordability, supply, quality, accessibility, size of units, location and race/ethnicity:

- **Affordability** – Average rents in the city exceed 30% threshold primarily in the Urban Core. This primarily impacts low-income renters, both families and the elderly. It also has a disproportionate impact on Lynn's minority communities (Hispanic, Black & Southeast Asian).
- **Supply** – There is a shortage of 3 & 4 bedroom rental units and a surplus of single room occupancies and 1-bedroom units. Low-income families are at a disadvantage when trying to find adequate housing. Vacancy rates have shrunk from 9% to approximately 3%.
- **Quality** – Majority of rental housing in Urban Core is in fair to poor condition although signs of reinvestment are being seen as the housing market has strengthened over the last four years. This is the same area where the majority of extremely low-income families reside. One positive result of increased rents is that the trend towards disinvestment in the city's rental housing stock has been reversed and we are now seeing many multi-family buildings being rehabilitated. We hope to capture this trend as we commission another Housing Market Study by the end of this year. For the elderly who inhabit the one-bedroom units, this means that most of their units probably are not deleaded. However, there are also a significant number of elderly assisted housing units in the central city as well, which provides adequate housing for a number of elderly/disabled households.

- *Accessibility – Age of housing stock is a problem in Lynn. Almost 60% of the housing stock was built prior to 1940. In addition, over 75% was built prior to 1960. As a result, this has a significant impact on the amount of accessible housing in the city.*
- *Size of Units – A surplus of one-bedroom units impacts housing for the elderly and disabled and the shortage of three and four-bedroom units has had a negative impact on Lynn’s low-income families. It should be noted that a majority of 2 – 4 rental units are located in the Urban Core.*
- *Location – Majority of households below 30% of the area median reside in the Urban Core of the city. This means that housing options for Lynn’s poor are limited by income and that there is a heavy concentration of the poor in the central part of the city.*
- *Race/Ethnicity – A study on the location of the race/ethnicity breakdown in the city reveals that, as with the extremely low-income families, the Urban Core is home to a large segment of Lynn’s minority community. For example, Hispanics make up approximately 50% of the population in this area, Southeast Asians account for 26% and Blacks for 24%.*

Attached you will also find data and tables that identify the housing needs of the families on our assisted housing waiting lists. Please note that the identified needs in fact verify the conclusions reached from the data contained in the Action Plan. Approximately 90% of the families on LHA waiting lists have incomes less than 30% of the Area Median Income (i.e. 1 – 8 persons with an income range of \$13,150 to \$24,850). Specifically, 2,134 out of a total of 2,390 are considered extremely low income.

To address the identified housing needs, LHAND will 1) seek to maintain, improve and preserve our existing housing stock by using appropriate resources, and, 2) continue to be aggressive in applying for additional grants and loans from federal as well as non-federal housing resources to help add to the affordable housing available in our community. We also intend to continue our working relationship with HUD, local government and non-profit agencies to try and meet our community’s housing needs.

Again, any plan to raise the income levels of assisted housing households must focus on uplifting and improving the economic status of the extremely low-income households.

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing **Curwin Circle 23 -1**
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	261		35
Extremely low income <=30% AMI	218	84%	
Very low income (>30% but <=50% AMI)	38	15%	
Low income (>50% but <80% AMI)	5	1%	
Families with children	114	44%	
Elderly families	3	1%	
Families with Disabilities	15	5%	
White / Hispanic	69	26%	
White / Non Hispanic	84	32%	
Black / Hispanic	30	11%	
Black / Non Hispanic	60	23%	
American Indian	6	2%	
Asian	12	5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	103	38%	
2 BR	33	11%	
3 BR	88	32%	
4 BR	32	18%	

Housing Needs of Families on the Waiting List			
5 BR	5	1%	
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 1 bedroom closed 11/2000, 2 bedroom closed 10/99, 3 bedroom closed 12/01, 4 bedroom closed 12/01, 5 bedroom closed 12/01</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List
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Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing **M. Henry Wall Plaza 23-2**
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	132		20
Extremely low income <=30% AMI	121	91%	
Very low income (>30% but <=50% AMI)	9	6%	
Low income (>50% but <80% AMI)	2	3%	
Families with children	0	0%	
Elderly families	115	87%	
Families with Disabilities	17	13%	
White / Hispanic	19	14%	
White / Non Hispanic	72	55%	
Black / Hispanic	15	11%	
Black / Non Hispanic	14	11%	
American Indian	1	1%	
Asian	11	8%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? 14 months

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance**
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	700		0
Extremely low income <=30% AMI	588	84%	
Very low income (>30% but <=50% AMI)	105	15%	
Low income (>50% but <80% AMI)	7	1%	
Families with children	308	44%	
Elderly families	7	1%	
Families with Disabilities	35	5%	
White / Hispanic	182	26%	
White / Non Hispanic	224	32%	
Black / Hispanic	77	11%	
Black / Non Hispanic	161	23%	
American Indian	14	2%	
Asian	35	5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

The LHA shall continue to encourage and promote the Family Self Sufficiency Program.

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)

The LHA shall continue to encourage and promote the Family Self Sufficiency Program.

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)

Continue to provide tenant based rental assistance for the elderly.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

Pursue housing resources other than public housing or Section 8 Tenant Based Assistance.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints

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

*****Any goals and/or representations made in this PHA Plan may be amended and/or removed as a result of Federal funding reductions. Funding reductions to the Capital Fund Operating budget or a reduction in the Section 8 Administrative Fees will result in the loss of services, staffing, and physical improvements**.***

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	\$12,813,136.00	
a) Public Housing Operating Fund	\$1,533,193.00	
b) Public Housing Capital Fund	\$ 870,338.00	
c) HOPE VI Revitalization	\$ 0.00	
d) HOPE VI Demolition	\$ 0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$9,707,030.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 0.00	
g) Resident Opportunity and Self-Sufficiency Grants	\$ 617,575.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant	\$ 0.00	
i) HOME	\$ 0.00	
Other Federal Grants (list below)		
Law Enforcement Block Grant	\$ 85,000.00	Public Housing Safety/Security
2. Prior Year Federal Grants (unobligated funds only) (list below)		
PHDEP	\$16,813.00	Public Housing Safety/ Security
ROSS	\$333,949.00	Residential Services/ESL/Youth Programs
FFY 2001 & FFY 2002 Capital Fund	\$1,256,232.00	Public Housing Capital Improvements
3. Public Housing Dwelling Rental Income	\$1,408,250.00	Public Housing Operations
4. Other income (list below)		
Investment Income	\$18,000.00	Other
Entrepreneurial Act	\$30,345.00	Public Housing Supportive Services
4. Non-federal sources (list below)		
Total resources	\$15,876,725.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

When they apply and as they near the top of the list.

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

Lynn Housing Authority Admissions Office located at 298 Union Street, Lynn MA 01902

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

The Lynn Housing Authority operates one Federal Family Development (Curwin Circle 23-1) and one Federal Elderly/Disabled Development (M. Henry Wall Plaza 23-2). The LHA maintains separate waiting lists for these developments.

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? 2

If eligible, a family may be on both waiting lists for public housing as well as the Section 8 list.

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

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

Lynn Housing Authority, Admissions Office located at 298 Union Street, Lynn MA 01902

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
 Overhoused – *This Transfer Policy includes transfers to address overhoused situations in the 667 and 705 State Public Housing Programs.*
 Underhoused
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: (state circumstances below)
 Other: (list below)

- **Resident Choice** – *If an elderly individual or couple wishes to transfer from Curwin Circle (23-1 Federal Family), they may apply for a transfer to M. Henry Wall Plaza (23-2 Federal Elderly/Disabled)*
- **Other** - *Transfers at the Curwin Circle Housing Development will be made in accordance with the LHAND Transfer Policy (please see Section 18 for full text on the Transfer Policy)*

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)

In order to address a number of housing situations, the LHAND will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, for families and individuals meeting the criteria listed below. Those programs are to be implemented in support of the LHAND's activities as the city of Lynn's relocation agent and in support of the HUD approved Designated Housing Initial Allocation Plan.

- A.** *As referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the Lynn Housing Authority (LHA) will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, to any authorized occupant, displaced through no fault of their own, by action of the Lynn Housing Authority, the City of Lynn, or by an non-profit community development corporation, working within the Consolidated Plan, other than through an eviction action. To be eligible, applicants must meet Lynn Housing Authority standards of minimum eligibility and all relocation activities must be presented to the LHA in writing and must be pre-approved by the LHA prior to any displacement. Activities must be consistent with the City of Lynn's Consolidated Plan and must enhance the quality and increase the supply of affordable housing in the City. It is the responsibility of the City of Lynn's Relocation Agent, the LHA, at its sole discretion to verify the circumstances surrounding the displacement and to approve the offer of housing.*
- B.** *As referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the LHA will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, to any authorized occupant who, with the consent of the owner of the premises, seeks to voluntarily relocate from a dwelling unit due to overcrowding or substandard conditions. To be eligible the applicant must meet Lynn Housing Authority standards of minimum eligibility and; (1) the owner must be the LHA, the City of Lynn, or a non-profit community development corporation; (2) the qualifying conditions must be verified by the LHA; and (3) the*

unit must be located within a target area identified in the City of Lynn's Consolidated Plan.

- C. As referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the Lynn Housing Authority (LHA) will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, to any authorized occupant, displaced due to a dwelling fire, through no fault of their own. To be eligible the applicant must meet Lynn Housing Authority standards of minimum eligibility and; (1) the applicant must prove they legally resided in the affected unit (2) Verification will include an effective lease listing all legal occupants and (3) a report by the Lynn Fire Department.
- D. The LHA will allow a one-for-one set aside of one bedroom unit offers at the Federal Family Public Housing Development (Curwin Circle 23-1), not to exceed four units annually. The LHA will make every other unit offer for one bedroom units at Curwin Circle to applicants affected by the Designated Housing Initial Allocation Plan.

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)
- 2 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

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

The Lynn Housing Authority Conditions of Occupancy.

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation

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

Names and addresses of past and present landlords, if requested by potential landlord and if known.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

The Lynn Housing Authority Admissions Office located at 298 Union Street, Lynn MA 01902

(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 LHA may grant, upon proper documentation of housing search an unlimited extension.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

Overcrowded families residing in the LHAND's Public Housing developments will receive a preference on the Federal Housing Choice Voucher waiting list.

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)
- 2 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 3 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 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
- 4 Other preference(s) (list below)

Overcrowded families residing in the LHAND's Public Housing developments will receive a preference on the Federal Housing Choice Voucher waiting list.

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

In order to address a number of housing situations, the LHAND will allow placement on the Federal Housing Choice Voucher waiting list, even if the list is closed, for families and individuals meeting the criteria listed below. Those programs are to be implemented in support of the LHAND's activities as the City of Lynn's Relocation Agent and in support of the HUD approved Designated Housing Initial Allocation Plan. These situations are included in the LHAND's Section 8 Administrative Plan.

A. *The Lynn Housing Authority (LHA) will offer a Housing Choice Voucher (HCV), if available, for any authorized occupant, displaced through no fault of their own, by action of the Lynn Housing Authority, the City of Lynn, or by a non-profit community development corporation, working within the Consolidated Plan, other than through an eviction action. To be eligible, all relocation activities must be presented to the LHA in writing and must be pre-approved by the LHA prior to any displacement. Activities must be consistent with the City of Lynn's Consolidated Plan and must enhance the quality and increase the supply of affordable housing in the City. It is the responsibility of the City of Lynn's Relocation Agent, the LHA, at its sole discretion to verify the circumstances surrounding the displacement and to approve the issuance of any and all vouchers.*

B. *The LHA will offer a Housing Choice Voucher (HCV), if available, for any authorized occupant who, with the consent of the owner of the premises, seeks to voluntarily relocate from a dwelling unit due to overcrowding or substandard conditions. To be eligible; (1) the owner must be the LHA, the City of Lynn, or a non-profit community development corporation; (2) the qualifying conditions must*

be verified by the LHA; and (3) the unit must be located within a target area identified in the City of Lynn's Consolidated Plan.

- C. Referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the Lynn Housing Authority (LHA) will allow placement on the Housing Choice Voucher waiting list, even if it is closed, to any authorized occupant, displaced due to a dwelling fire, through no fault of their own. To be eligible the applicant must meet Lynn Housing Authority standards of minimum eligibility and; (1) the applicant must prove they legally resided in the affected unit (2) Verification will include an effective lease listing all legal occupants and (3) a report by the Lynn Fire Department.
- D. The LHA will allow an annual set aside of ten (10) Housing Choice Vouchers (HCV, if available, for use by non-elderly, disabled, M. Henry Wall Plaza applicants affected by the Initial Allocation Plan (IAP).

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

Rents will be determined as follows:

For federal public housing programs, in accordance with QHWRA of 1998, the LHA will offer two rent determination options to public housing families.

Option #1 – Income Based Rent – A public housing resident/family may choose to have their rent determined as a percentage of their family's monthly adjusted income. The total tenant payment will not exceed 30% of the family's monthly adjusted income. In determining rents, the LHA will factor in all HUD mandatory deductions. Tenants who directly pay utilities will have a Utility Allowance factored into their rent determination.

Option #2 – Flat Rent– A public housing resident/family may choose to pay a flat rent. The following flat rents have been adopted by the LHA. Flat rents were determined by utilizing information from the most recent Section 8 Rent Reasonableness Survey completed by the LHA and by comparing rents of comparable unassisted units in the City. The Flat rents as determined by the sources are as follows:

<i>One Bedroom</i>	<i>\$758.00</i>
<i>Two Bedroom</i>	<i>\$934.00</i>
<i>Three Bedroom</i>	<i>\$1083.00</i>
<i>Four Bedroom</i>	<i>\$1226.00</i>
<i>Five Bedroom</i>	<i>\$1275.00</i>

In regards to Family Choice, the LHA will consider "switching" the choice of rents for financial hardships. Financial hardship situations will/can include the following

situations; income of the family has decreased because of loss or reduction of employment, death in family or loss of assistance, increase in family's expenses for medical costs, child care, transportation or education.

In regards to minimum rents, the LHA will grant a financial hardship, as mandated by HUD regulations, for the following HUD mandated hardships;

1. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
3. When the income of a family has decreased because of changed circumstances including loss of employment;
4. When a death in the family has occurred; and
5. Other circumstances determined by the responsible entity or HUD.

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

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

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

Child Support Payments – A maximum annual income deduction of \$1,300.00 shall be applied to any resident for the support and maintenance of a child who does not reside in the household. Appropriate documentation from the Department Of Revenue verifying mandatory child support payments will be requested.

Medical Insurance Expenses – A maximum annual income deduction of \$1,300.00 for single persons or \$3,000.00 for families shall be applied to any resident for unreimbursed medical insurance payments made by a member of the family of the coverage of only legal family members residing in the unit.

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
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **10%**
- Other (list below)

a. *At time of change in family composition.*

- b. *Any time a tenant can verify a change in his/her circumstances (i.e. a decline in loss of income that would justify a reduction in rent).*
- c. *Any time rent formulas or Federal law/regulation changes rent determination procedures. These changes will be implemented effective the first month after a thirty-day notice period to tenants of the changes unless the law/regulations specify different phase-in periods.*
- d. *At any time it is found that a tenant has misrepresented the facts upon which rent is based so that the rent tenant is paying is less than the rent that he/she should have been charged. The LHA may then apply an increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred.*
- 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)

Survey of similar privately-owned publicly assisted units.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
- 100% of FMR

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

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

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

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

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

Upon HUD approval, the LHA will establish an "exception payment standard amount" that will allow the maximum payment standard to landlords who make physical modifications to units to accommodate eligible and qualified handicapped/disabled HCV participants. The standard may exceed 110% of FMR.

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

Please see the Table Library at the end of the template.

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
23-1	Curwin Circle			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Utility Repairs			\$97,942.00	PHA FY 2004
Basement/Bath Ventilation Construction			\$68,000.00	PHA FY 2004
Storm Door Replacements			\$15,000.00	PHA FY 2004
Floor Replacements			\$15,000.00	PHA FY 2004
Boiler Section Replacements			\$75,000.00	PHA FY 2004
A/E Moisture Investigation			\$30,000.00	PHA FY 2004
Tot Lot Repairs			\$10,000.00	PHA FY 2004
Moisture Repairs Phase I			\$90,000.00	PHA FY 2004
SUBTOTAL			\$400,492.00	
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
23-2	M. Henry Wall Plaza			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
A/E Mailbox Replacement			\$20,000.00	PHA FY 2004
Mailbox Construction			\$125,000.00	PHA FY 2004
A/E Sink Replacement (Baths)			\$10,000.00	PHA FY 2004
Bathroom Sink & Faucet Replacement			\$80,000.00	PHA FY 2004
Subtotal			\$235,000.00	
Total estimated cost over next 5 years				

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	HA Wide		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Computer Upgrade			\$10,000.00
Drug Task Force			\$3,000.00
Eldery Programs & Transportation			\$7,413.00
Youth Programs			\$30,400.00
Drug Task Force			\$3,000.00
Elderly Programs & Transportation			\$7,413.00
Youth Programs			\$30,400.00
Security & Training			\$32,000.00
Tech Assistance			\$5,000.00
Curwin Consultant			\$40,000.00
Vacancy Turnaround			\$20,000.00
Subtotal			\$147,813.00
Total estimated cost over next 5 years			

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: *see * 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: *see * 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: *see * below*

**As discussed in the PHA Plan 5-Year Goal Section, the LHAND is investigating the long-term viability of the Curwin Circle Development. The LHAND has begun the process of developing a Master Plan for the Curwin Circle Development. The LHAND will work with the Curwin Circle residents, the City of Lynn and the Dept. of Housing & Urban Development to develop a long term plan for the Curwin Circle*

Development. Based on previous studies and current information being gathered through this planning process, the LHAND hopes to address the physical conditions of the Curwin Circle site structures and infrastructure. These revitalization/redevelopment activities may include mixed financing and/or a Hope VI application.

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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

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 (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No:	Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The Lynn Housing Authority will adopt the following Pet Policy.

1. *Any resident interested in owning and / or maintaining a common household pet in his/her unit will be required to obtain written approval from the Authority prior to housing a pet on the Authority's property. Management reserves the right to check references for previous pet ownership. If management feels a pet is inappropriate, management will inform resident. Permission for a specific pet will not be unreasonably withheld. To obtain approval, a resident must first submit an "Application for Pet Waiver" at the local management office, which will include among other things, information concerning the size and type of pet intended for ownership by the resident. The manager will provide the resident with a copy of the Authority's Pet Policy and will review all of the rules and regulations listed therein with the resident. Upon reviewing these requirements, the resident will be requested to sign the Pet Rider and agree to abide by all the rules listed in the Pet Policy and those city/town ordinances applicable to the ownership and care of a pet.*
2. *A companion animal will be defined as a common household pet such as a dog, cat, bird, guinea pig, gerbil, hamster, rabbit, or fish. Reptiles, iguanas, snakes, ferrets and birds of prey are not household pets. Pets, other than cats and dogs, shall have suitable housing, e.g. cages or aquariums.*
3. *There will be no more than one cat, dog, caged mammal or bird per apartment. In the case of a fish, no more than one aquarium with a 20-gallon capacity shall be allowed.*
4. *The mature size of newly acquired dogs is limited to a weight not to exceed 25 pounds. The size of the dog is not directly related to its desirability as a resident. Each animal shall be taken into consideration for its individual merit, based upon the facilities available.*
5. *Dogs of vicious or aggressive disposition will not be permitted. Due to age and behavioral activities of puppies and kittens, applications for ownership of such young animals shall be more closely reviewed prior to approval.*
6. *All female dogs over the age of six months and all female cats over the age of five months must be spayed. All male dogs over the age of eight months all male cats over the age of ten months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development and the exception will be at the Assistant Federal Public Housing Manager's discretion.*
7. *Management reserves the right to require dog owners to be relocated to a comparable unit on the ground floor of their building or specific areas of a development based upon written complaints concerning: 1) the behavior of the dog in the elevator or hallways; or 2) the documented medical conditions of residents affected by the presence of the dog.*
8. *Residents are expressly prohibited from feeding or harboring stray animals. The feeding or harboring of a stray animal shall constitute having a pet without the approval of the Authority.*

RESIDENT OBLIGATIONS

1. *The pet owner will be responsible for proper pet care; good nutrition, grooming, exercise, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification tags and collars when outside the unit.*
2. *The pet owner is responsible for cleaning up after the pet inside an apartment and anywhere on development property. Owners should carry a "pooper scooper" and disposable plastic bags. All waste will be bagged and disposed of in a receptacle determined by management.*

Toilets are not designed to handle pet litter. Under no circumstances should any pet debris be deposited in a toilet, as blockages will occur. Tenants will be responsible for the cost of repairs or replacements of any damaged toilets or pipes.

3. *Pet blankets and bedding are not to be cleaned or washed in the laundry room for hygienic reasons.*
4. *The pet owner will keep the unit and its patio, if any, clean and free of pet odors, insect infestation, waste and litter and maintain the unit in a sanitary condition at all times.*
5. *The pet owner will restrain and prevent pet from gnawing, chewing, scratching or otherwise defacing doors, walls, windows and floor covering of the unit, other units and common areas, as well as shrubs and landscaping of the facility.*
6. *Pets are not to be tied outside or left unattended on a patio or porch.*
7. *Residents will not alter their unit, patio or other outside area to create an enclosure for an animal.*
8. *Pets will be restrained at all times, when outside an apartment on development property. No pet shall be loose in hallways, elevators, community rooms, dining rooms or other common areas. All pet owners must be able to control their pet via leash, pet carrier or cage.*
9. *No visitors with pets will be allowed, except for disabled visitors requiring seeing eye dogs or other needed animals for assistance.*
10. *Pets will not be allowed to disturb the health, safety, rights, comfort or quiet enjoyment of other residents. A pet will not create a nuisance to neighbors with excessive barking, whining, chirping, or other unruly behavior.*
11. *Resident pet owners must provide litter boxes for cat waste, which must be kept in the owner's unit. Litter boxes shall be kept clean and odor free.*
12. *Pet owners will agree to quarterly apartment inspections to be sure pets and units are being cared for properly. These inspections may be reduced or increased in time periods at the manager's discretion. Pet owners further agree to apartment inspections when, in the opinion of the Authority, there is a reasonable basis to believe that pets and/or units are not being cared for properly or that a pet has done undue damage to the apartment.*
13. *The resident is responsible for providing management with the following information and documents which are to be kept on file in the tenant's folder:*
 - a) *A color photo and identifying description of the pet;*
 - b) *Attending veterinarian's name, address and telephone number;*
 - c) *Veterinary certificates of spaying or neutering, rabies, distemper combination, parvovirus, feline VRC, feline leukemia testing and other inoculations, when applicable;*
 - d) *Dog licensing certificates in accordance with local and state law*
 - e) *Two (2) alternate caretakers, their names, addresses and telephone numbers, who will assume immediate responsibility for the care of the pet should the owner become*

incapacitated; these caretakers must be verified in writing by signing the Lease Pet Rider, acknowledge their responsibilities as specified;

- f) Emergency boarding accommodations;*
- g) Temporary ownership (overnight or short term) shall be registered with management under the pet rules and regulations;*
- h) The resident is responsible for keeping management informed of any changes of information.*

PET PARTICIPATION FEE

- 1. A pet deposit of \$200.00 or one month's rent, whichever is less, is required of each pet owner. This amount may be payable over a reasonable time period determined by Executive Director. The Authority cannot require a tenant to pay all of the deposit before bringing in a pet. This payment will be implemented as a security deposit.*
- 2. The deposit will be refunded at the time the resident vacates or no longer has ownership of the pet, provided that no pet-related damage has been done to the property. Sums necessary to repair such damage will be deducted from the deposit.*
- 3. A fee of \$10.00, shall be collected from pet owners for failing to clean up after their animals. This fee is a recurring non-refundable maintenance fee for each offense. This is a separate fee from the Pet Deposit to cover the reasonable operating costs to the development relating to the presence of pets.*

LIABILITY OF PET OWNER FOR DAMAGE OR INJURY

- 1. Repairing or replacing damaged areas of the exterior, interior, doors, walls, floor coverings and fixtures in the unit, common areas or other areas damaged by tenant's pet.*
- 2. Cleaning, deodorizing and sanitizing carpeting and other floor coverings in the unit as necessitated by presence of a pet.*
- 3. Charges of damage will include materials and labor. Payment plans will be negotiated between management and the pet owner not to exceed three times. Disputes concerning amount of damages are subject to the grievance procedures provided for in HUD regulations.*
- 4. LHAs may require pet owners to secure renters insurance, which includes personal liability, and indemnify the LHA against pet related litigation or attorney's fees as a condition of pet ownership.*

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

Please see Attachment # 6 at the end of the plan for comments received and minutes of RAB meetings.

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:

In response to comments from the RAB, the LHAND made changes in the PHA Plan in the following areas;

*The Capital Fund Plan
Section 8 Admissions Policy
The LHAND Pet Policy
The LHAND Transfer Policy*

- Other: (list below)

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

- 1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

- Any recipient of PHA assistance

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)
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 Lynn Housing Authority is the managing agent for the City of Lynn for all CDBG and HOME Funds as they relate to housing programs. As such, the LHA works jointly with the City of Lynn each year in the preparation of the Consolidated Plan.

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

D. Other Information Required by HUD

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

Attachments

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

Attachment 1 – Section 8 Homeownership Program Capacity Statement

Section 8 Homeownership Program

The Lynn Housing Authority & Neighborhood Development (LHAND) has established a Section 8 Homeownership Program which permits eligible participants in the Section 8 Housing Choice Voucher Program the option of purchasing a home with their Section 8 assistance rather than renting.

Eligibility Requirements:

Each Section 8 Homeownership participant must meet HUD's general requirements for admission to the Section 8 Housing Choice Voucher Program and requirements as set forth in LHAND's Administrative Plan. Additional requirements in the Section 8 Homeownership Program include that the family must:

- (A) be a first-time homeowner or have a member who is a person with disabilities;
- (B) with the exception of elderly and disabled households, meet a minimum income requirement without counting income from "welfare assistance" sources;
- (C) with the exception of elderly and disabled households, meet the requisite employment criteria;
- (D) have completed an initial lease term in the Section 8 Housing Choice Voucher Program;
- (E) have fully repaid any outstanding debt owed to LHAND or any other PHA;
- (F) not defaulted on a mortgage securing debt to purchase a home under the Home Ownership option;
- (G) not have any member who has a present ownership interest in a residence at the commencement of Home Ownership assistance.

Financing Requirements:

The proposed financing terms must be submitted to and reviewed by LHAND prior to close of escrow. Certain types of financing, including but not limited to balloon payment mortgages, unless convertible to a variable rate mortgage, are prohibited and will not be acceptable by LHAND. Seller-financing mortgages shall be considered by LHAND on a case by case basis. If a mortgage is not FHA-insured, LHAND will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/FHA, Ginnie Mae, Fannie Mae, Freddie Mac, Massachusetts Housing Finance Agency (MHFA), State Soft Second Mortgage Program, or The Lynn Housing Authority & Neighborhood Development (LHAND) is committed to establishing and implementing a Section 8 Homeownership Program to help families who receive Section 8 housing assistance achieve economic independence by utilizing an array of public and private resources through the Family Self-Sufficiency (FSS) Program. By coordinating housing assistance with needed services such as child care, education and job training/development, LHAND will assist Section 8 participants and their families to reach their goals of independence and home ownership.

Attachment 2 – Resident Membership of the PHA Governing Board

Martha Green
250 Curwin Circle
Lynn MA 01905
Term expires 5/ 2007

Attachment 3 – Membership of the Resident Advisory Board

M. Henry Wall Plaza (23-2, Federal Elderly/Disabled)

John Connolly
95 Tremont Street, #504
Lynn MA 01902

Carole Smith
18 Bond Street, #508
Lynn MA 01902

Olga Olson
18 Bond Street, #411
Lynn MA 01902

Curwin Circle (23-1 Federal Family Development)

Martha Green
250 Curwin Circle
Lynn MA 01905

Joyce Byrd
222 Curwin Circle
Lynn MA 01905

Maria Santana
10 Curwin Terrace
Lynn MA 01905

Section 8 Rental Assistance

Lauren Pelusi
8 Reed Street
Lynn MA 01905

***Lauren Pelusi joined the RAB in December and attended the Public Hearing on December 17, 2002. She will receive a copy of the submitted version of this Plan and will participate more fully with the RAB during next year’s PHA Plan process.*

Attachment 4 – Brief Statement of Progress in Meeting 5-year Plan Mission and Goals

The Lynn Housing Authority aggressively works towards implementing processes that will allow successful attainment of the goals set forth in the 5-Year PHA Plan. In addition, the LHA continues to monitor these goals to ensure that they are in line to be met by the end of the five-year period.

The LHAND has maintained its High Performer Designation, has maintained acceptable scores on the RASS including the submission of a follow-up plan and has received an acceptable inspection in accordance with UPCS. As discussed in the PHA Plan 5-Year Goal Section, the LHAND is investigating the long-term viability of the Curwin Circle Development. The LHAND has begun the process of developing a Master Plan for the Curwin Circle Development. The LHAND will work with the Curwin Circle residents, the City of Lynn and the Dept. of Housing & Urban Development to develop a long term plan for the Curwin Circle Development. Based on previous studies and current information being gathered through this planning process, the LHAND hopes to address the physical conditions of the Curwin Circle site structures and infrastructure. These revitalization/redevelopment activities may include mixed financing and/or a Hope VI application.

All goals relating to Section 8 Rental Assistance (#5, 6 and 7) are being met and/or progressing forward. The Lynn Housing Authority expects to achieve and maintain full compliance with all SEMAP indicators. The quality of housing units under lease by the Rental Assistance Department is improving

to at least a “B” rating. Mobility counseling is continuing to be provided to all voucher holders to help aid in the reduction of concentrations of poverty.

Fiscal related goals (7,8, & 9) are continuing to move forward. The LHA is in full compliance for FY 2002 GAAP standards. Fiscal resources have been maintained through grants from CDBG, HOME, Dept. of Justice, and the Commonwealth of Massachusetts. In addition, several new ROSS grants have been awarded and the agency continues to administer several large supportive housing grants. The LHA is currently reviewing its investment strategy for implementation to occur when market conditions are more favorable.

Progress was made on all goals relating to Planning & Development initiatives (#2, 3, 5, 6, 8 & 10). To date, 18 public housing families and 46 Section 8 participants have bought homes through the FSS Program. In addition, over 600 families have attended LHAND’s certified First Time Homebuyer Class.

LHAND has continued planning for the development of a Master Plan for the Curwin Circle Family Housing Development. A Resident Survey is being administered focusing on the revitalization of this development and several meetings with the Curwin Circle Residents Council as well as all the residents have been held. Planning activities will intensify during the coming year.

LHAND developed a comprehensive citywide housing strategy that focused on the neighborhoods, assisted housing tenants and the homeless. The agency implemented a number of successful housing grant and loan programs to improve the quality of housing, primarily in the city’s urban core neighborhoods that house a majority of LHAND’s assisted tenants.

LHAND continued to lead the Lynn PACT, a consortium of agencies that work on behalf of the city’s homeless population. The city completed a “one night census count” and Gaps Analysis on the needs of the homeless. As a result of these planning efforts, LHAND applied for and received a number of Supportive Housing Program grants to provide supportive services as well as housing for this group of consumers.

Regarding expanding affordable housing opportunities, LHAND implemented a Section 8 Homeownership Program which produced the first homebuyer. In addition, the agency expanded their Tenant Based Rental Assistance (TBRA) Program and increased the monthly subsidy to \$200.

Planning & Development, in conjunction with Public Housing Management Staff identified and secured additional funding for the agency’s resident initiative programs. These funds will help safeguard the programs from cuts in HUD funding over the next few years.

Planning & Development completed a Resident Needs Assessment for the Curwin Circle Development and, as mentioned above, are working on another survey to capture resident views on revitalizing the physical infrastructure of the community.

Attachment 5 –Public Housing Transfer Policy

Transfer Policy

A. General Transfer Policy

1. It is the policy of the LHAND to implement transfers to address a variety of situations.
2. Transfers will be made without regard to race, color, national origin, sex, religion, or familial status. Residents can be transferred to accommodate a disability.

3. Residents will not be transferred to a dwelling unit of equal size except to alleviate hardship of the resident or other undesirable conditions as determined by the LHAND Management staff.
4. The LHAND is responsible to expedite the vacancy process. Implementation of the Transfer Policy must not delay the vacancy process.

B. Types of Transfers

- a.) Emergency Transfers are mandatory and will take precedent over all other transfers and new admissions when the LHAND determines that conditions pose an immediate threat to resident life, health or safety. Emergency transfers may be made to: permit repairs of unit defects hazardous to life, health, or safety; alleviate verified disability problems of a life threatening nature.
- b.) Administrative Transfers include transfers to: remove residents who are witnesses to crimes and may face reprisals; provide housing options to residents who are victims of hate crimes or extreme harassment; alleviate verified medical problems of a serious (but not life – threatening) nature; or to correct serious occupancy standards problems to families who are under – housed or over – housed. Transfers regarding occupancy standards will be addressed on an as needed and available basis as determined by the LHAND Management staff. These will be determined based on the households' severity of need. **Transfers due to overhoused situations are mandatory.** Administrative Transfers initiated by the LHAND Management staff will also include but not limited to permitting modernization work and moving a person with mobility problems to a unit with accessible features, etc.
- c.) Medical Justification Transfers will be to tenants who present compelling and documented medical impairment to the LHAND Management staff, which is expected to be permanent or of long continued and indefinite duration and which could be substantially improved by a transfer to another unit when it becomes available.

All transfers except Emergency Transfers will be based on the tenant's severity of need, which will be determined by the LHAND Management staff. Factors to be considered will include:

- The number of persons per bedroom
- The age of the occupants in the household
Household members of the opposite sex, except husband and wife (or those in a similar arrangement), do not have to share a bedroom, provided that children of the opposite sex under the age of eight shall share a bedroom and provided that other household members of the opposite sex may elect to share a bedroom.
- The sex of the occupants in the household
Household members of the same sex shall share a bedroom.

Emergency Transfers will take precedent over all other transfers and new admissions. All other types of transfers discussed above will be processed at the rate of one transfer to four new admissions. The LHAND reserves the right to modify this rate at any time on a case by case basis and offer transfers and or new admissions based on the severity of need. Resident initiated transfers due to overhoused or underhoused situations will only be given one transfer offer. Refusal of that offer without good cause for overhoused tenants will result in legal action for violation of the tenant's lease (Part I of the Residential Lease Agreement Section 6 titled Terms and Conditions number 6 titled Transfer Requirements). Refusal of that unit offer without good cause for underhoused tenants will result in placement at the bottom of the Transfer list. Three

refusals of a unit offer without good cause for underhoused tenants will result in the removal from the Transfer list.

C. Tenant in Good Standing Requirement for Transfers

1. In general, and in all cases of all resident – requested transfers, residents will be considered for transfers only if the head of household and any other family members for the past two years:

- Have not engaged in criminal activity that threatens the health and safety of residents and staff;*
- Do not owe back rent or other charges, or there is no evidence of a pattern of late payment;*
- Meet reasonable housekeeping standards and have no housekeeping lease violations; and*
- Can get utilities turned on in the name of the head of household*

Absent a determination of an exception, the following policy applies to transfers:

- If back rent is owed, the resident will not be considered for a transfer until back rent is paid in full (Verification will be placed in the tenant's file).*
- Residents with a history of late rental payments will not be considered for a transfer until there is demonstrated improvement in their rental payments (i.e. not delinquent in their rent for a period of six months following their request and verification will be placed in the tenant's file).*
- A resident with housekeeping standards violations will not be transferred until he/she passes an unannounced follow – up housekeeping inspection and if applicable, the tenant accepts available services (verification will be placed in the tenant's file).*

2. Exceptions to the Tenant in Good Standing requirement will be made for emergency transfers or when it is in the best interest to the LHAND to make the transfer and with LHAND Management staff approval.

D. Paying for Transfers

1.) Residents will bear the cost of transfers to correct occupancy standards.

Attachment # 6 – Meeting Minutes and Public Comment

**RAB Minutes
November 19, 2002
5:00 P.M. – 7:00 P.M.**

Present:

LHAND: Gudy Aristy, Christina Brogna, Norman Cole, Paul DeJoie, Donna Often, Joe Scanlon, and Lisa Tobin

RAB: Zsandra Banks (CC), Joyce Byrd (CC), John Connelly (WP), Martha Green (CC), Olga Olson (WP), Maria Santana (CC) (late), and Carole Smith (WP) (late)

Paul DeJoie opened up the meeting welcoming everyone. He explained that this is the annual PHA Plan process, which will culminate with the LHAND submitting a completed plan on January 15, 2002 for FYE 2003. He explained that this Plan includes the significant amendments that the RAB has recently been meeting on. Paul stated that he would like to meet at least two more times to discuss this Plan before it is final. Lisa Tobin apologized for not giving the Plan out ahead of time. She explained that she wanted to make sure all of the updates, significant amendments, and any other pertinent information were included in the Plan. She gave out the current draft copy of the Plan along with a handout of the updated Statement of Housing Needs.

Paul DeJoie explained that the Curwin Circle Resident Council (CCRC) wanted the LHAND to update its Transfer Policy. He stated that the LHAND is willing to update and clarify its policy. He also explained that the LHAND wants to have a more in depth discussion with the Curwin Circle Resident Council to define the language of the Transfer Policy. He gave the RAB a handout with information that the LHAND is considering adopting in regards to a Transfer Policy. He explained that the LHAND wants to have a clear definition on what is considered an emergency transfer, which would take precedent over a new move-in. He also explained that the policy would be based on unit availability, family composition, and severity of need. The LHAND, along with the CCRC needs to determine at what age a parent may share a room with an infant, at what age are siblings allowed to share rooms with each other, and the definition of a tenant in good standing. It was also suggested that the LHAND give a Section 8 Housing Choice Voucher to a transfer applicant who has been on the waiting list for a certain amount of time. This amount of time needs to be clarified further.

The LHAND has adopted two discretionary deductions; this would include child support payments and medical insurance exemptions and have proposed a possible amendment to these policies, which would increase the deduction amounts. The Plan states that any payments made by a member of the family for the support and maintenance of any child who does not reside in the household, except that the amount excluded under this clause may not exceed \$480 for each child for whom such payment is made. The Plan also states that unreimbursed medical insurance payments made by a member of the family for the coverage of only legal family members residing in the unit, in the amount not to exceed \$2,000.00 per family per year may be deducted from gross income. Paul explained that child support payments will need to be court order and documented. At the next RAB meeting, the LHAND will have a draft of the Transfer Policy and discretionary deductions clarified. Paul suggested that the RAB members meet with their resident councils to discuss the LHAND's Plan and make suggestions at the next meeting.

Lisa Tobin explained that this Plan included the recent significant amendments from the FYE 02 Plan and that last year's Plan has not yet been approved. Lisa explained that the LHAND is designated as a High Performer and does not need to fill out certain sections of the Plan. She explained that there were two Plans included in the current Plan. One is the Five- Year Plan and the other being the Annual Plan. Lisa explained every section of the Plan. Lisa and Paul both directed everyone's attention to the changes that were included from the previous year's Plan. Maria Santana, Curwin Circle RAB member, came into the meeting at this time. She asked about the Transfer Policy. Paul explained that we discussed it and reiterated that the LHAND needs a clear definition of what a tenant in good standing is, what percentage of transfers versus new move-ins the LHAND wants to consider, and suggested offering available Housing Choice Vouchers as an option.

It was mentioned that the flat rent schedule was being updated and would be included in the next draft. The Grievance Procedure Section does not need to be included in the Plan because the LHAND is a high performer although it is posted at all of the LHAND developments. The Community Service requirement and reporting in the PHA Plan was discussed next. The LHAND has a Community Service Plan that was implemented in FYE 01, HUD informed housing authorities to stop implementing this requirement.

Lisa Tobin encouraged the RAB to attend the public hearing on December 17th at 5:00 P.M. Paul encouraged the RAB members to put their comments in writing or present their suggestions to the LHAND before the public hearing so that we may add them to the Plan.

Olga Olson asked if the LHAND could have the Consolidated Plan available to them for review. Norman Cole said that he had copies and would make sure that it was distributed. Paul informed the RAB that he would like to have an additional meeting before the public hearing and a letter would be sent out to them. Maria Santana asked if the RAB could have a few minutes among themselves to discuss the Plan alone and would the LHAND staff return to answer some of their questions. The LHAND staff obliged.

At 6:15 the LHAND staff consisting of Paul DeJoie, Lisa Tobin, Norm Cole and Christina Brogna returned. The RAB members questioned the section of the Plan that included the LHAND screening policy. Paul DeJoie informed them that the LHAND has strict screening criteria. He explained that the LHAND utilizes the Criminal Offender Record Information (CORI) from the Criminal History Systems Board, InfoCenter, landlord references, home visits, and the Sex Offender Registration Information (SORI) system. Paul explained that these are not always effective, but ensured the RAB that the LHAND adheres to these screening requirements. The RAB suggested that the LHAND utilize the NCIC system, and Paul said that he would look into this system. The RAB also suggested that services be available to single mothers in the Curwin Circle development. The RAB mentioned a number of capital improvements including the mice and moisture problems at Curwin Circle and new mailboxes and bathroom sink upgrades at Wall Plaza. The RAB also suggested painting occupied units at both developments. This will be discussed at the next meeting that Ron Dupuis, Modernization Coordinator and Ted Smith, Assistant Director of Facilities and Construction will be present at.

Curwin Circle Resident Council Meeting
December 9, 2002
2:15 P.M. – 4:00 P.M.

*Present: (LHAND) Christina Brogna, Gudy Aristy, and Paul DeJoie
(RAB) Martha Green and Joyce Byrd*

The Curwin Circle Residents' Council, Inc. requested a meeting regarding the LHAND's Transfer Policy, which will be included in the PHA Plan. The LHAND presented the draft policy (see the referenced section of the PHA Plan).

Paul explained that the LHAND is adopting a policy to attempt to address the issues raised by the Curwin Circle residents. He asked that the RAB keep in mind that regardless of which policy is submitted in the PHA Plan, the LHAND has a limited number of housing units available. Unlike other public housing agencies, the LHAND has only one Federal Family development (Curwin Circle).

The Transfer Policy included in the PHA Plan has been drafted to ensure that transfers are made in a fair and consistent manner. Paul DeJoie also explained that the LHAND has an obligation to the people on the waiting lists.

Paul and the RAB members discussed the following issues at the meeting:

- *Tenant in Good Standing Requirement.*
- *When transfers will take precedent over new move-ins.*
- *When siblings will be required to share bedrooms.*
- *Maria Santana's comments regarding the Transfer Policy - She did not agree with the Tenant in Good Standing requirement.*
- *The need to occupy units as quick as possible to meet the Public Housing Assessment System (PHAS) standards.*
- *Possibility of offering Housing Choice Vouchers.*

Paul explained that because of the limited number of units, the severity of a family's need must be considered when making transfer offers.

The meeting ended.

RAB Minutes
Tuesday, December 10, 2002
5:30 P.M.

Present: (LHAND) Gudy Aristy, Christina Brogna, Paul DeJoie, Donna Often, and Ron Dupuis (RAB) Joyce Byrd, Zandra Banks, John Connelly, and Carole Smith

Paul opened the meeting by introducing Ron Dupuis, Modernization Coordinator of the LHAND. He explained that Mr. Dupuis would be able to explain the capital improvements more in depth. Mr. Dupuis distributed a handout that explained the expenditure of the Capital Fund. He explained that the Capital Fund is used to make physical improvements to the federal public housing units and the developments. He explained that these meetings allow the LHAND to find out what improvements are important to the residents from year to year.

Ron Dupuis explained that the LHAND is beginning the process of installing new mailboxes at the Wall Plaza development. Ron Dupuis also explained that the LHAND would include the installation of new sinks in the bathrooms at the Wall Plaza development in the PHA Plan.

In regards to the Curwin Circle development, Ron Dupuis explained that Norian- Siani Engineers Inc. have completed the design for installing fans in the crawl spaces and bathrooms at Curwin Circle. Zandra Banks stated that the tot lots at Curwin Circle needed to be fixed. Joyce Byrd stated that the stoves at Curwin Circle needed to be replaced. Ron Dupuis said that these items will be included in the plan and would be completed in the next two years.

Carole Smith initiated a discussion on what the purpose of the Resident Advisory Board was. Paul explained that the RAB is a HUD requirement when developing the PHA Plan. The RAB allows the LHAND and the residents to discuss the proposed plan and allows the residents to make suggestions and comments on what they would like to see happen with their development through the planning process. Carole explained that she was unsure why outside parties were interfering with the RAB meetings. Paul explained that the RAB as a whole or any individual is entitled to schedule meetings in addition to the meetings that the LHAND schedules. Residents also have the right to discuss the PHA Plan with whomever they choose. He explained that there are people who are concerned with the LHAND's plans for the Curwin Circle redevelopment. He also stated it was not the LHAND's intention to decrease public housing in the city of Lynn. He stated, "We (LHAND) do not intend to decrease the number of public housing units in the city of Lynn." He went on to explain that the information gathered in the planning process would assist in the development of any long-range plans. He explained that it is premature to comment as to what the Curwin Circle development will look like or consist of in the future. Paul reiterated that at this time the LHAND is exploring its options regarding the Curwin Circle development. This is being done due to the physical conditions within the development. In the end, Curwin Circle may change significantly or it may not change at all. This is the beginning of the process, and Paul explained that any plan would be developed with the input of the RAB and the Curwin Circle residents. He went on to further explain that any plan must receive HUD approval.

Carole Smith asked if the section on Rent Determination for Public Housing question three regarding flat rent options would be updated. Gudy Aristy explained that Michelle Lyons is working on this section, and it will be included in the final plan for the public hearing.

Zandra Banks asked about the Transfer Policy. Christina Brogna explained that the Transfer Policy that was given out was only a draft. Zandra said that this draft did not include everything that the resident council discussed. Christina explained that the LHAND is willing to work with the resident council and encouraged the RAB to make suggestions on this policy. She further explained that not everyone was going to agree on this policy. Zandra asked at what age would same sex children be able to share a room together. Christina and Gudy explained that family members of the same sex could

share a bedroom. Gudy further explained that household members of the opposite sex, except husband or wife (or those in a similar living arrangement), do not have to share a bedroom, provided that children of the opposite sex under the age of eight shall share a bedroom and provided that other household members of the opposite sex may elect to share a bedroom. Gudy explained that HUD leaves these decisions to the discretion of PHAs and that these policies are consistent with State regulations. Gudy explained that there are a limited number of units available. Transfer requests will be granted as units become available, keeping in mind that the LHAND also has an obligation to people on the waiting lists, many of them may be homeless. Also, the LHAND will also base transfer requests based on the severity of the need of the family (ie. a family of five may take precedent over a family of four, even if the family of four has been waiting a longer period of time).

Zandra stated that the CCRC was having a meeting the following day and this policy would be discussed. Christina encouraged Zandra to discuss the policy and to call Gudy to schedule a meeting with the LHAND and the CCRC to discuss this. She explained that this meeting to discuss this policy could be before the public hearing if she called Gudy to schedule it.

The RAB meeting ended.

**Lynn Housing Authority
Public Housing Agency (PHA) Plan
Public Hearing
Tuesday, December 17, 2002
5:00 p.m., 10 Church Street**

On Tuesday, December 17, 2002 at 5:00 p.m. in the Community Room of the Lynn Housing Authority, located at 10 Church Street, a public hearing was scheduled for the purpose of soliciting comment for the PHA Plan.

Earlier during the day, Lisa Tobin, Executive Assistant, received, hand-delivered, written comment from Marc Potvin of Neighborhood Legal Services on behalf of the Wall Plaza RAB representatives.

At 5:00 p.m. Joe Scanlon, Director of Finance opened the meeting and stated that for purposes of record keeping that the hearing was being taped. He asked that everyone present please sign the sign-in sheet. Mr. Scanlon then invited any and all comment from the audience.

Olga Olson asked to be recognized. Mr. Scanlon invited Olga to the microphone. Ms. Olson then read her written comment aloud. She did not leave a copy of her comments with the staff of the LHA for input into the PHA. The focus of Ms. Olson's comments were that she wanted to request an extension on the public hearing so that she, and other tenants could have more time to review the Plan. She stated that she did not think the LHA had provided a completed enough draft for the public to make meaningful comment.

After Ms. Olson comments, Ms. Carole Smith asked to be recognized. Mr. Scanlon welcomed her to the microphone Ms. Smith asked to remain standing where she was. Ms. Smith opposed the submission of Mr. Potvin's on the basis that she did not want her name associated with the comments contained. Ms. Smith denied that Mr. Potvin's comments were representative of her thoughts and that she wished for Mr. Potvin to remove her name.

At this point, Lisa Tobin asked Mr. Connolly and Olga Olson, both of whom whose names were on the comments if they wished to have their names remain. Ms. Olson stated that she did but Mr. Connolly responded that he wasn't sure at this time as he did not have time enough to review the comments. At this point Ms. Tobin stated for the record that Mr. Connolly should review the comments and let her

know the next day if he wished to have his named remain or be removed. Ms. Tobin also stated that the comments would not be accepted as is, with Ms. Smith's name and that a letter to Mr. Potvin, who was not present would be sent stating that the comments could not be accepted as written. (see attached letter).

For the remainder of the meeting, the majority of the comments were questions regarding the revitalization of Curwin Circle. Paul DeJoie, Director of Management & Operations told the audience that although this public hearing was for the purposes of the Public Housing Agency Plan, he would speak regarding Curwin Circle. Paul stated that the Curwin Circle Development is in need of major infrastructure, site and building improvements. Paul also stated that at this time, the LHA was in the process of reviewing the information they had collected via various studies and reports and that the LHA was preparing to begin the planning process for a potential revitalization at Curwin. Paul told the audience that the public participation would play a big part in the revitalization and that anyone who may be interested in participating should be sure to sign at the hearing with their address so that they could receive future mailings. Due to the large number of Curwin Circle Residents who attended the meeting and their questions, Mr. DeJoie offered to hold a meeting at Curwin Circle for the residents later in the week. At the resident's request, a meeting was scheduled for Monday, December 23, 2002 at the Curwin Circle Development to discuss the PHA Plan.

The meeting was closed at 6:30 p.m.

Curwin Circle Resident Meeting Minutes
December 23, 2002
6:00 P.M.

Present: (LHAND) Gudy Aristy, and Paul DeJoie.
(Curwin Circle Residents) Mith Nou, Lay Kim, Danh, Dieu, Phiv Ros, Touch Seth, Oeun Kheav, Sakhom Rean, Heung Preap, Loum Thouen, Mith Nou, Roger Peterson, Sophia Phat, Phy Em, Augusta Salsgiver, Maureen Kinser, Shawn O'Neil, Marvis Satterwhite, Po Yim, Louis Royer, Liz Jackson, and Eurista Gonzales (Neighbor to Neighbor Representative).

Gudy Aristy, Curwin Circle Manager, opened the meeting by introducing himself and Paul DeJoie, Director of Operations and Management for the LHAND. He explained that this meeting was scheduled at the request of the Curwin Circle Resident Council and a number of residents who attended the Public Hearing. The purpose of the meeting was to inform the residents about the LHAND's Annual Public Housing Agency (PHA) Plan submission.

*Paul explained the PHA Plan process, which includes the submission of a 5-Year Plan and an annual plan. The 5-year plan contains the LHAND's mission and goals over a 5-year period. The annual plan contains details about the LHAND's current programs, resident population served, and a strategy to address the housing needs of the community. At this point, a sign in sheet was distributed along with a handout pertaining to the areas of the PHA Plan that the LHAND thought might be of concern to the residents (see **Attachment 12/23 A**).*

Paul explained that this process is completed every year. Paul explained that the PHA Plan covers all policies and procedures of a PHA's operations including Admissions and Occupancy, Rent Collections and the Capital Fund. A brief discussion was had regarding the discretionary deductions and the other components of the Plan.

Paul explained that the LHAND also that the Plan includes all capital improvements, which are the improvements that the LHAND wants to make to the Wall Plaza and Curwin Circle developments. A

brief review of previous and future capital improvements was held. A few residents commented on the lack of heat and hot water.

A number of residents expressed concern regarding the “rumors” that Curwin Circle was going to be knocked down, and they would not have a place to live. Paul explained that the PHA Plan process requires the LHAND to inform the public if they propose or plan any redevelopment/revitalization activities. The LHAND has, for a number of years, been exploring the options for the long-term viability of Curwin Circle. That planning process, while part of the PHA Plan, will be a separate planning process and will take a number of years to complete. Paul informed the residents that if they had any questions regarding the Curwin Circle redevelopment and the planning process to contact Gudy Aristy. Paul assured the residents that the LHAND would be conducting numerous public meetings regarding any proposed Curwin Circle redevelopment/revitalization plans. Paul further explained that this process was just the beginning and the residents will be involved every step of the way. Lastly, he informed the residents that any redevelopment plan would be submitted to HUD for approval.

A discussion was had in length regarding the reasons why the LHAND is considering the redevelopment of Curwin Circle, which included site and soil conditions, drainage issues, building conditions, the sizes of the units, heat and hot water problems, lack of amenities, and lack of community space. Paul informed the residents that previous meetings were held with the CCRC regarding the proposed redevelopment/revitalization and additional meetings will be scheduled after the holidays.

Some residents expressed their concern with the LHAND’s towing policies. Residents also expressed concern over the fact that some residents are not disposing their trash properly.

Paul mentioned that upon the request of the Curwin Circle Residents’ Council, Inc. the LHAND has updated its Transfer Policy. He explained this policy and its components, which include Tenant in Good Standing requirements and situations that, might warrant a transfer.

The meeting ended.

Attachment 12/23A

What is the PHA Plan?

The PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the 5-Year Plan, which each PHA submits to HUD once every 5th PHA fiscal year, and the Annual Plan, which is submitted to HUD every year. The Public Housing Reform Act requires submission of both a Five-Year and an Annual Plan. The Five-year PHA Plan describes the agency’s mission and the long-term plan for achieving that mission over the subsequent five years. The Annual Plan provides details about the PHA’s current programs and the resident population served, as well as the PHA’s strategy for addressing the housing needs of currently assisted families and the larger community.

There are several types of PHA Plan submission. The type of submission depends upon the PHA’s performance designation and/or its size. The Standard Plan is simply the full PHA Plan template. A high performer PHA or a small, non-troubled PHA with fewer than 250 units of public housing is eligible to submit a streamlined version of the standard plan.

What is the RAB?

The Resident Advisory Board (RAB) provides the PHA and the residents with a forum for sharing information about the Agency’s Annual Plan. Section 511 of the United States Housing Act and the

regulations in 24 CFR part 903 require that PHA's establish one or more Resident Advisory Board(s) (RAB) as part of the PHA Plan process. RAB membership is comprised of individuals who reflect and represent the residents assisted by the PHA. The role of the RAB is to assist the PHA in developing the PHA Plan and in making any significant amendment or modification to the Plan. The main role of the RAB is to make recommendations in the development of the PHA Plan.

The RAB is appointed well in advance of the date that the PHA Plan is due to HUD to ensure effective resident participation in the development of the plan. PHA's can appoint resident councils or their representatives to serve as one or more of the RAB's. A PHA may require that the resident councils choose a limited number of representatives to serve as RAB members.

Outline for Tonight's Meeting:

- I. Goals & the 5 – Year Plan**
- II. Waiting List Information for Curwin Circle (page 9)**
- III. Statement of Financial Resources (page 15)**
- IV. Eligibility, Selection, Admissions, and Occupancy (pages 17 – 21)**
- V. Rent Determination (pages 27 – 32)**
- VI. Capital Improvements (page 36)**
- VII. Redevelopment (page 39)**
- VIII. Resident Services (page 46)**
- IX. Pet Policy (page 49)**
- X. Resident Advisory Board (page 53)**
- XI. Transfer Policy (page 57 & see attachment)**

Attachment #7 – RASS Follow Up Plan

**RESIDENT ASSESSMENT SUB SYSTEM (RASS)
FOLLOW UP PLAN**

The Lynn Housing Authority & Neighborhood Development continuously strives to improve the overall operations of its public housing developments. To do this, the LHAND responds to its residents needs in an appropriate manner.

The Lynn Housing Authority & Neighborhood Development received an overall score of 73.2% on the section of the RASS survey titled Neighborhood. The LHAND received an unsatisfactory score on question number seventeen and eighteen that reads:

17. *How satisfied are you with the upkeep of the following areas in your development? (Options to select: Very Satisfied, Satisfied, Dissatisfied, Very Dissatisfied, Does Not Apply)*
 - a.) *Common Areas (stairways, walkways, hallways, etc.)*
 - b.) *Exterior of the Buildings*
 - c.) *Parking Areas*
 - d.) *Recreation Areas (playgrounds and other outside facilities)*

18. *How often, if at all, are any of the following a problem in your development: (Options to select Never, Sometimes, Often, Always, Does Not Apply)*

- a.) Abandoned Cars?
- b.) Broken Glass?
- c.) Graffiti?
- d.) Noise?
- e.) **Rodents and Insects (indoors)?**
- f.) **Trash / Litter?**
- g.) Vacant Units?

The score for question 17 (all letters) and question 18 letters (d), (e), and (f) caused the overall score to decrease significantly.

Neighborhood appearance is important to the Lynn Housing Authority & Neighborhood Development as it is to its residents. LHAND has utilized the city of Lynn's Graffiti Removal Program for the past three years. LHAND has aggressively addressed all complaints regarding neighborhood appearances at the Curwin Circle Development (MA 23-1) and the M. Henry Wall Plaza Development (MA 23-2). The LHAND completes over 3200 work orders on an annual basis at Curwin Circle Family Development and the M. Henry Wall Plaza Development. The Lynn Housing Authority & Neighborhood Development sponsors a summer Landscaping program to improve upon its appearances by planting flowers, mulching, trimming trees and bushes, as well as a summer youth maintenance staff that assists in keeping the grounds clean.

Among other duties such as repainting speed bumps, fences, and bollards throughout the development. The Department of Public Works (DPW) also donates flowers annually to the residents of the M. Henry Wall Plaza Development and the Curwin Circle Development. LHAND has contracted with an exterminator that conducts mass exterminations twice annually. The exterminator contractor is on site every Monday, Wednesday, and Friday to respond to requests for extermination services. LHAND also contracts with the city of Lynn for trash removal and street sweeping services on a weekly basis. The Lynn Housing Authority & Neighborhood Development has and will continue to implement resident programs to address trash and litter issues and annually conducts neighborhood "clean-up days" in conjunction with the Curwin Circle Residents Council (CCRC), Inc.. The LHAND is in the process of completing exterior improvements at the M. Henry Wall Plaza Development (Water Penetration of Exterior Envelopes). This includes improvements to windows and sliding doors. The LHAND is addressing resident concerns regarding the trash disposal of other residents in the development.

To assist in the daily routine of maintaining a safe and orderly community, the LHAND's management staffs continue to monitor all vehicles entering the communities and their activity while on the property. Management also moves all vehicles illegally parked (assisted by the Lynn Police Department) and patrol the properties every morning, afternoon, and evening. Daily visual inspections for safety purposes are also conducted.

In addition to the LHAND's security prevention, lease enforcement is a major part of its operations.

The Lynn Housing Authority & Neighborhood Development is dedicated to preventing crime on its properties and towards its residents. This can be demonstrated through the LHAND's MOU drafted document with the Lynn Police Department. The LHAND has the cooperation of the Lynn Police Department, which conducts walking patrols at the Curwin Circle Development (MA 23-1) in addition to routine patrols. The LHAND also contracts for security services with Celadon Security five nights a week at the M. Henry Wall Plaza Development. There is a significant LHAND presence at the M. Henry Wall Plaza Development as it is the location of the LHAND administrative offices. The LHAND maintenance staff is present until 9:00 P.M. five nights a week at the M. Henry Wall Plaza Development. Security and management personnel constantly communicate with tenants regarding any concerns that they may have.

An effort has been made to reach the youth and parents of the Curwin Circle Family Development by providing workshops on various topics such as gang violence, life changing choices, teen conflict resolution, multidisciplinary perspectives on parenting education as well as various community activities.

*****This Follow-up Plan is in response to surveys conducted by HUD on August 20th through September 19, 2002 and certified to by the LHAND on October 17, 2002*****

Attachment # 8 - Revised Template Question/Section 3(A)(6) (PHA Policies Governing Eligibility, Selection, and Admissions, Public Housing, Deconcentration and Income Mixing

Component 3, (6) Deconcentration and Income Mixing

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

Attachment # 9 – Substantial Deviation from the 5-Year Plan and Significant Amendment to the Annual Plan Definitions

A “Substantial Deviation” shall reflect a change in the Lynn Housing Authority & Neighborhood Development’s 5-Year Plan. The following changes shall be considered a “substantial deviation”.

- Any change in the Five-Year Action Plan which includes the addition of a non-emergency work item or removal of such line items.

The time frame for when a change is considered a “substantial deviation” from the original PHA Plan will be from the time the PHA plan has been approved by HUD until the day before the next Plan is due. Each year the LHAND’s plan is due the second week of January. An item will not be considered a substantial deviation if it is changed as a result of the planning process for an upcoming submission of a PHA Plan. Only changes that fit the definition that are made to the approved and current PHA Plan will be considered a substantial deviation.

A “Significant Amendment” shall reflect a change in the Lynn Housing Authority & Neighborhood Development Annual Plan. The following changes shall be considered a “significant amendment”

- Changes to rent or admissions policies or organization of the waiting list
- Any change in regards to demolition or disposition, designation, homeownership programs or conversion activities.

The time frame for when a change is considered a “significant amendment” from the original PHA Plan will be from the time the PHA plan has been approved by HUD until the day before the next Plan is due. Each year the LHAND’s plan is due the second week of January. An item will not be considered a significant amendment if it is changed as a result of the planning process for an upcoming submission of a PHA Plan. Only changes that fit the definition that are made to the approved and current PHA Plan will be considered a significant amendment.

As required via HUD regulations, any substantial deviation or significant amendment shall be subject to the same public process requirements as the Public Housing Agency Plan. This will include all time frames.

PHA Plan Table Library

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

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

Capital Fund Grant Number MA06902350103 FFY of Grant Approval: (04/2003)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$147,813.00
4	1410 Administration	\$87,033.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$60,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	\$97,492.00
10	1460 Dwelling Structures	\$403,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	\$75,000.00
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$870,338.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	\$0.00
23	Amount of line 20 Related to Security	\$35,000.00
24	Amount of line 20 Related to Energy Conservation Measures	\$172,492.00

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Activities			
HA-Wide	Computer Upgrade	1480	\$10,000.00
HA-Wide	Drug Task Force	1480	\$3,000.00
HA-Wide	Elderly Programs	1480	\$5,413.00
HA-Wide	Bilingual AIS	1480	\$20,000.00
HA-Wide	Resident Landscaping	1480	\$15,000.00
HA-Wide	Transportation	1480	\$2,000.00
HA-Wide	Curwin Circle Consultant	1480	\$40,000.00
HA-Wide	Security at Wall Plaza	1480	\$32,000.00
HA-Wide	Staff Training	1480	\$0.00
HA-Wide	Technical Assistance	1480	\$5,000.00
Capital Fund			
HA-Wide	Work Force @ Curwin Circle	1480	\$10,000.00
HA-Wide	Youth Programs	1480	\$5,400.00
HA-Wide	Administration	1410	\$87,033.00
Curwin Circle 23-1	A/E Moisture Investigation	1430	\$30,000.00
Curwin Circle 23-1	Utility Repairs	1450	\$97,492.00
Curwin Circle 23-1	Basement Bath Ventilation	1460	\$68,000.00
Curwin Circle 23-1	Floor Replacement	1460	\$15,000.00
Curwin Circle 23-1	Tot Lot Repairs	1460	\$10,000.00
Curwin Circle 23-1	Moisture Repairs	1460	\$90,000.00
Curwin Circle 23-1	Storm Doors	1460	\$15,000.00
Curwin Circle 23-1	Boiler Repairs	1470	\$75,000.00
Wall Plaza 23-2	A/E. Mail Box	1430	\$20,000.00
Wall Plaza 23-2	A/E Sink Faucet	1430	\$10,000.00
Wall Plaza 23-2	Mail Box Construction	1460	\$125,000.00
Wall Plaza 23-2	Bathroom Sink & Faucet	1460	\$80,000.00
TOTALS			\$870,338.00

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

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

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Grant No. Capital Fund Program Grant No: MA06-P023-706-98 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:)
 Performance and Evaluation Report for Period Ending: 09/30/02
 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				
3	1408 Management Improvements	\$141,571.58	\$0.00	\$141,572.38	\$141,572.38
4	1410 Administration	\$82,078.00	\$0.00	\$82,078.00	\$82,078.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$134,108.68	\$0.00	\$134,108.68	\$134,108.68
8	1440 Site Acquisition				
9	1450 Site Improvement	\$327,545.94	\$0.00	\$327,545.14	\$327,545.14
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$27,265.60	\$0.00	\$27,265.60	\$27,265.60
13	1475 Nondwelling Equipment	\$108,807.20	\$0.00	\$108,807.20	\$108,807.20
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$821,377.00	\$0.00	\$821,377.00	\$821,377.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$283,993.14	\$0.00	\$283,993.14	\$283,993.14
24	Amount of line 21 Related to Security – Soft Costs	\$7,263.44	\$0.00	\$7,263.44	\$7,263.44
25	Amount of Line 21 Related to Security – Hard Costs	\$90,325.00	\$0.00	\$90,325.00	\$90,325.00
26	Amount of line 21 Related to Energy Conservation Measures	\$77,450.47	\$0.00	\$77,450.47	\$77,450.47

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-706-98 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Management Improvements							
	Technical Assistance for CGP & Mod	1408		\$9,480.00	\$0.00	\$9,480.00	\$9,480.00	Complete
	PHMAP Vacancy Turnover, Work Orders, MIS	1408		\$11,324.51	\$0.00	\$11,324.51	\$11,324.51	Complete
	Housing Code and Annual Inspections	1408		\$46,400.00	\$0.00	\$46,400.00	\$46,400.00	Complete
	Computer Upgrade	1408		\$4,038.63	\$0.00	\$4,038.63	\$4,038.63	Complete
	Training-Purchasing	1408		\$0.00	\$0.00	\$0.00	\$0.00	
	Master Plan Curwin Circle	1408		\$0.00	\$0.00	\$0.00	\$0.00	
	HOPE VI Development Consultant	1408		\$255.00	\$0.00	\$255.00	\$255.00	Complete
	Drug Task Force	1408		\$7,263.44	\$0.00	\$7,263.44	\$7,263.44	Complete
	Summer Youth Program	1408		\$10,000.00	\$0.00	\$10,000.80	\$10,000.80	Complete
	Operation Bootstrap	1408		\$11,050.00	\$0.00	\$11,050.00	\$11,050.00	Complete
	Bilingual Application/Intake & Screening	1408		\$18,000.00	\$0.00	\$18,000.00	\$18,000.00	Complete
	Boys Club at Curwin Circle MA23-1	1408		\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	Complete
	Evacuation Plan	1408		\$3,760.00	\$0.00	\$3,760.00	\$3,760.00	Complete
	Administration							
	Administration	1410		\$82,078.00	\$0.00	\$82,078.00	\$82,078.00	Complete

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-706-98 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees and Cost</u>							
Curwin Circle MA23-1	Site Water Problem	1430		\$45,179.40	\$0.00	\$45,179.40	\$45,179.40	Complete
Curwin Circle MA23-1	Removal of Old Oil Tank	1430		\$0.00	\$0.00	\$0.00	\$0.00	
Curwin Circle MA23-1	Boiler Tank Asbestos Removal	1430		\$0.00	\$0.00	\$0.00	\$0.00	
Wall Plaza MA23-2	Common Area & Unit Accessibility Improv.	1430		\$0.00	\$0.00	\$0.00	\$0.00	
Wall Plaza MA23-2	Exterior Water Penetration	1430		\$58,642.29	\$0.00	\$58,642.29	\$58,642.29	Complete
Wall Plaza MA23-2	Mail Boxes	1430		\$0.00	\$0.00	\$0.00	\$0.00	
Wall Plaza MA23-2	Sidewalks	1430		\$25,586.99	\$0.00	\$25,586.99	\$25,586.99	Complete
Wall Plaza MA23-2	New 504 Accessible Administration Bldg.	1430		\$4,700.00	\$0.00	\$4,700.00	\$4,700.00	Complete
	<u>Site Improvement</u>							
Curwin Circle MA23-1	Common Area & Sidewalk Access Improv.	1450		\$0.00	\$0.00	\$0.00	\$0.00	
Curwin Circle MA23-1	Long Term Heating Modernization	1450		\$54,332.47	\$0.00	\$54,332.47	\$54,332.47	Complete
Curwin Circle MA23-1	Re-routing of Utilities due to Demolition	1450		\$10,551.92	\$0.00	\$10,551.92	\$10,551.92	Complete
Wall Plaza MA23-2	Sidewalk Accessibility Improvements	1450		\$231,075.55	\$0.00	\$231,074.75	\$231,074.75	Complete
Wall Plaza MA23-2	Irrigation System (New Admin. Building)	1450		\$31,586.00	\$0.00	\$31,586.00	\$31,586.00	Complete

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-706-98 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Non-Dwelling Structure							
Curwin Circle MA23-1	Boiler Room Asbestos Removal	1470		\$4,635.00	\$0.00	\$4,635.00	\$4,635.00	Complete
Wall Plaza MA23-2	New Administration Building Accessibility Improvement	1470		\$22,630.60	\$0.00	\$22,630.60	\$22,630.60	Complete
	Non-Dwelling Equipment							
Curwin Circle MA23-1	Water Gauge #1	1475		\$0.00	\$0.00	\$0.00	\$0.00	
Curwin Circle MA23-1	Water Gauge #2	1475		\$0.00	\$0.00	\$0.00	\$0.00	
Curwin Circle MA23-1	Boiler Repairs	1475		\$18,483.00	\$0.00	\$18,483.00	\$18,483.00	Complete
Wall Plaza MA23-2	Telephone & Security System (New Bldg.)	1475		\$90,324.20	\$0.00	\$90,324.20	\$90,324.20	Complete
	TOTAL			\$821,377.00	\$0.00	\$821,377.00	\$821,377.00	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P023-706-98 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		
MA23-1 Curwin Circle	9/30/00			9/30/01				
MA23-2 Wall Plaza	9/30/00			9/30/01				
<u>Management Improvements</u>								
Technical Assistance for CGP and Mod	9/30/00			9/30/01				
PHMAP Vacancy Turnover, Work Orders, MIS	9/30/00			9/30/01				
Housing Code and Annual Inspections	9/30/00			9/30/01				
Computer Upgrade	9/30/00			9/30/01				
Training-Purchasing	9/30/00			9/30/01				
Master Plan Curwin Circle	9/30/00			9/30/01				
HOPE VI Development Consultant	9/30/00			9/30/01				
Drug Task Force	9/30/00			9/30/01				
Summer Youth Program								
Operation Bootstrap								
Bilingual Application/Intake & Screening								
Boys Club at Curwin Circle MA23-1								
Evacuation								
<u>Administration</u>								
Administration	9/30/00			9/30/01				

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Grant No. Capital Fund Program Grant No: MA06-P023-707-99 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: 2)

Performance and Evaluation Report for Period Ending: 09/30/02
 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				
3	1408 Management Improvements	\$177,152.00	+\$8,958.51	\$186,110.51	\$186,110.51
4	1410 Administration	\$93,576.00	\$0.00	\$93,576.00	\$93,576.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$20,500.00	-\$11,377.21	\$9,122.79	\$9,122.79
8	1440 Site Acquisition				
9	1450 Site Improvement	\$136,133.00	-\$74,207.75	\$61,925.25	\$61,925.25
10	1460 Dwelling Structures	\$397,433.91	-\$33,898.30	\$363,535.61	\$363,535.61
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$110,366.09	+\$107,985.82	\$218,351.91	\$218,351.91
13	1475 Nondwelling Equipment	\$600.00	+\$2,538.93	\$3,138.93	\$3,138.93
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$935,761.00	\$0.00	\$935,761.00	\$935,761.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$342,433.00	-142,466.91	\$294,727.84	\$294,727.84
24	Amount of line 21 Related to Security – Soft Costs	\$36,000.00	+\$1,015.35	\$37,015.35	\$37,015.35
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$197,417.00	+\$152,627.84	\$294,727.84	\$294,727.84

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-707-99 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Management Improvements</u>							
	Technical Assistance for CGP & Mod.	1408		\$5,000.00	-\$5,000.00	\$0.00	0.00	
	Vacancy Turnaround	1408		\$25,753.00	+\$2,071.04	\$27,824.04	\$27,824.04	Complete
	Bilingual Application & Intake Services	1408		\$22,389.00	+\$854.75	\$23,243.75	\$23,243.75	Complete
	Computer Upgrade	1408		\$8,780.80	-\$5,388.54	\$3,392.26	\$3,392.26	Complete
	Update Purchasing Procedures	1408		\$0.00	\$0.00	\$0.00	\$0.00	
	HOPE VI Development Consultant	1408		\$25,000.00	-\$22,302.50	\$2,697.50	\$2,697.50	Complete
	Summer Youth	1408		\$15,132.00	+\$17,440.30	\$35,572.30	\$35,572.30	Complete
	Update Accounting Procedures	1408		\$0.00	\$0.00	\$0.00	\$0.00	
	Drug Task Force	1408		\$12,000.00	\$0.00	\$12,000.00	\$12,000.00	Complete
	Family Investment Center	1408		\$18,097.20	\$0.00	\$18,097.20	\$18,097.20	Complete
	GAAP Training	1408		\$0.00	\$0.00	\$0.00	\$0.00	
	Training for Housing Staff	1408		\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	Complete
	Security Services at Wall Plaza	1408		\$24,000.00	+\$1,015.35	\$25,015.35	\$25,015.35	Complete
	Work Force at Curwin Circle	1408		\$19,000.00	\$0.00	\$19,000.00	\$19,000.00	Complete
	Housing Inspector	1408		\$0.00	+\$14,173.11	\$14,173.11	\$14,173.11	Complete
	Environment Testing	1408		\$0.00	+\$6,095.00	\$6,095.00	\$6,095.00	Complete
	<u>Administration</u>							
	Administration	1410		\$93,576.00	\$0.00	\$93,576.00	\$93,576.00	Complete

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-707-99 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees and Costs</u>							
Curwin Circle MA23-1	Oil Tank	1430		\$10,000.00	-\$10,000.00	\$0.00	\$0.00	
Curwin Circle MA23-1	Mgmt. Office & Community Room Window	1430		\$3,000.00	-\$3,000.00	\$0.00	\$0.00	
Curwin Circle MA23-1	Boiler Room Repairs	1430		\$7,500.00	-\$1,706.18	\$5,793.82	\$5,793.82	Complete
Wall Plaza MA23-2	Exterior Walkways	1430		\$0.00	+\$1,900.00	\$1,900.00	\$1,900.00	Complete
Wall Plaza MA23-2	Building Envelope	1430		\$0.00	+\$1,428.97	\$1,428.97	\$1,428.97	Complete
	<u>Site Improvement</u>							
Curwin Circle MA23-1	Site Drainage	1450		\$0.00	\$0.00	\$0.00	\$0.00	
Wall Plaza MA23-2	Sidewalk Accessibility Improvements	1450		\$136,133.00	-\$74,207.75	\$61,925.25	\$61,925.25	Complete
	<u>Dwelling Structure</u>							
Curwin Circle MA23-1	Construction of 3 Accessible Units	1460		\$206,300.00	-\$206,300.00	\$0.00	\$0.00	
Curwin Circle MA23-1	Heating & Hot Water Improvements	1460		\$81,500.00	\$0.00	\$81,500.00	\$81,500.00	Complete
Curwin Circle MA23-1	Renovations 106 – 120 Curwin Circle	1460		\$109,633.91	-\$15,609.86	\$94,024.05	\$94,024.05	Complete
Curwin Circle MA23-1	Emergency Sewer Repair	1460		\$0.00	+\$7,664.31	\$7,664.31	\$7,664.31	Complete
Curwin Circle MA23-1	Water Storage Tank Repair	1460		\$0.00	+\$10,829.67	\$10,829.67	\$10,829.67	Complete
Wall Plaza MA23-2	Building Envelope Repair	1460		\$0.00	+\$167,567.58	\$167,567.58	\$167,567.58	Complete
Curwin Circle MA23-1	Carpet Installation	1460		\$0.00	+\$1,950.00	\$1,950.00	\$1,950.00	Complete
	<u>Non Dwelling Structures</u>							
Curwin Circle MA23-1	Emergency Heating Repairs	1470		\$100,366.09	+\$107,067.93	\$207,434.02	\$207,434.02	Complete
Curwin Circle MA23-1	Oil Tank Removal and Installation	1470		\$0.00	\$0.00	\$0.00	\$0.00	
Curwin Circle MA23-1	Mgmt. Office & Community Room Window	1470		\$10,000.00	-\$5,370.61	\$4,629.39	\$4,629.39	Complete
Wall Plaza MA23-2	Accessibility Improv. In Common Areas	1470		\$0.00	\$0.00	\$0.00	\$0.00	
MA23-1 & MA23-2	Security Improvement	1470		\$0.00	+\$6,288.50	\$6,288.50	\$6,288.50	Complete

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-707-99 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Non Dwelling Equipment</u>							
Wall Plaza MA23-2	Backflow Preventer	1475		\$600.00	-\$600.00	\$0.00	\$0.00	
Curwin Circle MA23-2	Computer Accessiblity	1475		\$0.00	+\$3,138.93	\$3,138.93	\$3,138.93	Complete
	TOTAL			\$935,761.00	\$0.00	\$935,761.00	\$935,761.00	

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P023-707-99 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	
MA23-1 Curwin Circle	9/30/01			9/30/02			
MA23-2 Wall Plaza	9/30/01			9/30/02			
<u>Management Improvements</u>							
Technical Assistance CGP and Mod							
Vacancy Turnaround	9/30/01			9/30/02			
Bilingual Application and Intake Services	9/30/01			9/30/02			
Computer Upgrade	9/30/01			9/30/02			
Update Purchasing Procedures							
HOPE VI Development Consultant	9/30/01			9/30/02			
Summer Youth	9/30/01			9/30/02			
Update Accounting Procedures							
Drug Task Force	9/30/01			9/30/02			
Family Investment Center	9/30/01			9/30/02			
GAAP Training							
Training for Housing Staff	9/30/01			9/30/02			
Security Services at Wall Plaza	9/30/01			9/30/02			
Work Force At Curwin Circle	9/30/01			9/30/02			
Housing Inspector	9/30/01			9/30/02			
<u>Administration</u>							
Administration	9/30/01			9/30/02			

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Grant No. Capital Fund Program Grant No: MA06-P023-501-00 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: 2)
 Performance and Evaluation Report for Period Ending: 09/30/02
 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				
3	1408 Management Improvements	\$187,152.00	-\$7,527.00	\$179,625.00	\$73,822.40
4	1410 Administration	\$89,178.00	\$0.00	\$89,178.00	\$89,178.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$17,000.00	+\$13,000.00	\$30,000.00	\$205.20
8	1440 Site Acquisition				
9	1450 Site Improvement	\$100,000.00	-\$100,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$386,207.00	+\$87,028.00	\$473,235.00	\$177.70
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$112,251.00	+7,499.00	\$119,750.00	\$109,250.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$891,788.00	\$0.00	\$891,788.00	\$272,633.30
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$200,000.00	+\$3,560.00	\$203,560.00	\$3,942.90
24	Amount of line 21 Related to Security – Soft Costs	\$6,000.00	+18,236.84	\$24,236.84	\$713.44
25	Amount of Line 21 Related to Security – Hard Costs	\$17,500.00	+\$7,467.00	\$24,967.00	\$24,967.00
26	Amount of line 21 Related to Energy Conservation Measures	\$96,233.00	\$0.00	\$91,223.00	\$80,723.00

*Note: P&E reflects cost incurred through September 2001. Funds were drawn down from LOCCS in October 2001.

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Management Improvements</u>							
	Technical Assistance CFP and Mod	1408		\$10,000.00	-\$5,000.00	\$5,000.00	\$1,400.00	In Progress
	PHMAP Vacancy Turnover	1408		\$33,000.00	-\$2,400.00	\$30,600.00	\$8,155.04	In Progress
	Bilingual Application & Intake Services	1408		\$29,395.00	+23.00	\$29,418.00	\$2,035.24	In Progress
	Computer Upgrade	1408		\$5,000.00	\$0.00	\$5,000.00	\$4,498.52	In Progress
	Summer Youth	1408		\$17,850.00	\$0.00	\$17,850.51	\$17,850.51	Complete
	Drug Task Force	1408		\$6,000.00	-\$2,850.51	\$3,149.49	\$713.44	In Progress
	Family Investment Center	1408		\$30,257.00	-\$22,087.35	\$8,169.65	\$8,169.65	Complete
	Resident Landscaping	1408		\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	Complete
	Agency Plans (QHWRA)	1408		\$7,500.00	-\$7,500.00	\$0.00	\$0.00	
	Boy's Club at Curwin Circle MA23-1	1408		\$20,000.00	-\$6,000.00	\$14,000.00	\$14,000.00	Complete
	Work Force Program at Curwin Circle	1408		\$7,000.00	+\$13,500.00	\$20,500.00	\$7,000.00	In Progress
	Bilingual Neighborhood Services Intake	1408		\$12,000.00	-\$12,000.00	\$0.00	\$0.00	
	Staff Training (Spanish)	1408		\$2,000.00	+\$3,600.00	\$5,600.00	\$0.00	
	Security/Federal	1408		\$0.00	+\$21,087.35	\$21,087.35	\$0.00	
	PHA Plan Coordination	1408		\$0.00	+\$5,000.00	\$5,000.00	\$0.00	
	Housing Inspector	1408		\$0.00	+\$4,250.00	\$4,250.00	\$0.00	In Progress
	<u>Administration</u>							
	Administration	1410		\$89,178.00		\$89,178.00	\$89,178.00	Complete

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees and Costs</u>							
Wall Plaza MA 23-2	Asbestos Removal	1430		\$5,000.00	-\$5,000.00	\$0.00	\$0.00	
Wall Plaza MA 23-2	Trash Compactor	1430		\$12,000.00	-\$12,000.00	\$0.00	\$0.00	
Wall Plaza MA23-2	Accessible Unit	1430		\$0.00	+\$30,000.00	\$30,000.00	\$205.20	In Progress
	<u>Site Improvement</u>							
Curwin Circle MA23-1	Site Drainage	1450		\$100,000.00	-\$100,000.00	\$0.00	\$0.00	
	<u>Dwelling Structure</u>							
Wall Plaza MA 23-2	Building Envelope Repairs	1460		\$186,207.00	+\$117,028.00	\$303,235.00	\$0.00	
Wall Plaza MA 23-2	Accessible Unit Construction	1460		\$200,000.00	-\$30,000.00	\$170,000.00	\$177.70	In Progress

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Nondwelling Structures</u>							
Curwin Circle MA23-1	Emergency Heat	1470		\$80,723.00	\$0.00	\$80,723.00	\$80,723.00	Complete
Wall Plaza MA23-2	Asbestos Removal (Boiler Room)	1470		\$10,500.00	\$0.00	\$10,500.00	\$0.00	
Wall Plaza MA23-2	Intercom Replacement	1470		\$17,500.00	-\$100.00	\$17,400.00	\$17,400.00	Complete
Wall Plaza MA23-2	Garage Door Replacement	1470		\$3,528.00	-\$3,528.00	\$0.00	\$0.00	
Curwin Circle MA23-1	Alarm System	1470		\$0.00	+\$7,567.00	\$7,567.00	\$7,567.00	Complete
Curwin Circle MA23-1	Handicap Door	1470		\$0.00	+\$3,560.00	\$3,560.00	\$3,560.00	Complete
	TOTAL			\$891,788.00		\$891,788.00	\$272,633.30	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P023-501-00 Replacement Housing Factor No:					Federal FY of Grant: 2000	
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		
MA23-1 Curwin Circle	9/30/02			9/30/03				
MA23-2 Wall Plaza	9/30/02			9/30/03				
<u>Management Improvements</u>								
Technical Assistance CFP and Mod	9/30/02			9/30/03				
PHMAP Vacancy Turnover	9/30/02			9/30/03				
Bilingual Application & Intake Services	9/30/02			9/30/03				
Computer Upgrade	9/30/02			9/30/03				
Summer Youth	9/30/02			9/30/03				
Drug Task Force	9/30/02			9/30/03				
Family Investment Center	9/30/02			9/30/03				
Resident Landscaping	9/30/02			9/30/03				
Agency Plans (QHWRA)								
Boy's Club at Curwin Circle MA23-1	9/30/02			9/30/03				
Work Force Program at Curwin Circle	9/30/02			9/30/03				
Bilingual Neighborhood Services Intake								
Staff Training (Spanish)	9/30/02			9/30/03				
<u>Administration</u>								
Administration	9/30/02			9/30/03				

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Grant No. Capital Fund Program Grant No: MA06-P023-501-01 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: 1)
 Performance and Evaluation Report for Period Ending: 09/30/02
 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				
3	1408 Management Improvements	\$149,152.00	\$0.00	\$55,063.34	\$55,063.34
4	1410 Administration	\$91,001.00	\$0.00	\$83,286.70	\$83,286.70
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$15,000.00	+\$73,053.05	\$19,028.73	\$19,028.73
8	1440 Site Acquisition				
9	1450 Site Improvement	\$113,648.00	-\$107,067.93	\$1,315.99	\$1,315.99
10	1460 Dwelling Structures	\$441,209.00	+\$131,508.48	\$154,749.71	\$46,876.71
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$100,000.00	-\$97,493.60	\$2,506.40	\$2,506.40
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$910,010.00	\$0.00	\$315,950.87	\$208,077.87
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$100,000.00	\$0.00	\$32,000.00	\$32,000.00
24	Amount of line 21 Related to Security – Soft Costs	*\$42,000.00	\$0.00	\$0.00	\$0.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$113,648.00	\$107,067.93	\$1,315.99	\$1,315.99

NOTE: *This read \$32,000.00 by error on the 9/30/01 P&E Report, should have read \$42,000.00.

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Management Improvements</u>							
	Computer Upgrade	1408		\$10,000.00	\$0.00	\$0.00	\$0.00	
	Drug Task Force	1408		\$10,000.00	\$0.00	\$0.00	\$0.00	
	Elderly Programs	1408		\$5,000.00	\$0.00	\$260.00	\$260.00	In Progress
	Family Investment Center	1408		\$25,000.00	-\$25,000.00	\$0.00	\$0.00	
	Resident Landscaping & Summer Youth	1408		\$30,000.00	\$0.00	\$101.25	\$101.25	In Progress
	Curwin Circle Consultant	1408		\$15,000.00	\$0.00	\$0.00	\$0.00	
	Security at Wall Plaza	1408		\$32,000.00	\$0.00	\$30,071.90	\$30,071.90	In Progress
	Staff Training	1408		\$2,000.00	\$0.00	\$0.00	\$0.00	
	Technical Assistance Capital Fund	1408		\$5,000.00	\$0.00	\$0.00	\$0.00	
	Work Force Program at Curwin Circle	1408		\$10,000.00	+\$9,242.00	\$19,242.00	\$19,242.00	Complete
	Youth Programs	1408		\$5,152.00	\$0.00	\$5,414.19	\$5,414.19	In Progress
	Housing Inspector	1408		\$0.00	+\$15,758.00	\$0.00	\$0.00	
	<u>Administration</u>							
	Administration	1410		\$91,001.00	\$0.00	\$83,286.70	\$83,286.70	In Progress

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees and Costs</u>							
Curwin Circle MA23-1	Roof Replacement	1430		\$15,000.00	-\$15,000.00	\$0.00	\$0.00	
Curwin Circle MA23-1	Basement/Bathroom Fans	1430		\$0.00	+15,000.00	\$167.20	\$167.20	In Progress
Curwin Circle MA23-1	Decentralized Heat	1430		\$0.00	+42,827.07	\$0.00	\$0.00	
Curwin Circle MA23-1	Boiler Repairs	1430		\$0.00	+\$4,000.00	\$115.51	\$115.51	In Progress
Wall Plaza MA23-2	Exterior Envelope Repairs	1430		\$0.00	+26,225.98	\$18,746.02	\$18,746.02	In Progress
	<u>Site Improvement</u>							
Curwin Circle MA23-1	Emergency Heat	1450		\$113,648.00	-\$107,067.93	\$1,315.99	\$1,315.99	In Progress
	<u>Dwelling Structure</u>							
Curwin Circle MA23-1	Carpet Installation	1460		\$41,209.00	\$0.00	\$16,977.00	\$16,977.00	In Progress
Curwin Circle MA23-1	Phase I Roof Replacement	1460		\$300,000.00	-\$300,000.00	\$0.00	\$0.00	
Curwin Circle MA23-1	Common Area 504 Accessible	1460		\$100,000.00	-\$52,000.00	\$29,899.71	\$29,899.71	In Progress
Wall Plaza MA23-2	Building Envelope Repairs	1460		\$0.00	+\$416,508.48	\$107,873.00	\$0.00	In Progress
Curwin Circle MA23-1	Bath/Basement Fans	1460		\$0.00	+67,000.00	\$0.00	\$0.00	
	<u>Nondwelling Structure</u>							
Wall Plaza MA23-2	Compactor Installation	1470		\$100,000.00	-\$100,000.00	\$0.00	\$0.00	
Wall Plaza MA23-1	Accessible Sidewalks	1470		\$0.00	+\$2,506.40	\$2,506.40	\$2,506.40	Complete
	TOTAL			\$910,010.00	\$0.00	\$315,950.87	\$208,077.87	

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P023-501-01 Replacement Housing Factor No:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
MA23-1 Curwin Circle	9/30/03			9/30/04				
MA23-2 Wall Plaza	9/30/03			9/30/04				
<u>Management Improvements</u>								
Computer Upgrade	9/30/03			9/30/04				
Drug Task Force	9/30/03			9/30/04				
Elderly Programs	9/30/03			9/30/04				
Family Investment Center	9/30/03	N/A		9/30/04				
Resident Landscaping & Summer Youth	9/30/03			9/30/04				
Curwin Circle Consultant	9/30/03			9/30/04				
Security at Wall Plaza	9/30/03			9/30/04				
Staff Training	9/30/03			9/30/04				
Technical Assistance Capital Fund	9/30/03			9/30/04				
Work Force Program at Curwin Circle	9/30/03			9/30/04				
Youth Programs	9/30/03			9/30/04				
Housing Inspector	9/30/03			9/30/04				
<u>Administration</u>								
Administration	9/30/03			9/30/04				

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Grant No. Capital Fund Program Grant No: MA06-P023-501-02 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:)
 Performance and Evaluation Report for Period Ending: 09/30/02 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				
3	1408 Management Improvements	\$147,813.00	\$0.00	\$77,000.00	\$0.00
4	1410 Administration	\$87,033.00	\$0.00	\$87,033.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$62,000.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$102,886.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$337,606.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$130,000.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$3,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$870,338.00	\$0.00	\$164,033.00	\$0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	*\$42,000.00	\$0.00	\$32,000.00	\$0.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	*\$205,886.00	\$0.00	\$0.00	\$0.00

NOTE: *This read \$32,000.00 by error on the 9/30/01 P&E Report, should have read \$42,000.00.

*This read \$205,886.00 by error on the 9/30/01 P&E Report, should have read \$225,886.00.

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Management Improvements</u>							
	Computer Upgrade	1408		\$10,000.00		\$10,000.00	\$0.00	
	Drug Task Force	1408		\$10,000.00		\$0.00	\$0.00	
	Elderly Programs	1408		\$5,000.00		\$5,000.00	\$0.00	
	Resident Landscaping	1408		\$30,000.00		\$30,000.00	\$0.00	
	Summer Youth	1408		\$13,661.00	*-\$3,000.00	\$0.00	\$0.00	
	Transportation	1408		\$10,000.00		\$0.00	\$0.00	
	Curwin Consultant	1408		\$15,000.00		\$0.00	\$0.00	
	Security	1408		\$32,000.00		\$32,000.00	\$0.00	
	Staff Training	1408		\$5,000.00		\$0.00	\$0.00	
	Technical Assistance Capital Fund	1408		\$5,000.00		\$0.00	\$0.00	
	Workforce	1408		\$10,000.00		\$0.00	\$0.00	
	Youth Programs	1408		\$5,152.00		\$0.00	\$0.00	
	<u>Administration</u>							
	Administration	1410		\$87,033.00		\$87,033.00	\$0.00	

*NOTE: Summer Youth 1408 -\$3,000.00, Individual amount corrected, total not affected.

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees and Costs</u>							
Curwin Circle MA23-1	A/E Sewer Separator	1430		\$30,000.00		\$0.00	\$0.00	
Curwin Circle MA23-1	A/E Boiler Repair	1430		\$20,000.00		\$0.00	\$0.00	
Wall Plaza MA23-2	Air Makeup	1430		\$12,000.00		\$0.00	\$0.00	
	<u>Site Improvement</u>							
Curwin Circle MA23-1	Heat/Utility Repairs	1450		\$102,886.00		\$0.00	\$0.00	
	<u>Dwelling Structures</u>							
Curwin Circle MA23-1	Basement Fans	1460		\$4000.00		\$0.00	\$0.00	
Curwin Circle MA23-1	Bathroom Tub Surrounds	1460		\$7,000.00		\$0.00	\$0.00	
Curwin Circle MA23-1	Roof Replacement Phase I	1460		\$300,000.00		\$0.00	\$0.00	
Curwin Circle MA23-1	Drip Pans	1460		\$11,000.00		\$0.00	\$0.00	
Curwin Circle MA23-1	Storm Doors	1460		\$15,606.00		\$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: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Nondwelling Structures</u>							
Curwin Circle MA23-1	Boiler Repair	1470		\$100,000.00		\$0.00	\$0.00	
Wall Plaza MA23-2	Air Makeup Construction	1470		\$30,000.00		\$0.00	\$0.00	
	<u>Nondwelling Equipment</u>							
	Refactor Boiler	1475		\$3,000.00		\$0.00	\$0.00	
	TOTAL			\$870,000.00		\$164,033.00	\$596.38	

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

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

PHA Name: LYNN HOUSING AUTH.		Grant Type and Number Capital Fund Program No: MA06-P023-501-02 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		
Curwin Circle MA23-1	06/30/04			06/30/05				
Wall Plaza MA23-2	06/30/04			06/30/05				
Management Improvements								

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

PHA Name: LYNN HOUSING AUTH.		Grant Type and Number Capital Fund Program No: MA06-P023-501-02 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	
Computer Upgrade	06/30/04			06/30/05			
Drug Task Force	06/30/04			06/30/05			
Elderly Programs	06/30/04			06/30/05			
Resident Landscaping	06/30/04			06/30/05			
Summer Youth	06/30/04			06/30/05			
Transportation	06/30/04			06/30/05			
Curwin Consultant	06/30/04			06/30/05			
Security	06/30/04			06/30/05			
Staff Training	06/30/04			06/30/05			
Technical Assistance Capital Fund	06/30/04			06/30/05			
Workforce	06/30/04			06/30/05			
Youth Programs	06/30/04			06/30/05			
	06/30/04			06/30/05			
<u>Administration</u>							
Administration	06/30/04			06/30/05			

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Grant No. Capital Fund Program Grant No: MA06902350103 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	\$147,813.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$87,033.00	\$0.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$60,000.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$97,492.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$403,000.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$75,000.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$870,338.00	\$0.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$35,000.00	\$0.00	\$0.00	\$0.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$172,492.00	\$0.00	\$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: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06902350102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Management Improvements</u>							
	Computer Upgrade	1408		\$10,000.00				
	Drug Task Force	1408		\$3,000.00				
	Elderly Programs	1408		\$5,413.00				
	Bilingual AIS	1408		\$20,000.00				
	Resident Landscaping	1408		\$15,000.00				
	Transportation	1408		\$2,000.00				
	Curwin Circle Consultant	1408		\$40,000.00				
	Security at Wall Plaza	1408		\$32,000.00				
	Staff Training	1408		\$0.00				
	Technical Assistance Capital Fund	1408		\$5,000.00				
	Work Force at Curwin Circle	1408		\$10,000.00				
	Youth Programs	1408		\$5,400.00				
	<u>Administration</u>							
	Administration	1410		\$87,033.00				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06902350103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees & Cost</u>							
Curwin Circle MA23-1	A/E Moisture Investigation	1430		\$30,000.00				
Wall Plaza MA23-2	A/E Mail Box	1430		\$20,000.00				
Wall Plaza MA23-2	A/E Sink Faucet	1430		\$10,000.00				
	<u>Site Improvement</u>							
Curwin Circle MA23-1	Utility Repairs	1450		\$177,492.00				
	<u>Dwelling Structures</u>							
Curwin Circle MA23-1	Basement Bath Ventilation	1460		\$68,000.00				
Curwin Circle MA23-1	Floor Replacement	1460		\$15,000.00				
Curwin Circle MA23-1	Tot Lot Repairs	1460		\$10,000.00				
Curwin Circle MA23-1	Moisture Repairs	1460		\$90,000.00				
Curwin Circle MA23-1	Storm Doors	1460		\$15,000.00				
Wall Plaza MA23-2	Mail Box Construction	1460		\$125,000.00				
	<u>Nondwelling Structures</u>							
Curwin Circle MA23-1	Boiler Repairs	1470		\$75,000.00				
	TOTALS			\$870,338.00				

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06P0235013 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		
Curwin Circle MA23-1								
Wall Plaza MA23-2								
<u>Management Improvements</u>								
Computer Upgrade								
Drug Task Force								
Elderly Programs								
Bilingual AIS								
Resident Landscaping								
Transportation								
Curwin Circle Consultant								
Security at Wall Plaza								
Staff Training								
Technical Assistance Capital Fund Program								
Work Force at Curwin Circle								
Youth Programs								
<u>Administration</u>								
Administration								

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Lynn 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: 2003 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2007
	See Annual Statement				
Curwin Circle 23-1		\$400,492.00	\$300,492.00	\$335,492.00	\$500,000.00
Wall Plaza 23-2		\$235,000.00	\$335,000.00	\$300,000.00	\$135,492.00
HA-Wide		\$234,846.00	\$234,846.00	\$234,846.00	\$234,846.00
CFP Funds Listed for 5-year planning		\$870,338.00	\$870,338.00	\$870,338.00	\$870,338.00
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year: ____ FFY Grant: 2003 PHA FY: 2004			Activities for Year: ____ FFY Grant: 2004 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Curwin Circle 23-1	Utility Repairs	\$97,492.00	Curwin Circle 23-1	Utility Repairs	\$120,000.00
		Basement / Bath Ventilation Construction	\$68,000.00		Storm Door Replacement	\$10,000.00
		Storm Door Replacements	\$15,000.00		Stove Replacement	\$50,000.00
		Floor Replacements	\$15,000.00		Boiler Replacement	\$60,000.00
		Boiler Section Repairs	\$75,000.00		Tot Lot Repairs	\$10,492.00
		A/E Moisture Investigation	\$30,000.00		A/E Services	\$50,000.00
		Tot Lot Repairs	\$10,000.00			
		Moisture Repairs Phase I	\$90,000.00			
		Subtotal	\$400,492.00		Subtotal	\$300,492.00
	Wall Plaza 23-2	A/E Mailbox Replacement	\$20,000.00	Wall Plaza 23-2	A/E Services for Phase II Bond St. Exterior Envelopes	\$35,000.00
		Mailbox Construction	\$125,000.00		Construction of Phase II Exterior Envelope Repairs (Bond St.)	\$210,000.00
					A/E Sink & Faucet Replacement (Baths)	\$10,000.00
					Bathroom Sink and Faucet Replacement	\$80,000.00
		Subtotal	\$235,000.00		Subtotal	\$335,000.00
	HA - Wide	Computer Upgrade	\$10,000.00	HA - Wide	Computer Upgrade	\$10,000.00
		Drug Task Force	\$3,000.00		Drug Task Force	\$3,000.00
		Elderly Programs & Transportation	\$7,413.00		Elderly Programs & Transportation	\$7,413.00
		Youth Programs	\$30,400.00		Youth Programs	\$30,400.00
		Security & Training	\$32,000.00		Security & Training	\$32,000.00
		Tech Assistance	\$5,000.00		Tech Assistance	\$5,000.00
		Curwin Consultant	\$40,000.00		Curwin Consultant	\$40,000.00
		Vacancy Turnaround	\$20,000.00		Bilingual AIS	\$20,000.00

		Subtotal	\$147,813.00		Subtotal	\$147,813.00
	HA - WIDE	Administration	\$87,033.00	HA - WIDE	Administration	\$87,033.00
Total CFP Estimated Cost			\$945,703.00			\$945,703.00

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

Activities for Year: ____ FFY Grant: 2005 PHA FY: 2006			Activities for Year: ____ FFY Grant: 2006 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Curwin Circle 23-1	Utility Repairs	\$100,000.00	Curwin Circle 23-1	Utility Repairs	\$100,000.00
	Moisture Repairs Phase II	\$180,000.00		Site Repairs	\$150,000.00
	Boiler Section Repairs	\$55,492.00		A/E Miscellaneous (Roof & Siding)	\$20,000.00
				Construction Miscellaneous (Roof & Siding Repairs Phase I)	\$230,000.00
	Subtotal	\$335,492.00		Subtotal	\$500,000.00
Wall Plaza 23-2	Construction of Phase II Exterior Envelope Repairs Part II (Bond St.)	\$300,000.00	Wall Plaza 23-2	A/E 504 Unit Conversion	\$20,000.00
				Construction of 504 Unit Conversion Part I	\$115,492.00
	Subtotal	\$300,000.00		Subtotal	\$135,492.00
HA - Wide	Computer Upgrade	\$10,000.00	HA - Wide	Computer Upgrade	\$10,000.00
	Drug Task Force	\$3,000.00		Drug Task Force	\$3,000.00
	Elderly Programs & Transportation	\$7,413.00		Elderly Programs & Transportation	\$7,413.00
	Youth Programs	\$30,400.00		Youth Programs	\$30,400.00
	Security & Training	\$32,000.00		Security & Training	\$32,000.00
	Tech Assistance	\$5,000.00		Tech Assistance	\$5,000.00
	Curwin Consultant	\$40,000.00		Curwin Consultant	\$40,000.00
	Vacancy Turnaround	\$20,000.00		Bilingual AIS	\$20,000.00
	Subtotal	\$147,813.00		Subtotal	\$147,813.00
HA - WIDE	Administration	\$87,033.00	HA - WIDE	Administration	\$87,033.00
Total CFP Estimated Cost		\$945,703.00			\$945,703.00

Curwin Circle Development			
	2002	2003	% Change
Waiting List Total	294	261	13%
Extremely Low Incom	236	218	8%
Very Low Income	49	38	29%
Low Income	9	5	80%
Families With Children	185	114	62%
Elderly Families	10	3	233%
Families With Disabilities	70	15	367%
White/Hispanic	70	69	1%
White/Non Hispanic	82	84	-2%
Black Hispanic	47	30	57%
Black Non Hispanic	67	60	12%
American Indian	7	6	17%
Asian	21	12	75%
Bedroom Sizes			
1 BR	104	103	1%
2 BR	97	33	194%
3 BR	76	88	-14%
4 BR	16	32	-50%
5 BR		5	-100%

Wall Plaza Development			
	2002	2003	% Change
Waiting List Total	229	132	73%
Extremely Low Incom	205	121	69%
Very Low Income	17	9	89%
Low Income	7	2	250%
Families With Children	0	0	0%
Elderly Families	149	115	30%
Families With Disabilities	80	17	371%
White/Hispanic	22	19	16%
White/Non Hispanic	157	72	118%
Black Hispanic	20	15	33%
Black Non Hispanic	18	14	29%
American Indian	5	1	400%
Asian	7	11	-36%

Section 8			
	2002	2003	% Change
Waiting List Total	149	700	-79%
Extremely Low Incom	122	588	-79%
Very Low Income	26	105	-75%
Low Income	1	7	-86%
Families With Children	106	308	-66%
Elderly Families	10	7	43%
Families With Disabilities	24	35	-31%
White/Hispanic	28	182	-85%
White/Non Hispanic	54	224	-76%
Black Hispanic	29	77	-62%
Black Non Hispanic	31	161	-81%
American Indian	3	14	-79%
Asian	4	35	-89%