

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
MA031

Somerville Housing Authority's PHA Plans

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

Date of Submission: December 20, 2002

VERSION #1

**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: Somerville Housing Authority

PHA Number: MA 031

PHA Fiscal Year Beginning: April 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
- www.SHA-web.org

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)
www.SHA-Web.org

5-YEAR PLAN
PHA FISCAL YEARS 2003 - 2007
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:
The goal of the Somerville Housing Authority is to assist low and moderate-income families, elderly and disabled, and help them obtain affordable housing that is safe, decent, and sanitary. And in so doing, to advocate for and serve the needs of our residents and to encourage and assist all those whom can achieve maximum independence to do so.

Through our efforts we will create and expand affordable housing opportunities for the diverse population of Somerville residents.

We will create and encourage resident self-sufficiency and independence.

We will efficiently allocate our resources encouraging innovation while working together as a team.

We will foster respect for residents, co-workers, and community.

Statement of Progress:

During the past year, the Authority has worked towards achieving its established goals identified in our Mission Statement and in our previously submitted Five-Year Plan.

The SHA has partnered with community groups to expand the quality and supply of affordable housing. In a partnership with our local community corporation we have committed and housed up to 18 project-based vouchers to an affordable housing development of 42 homes. In a partnership with our municipality, we have established a program to provide property owners with home improvement grants to repair property that will be preserved for voucher holders. The SHA has improved the quality of life in housing by focusing efforts on improved customer service by responding to all resident concerns within a reasonable time frame and following-up with satisfaction surveys. We are accomplishing this by improving the level of communication between departments and ensuring that we provide quality service. The SHA continues to renovate units to the highest possible standard upon vacancy. Our public housing inspector maintains extensive inspection records and diligently performs semi-annual LUI's to UPCS standards. We have also identified and earmarked extensive modernization improvements from our capital fund program where routine maintenance is inadequate.

The SHA has committed additional staff to our housing choice voucher program and is actively participating in a partnership with the Regional Opportunity Counseling (ROC) program to expand housing choices for low-income

families. ROC training provides comprehensive counseling services that include search, mobility and outreach to prospective landlords.

The SHA consistently reviews our financial position to ensure that adequate resources allow us to meet our goal of providing decent, safe and sanitary housing for all residents. We continue to support supportive services programs that lead to employment opportunities for our unemployed residents and to ensure that all residents have equal access to assisted housing under affirmative action. Our preference for hiring residents has resulted in the recruitment and training of numerous previously unemployed public housing residents.

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*

The Somerville Housing Authority's strategic goal is to increase the availability of decent, safe, sanitary and affordable housing and expand the supply of assisted housing objectives by:

- applying for additional rental vouchers if the SHA has determined that existing staff can handle the extra caseload and/or funding is available to support the need of extra staff.
- continue to explore opportunities to leverage private or other public funds to create additional housing opportunities should development funds become available from to match the funding of available programs.
- continue to explore the acquisition of properties in the jurisdiction should funds become available.

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: Review the public housing family development rental income along with development cost to ensure that the rental income and operating subsidies allow the development to meet the SHA's goal to provide decent, safe and sanitary housing to its residents.

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)

Annual PHA Plan
PHA Fiscal Year 2002
[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.

Table of Contents:

	<u>Page #</u>
Annual Plan	
i. Executive Summary	N/A
ii. Table of Contents	6
1. Housing Needs	10-15
2. Financial Resources	16-17
3. Policies on Eligibility, Selection and Admissions	18-25
4. Rent Determination Policies	26-29
5. Operations and Management Policies	N/A 29-30
6. Grievance Procedures	30-31
7. Capital Improvement Needs	31-32
8. Capital Fund	33-34
9. Optional 5 Year Action Plan	34-58
10. Demolition and Disposition	59-60
11. Designation of Housing	60-62
12. Conversions of Public Housing	63-64
13. Homeownership	64-65

14. Section 8 Tenant-Based	65-65
15. Community Service Programs	66-69
16. Crime and Safety	69
17. Pets	71
18. Civil Rights Certifications	71
19. Audit	72
20. Asset Management	72
21. Other Information	73-74
22. List of Attachments	75

- MA031a Resident Advisory Board Comments
- MA031b Response to RAB Public Housing Comments
- MA031c Response to RAB Section 8 Comments
- MA031d Somerville Housing Authority (SHA) Pet Policy
- MA031e SHA Rent Limit Policy
- MA031f List of Resident Organizations creating RAB
- MA031g Admissions Policy for Deconcentration

- MA031h Section 8 - Project Based Unit Table

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 2003 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

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

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)] Addressed in Supporting Documentation

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	4,099	5	5	4	5	5	4
Income >30% but <=50% of AMI	3,003	5	5	4	5	5	4
Income >50% but <80% of AMI	3,054	5	5	4	5	5	4
Elderly	3,653	5	5	4	5	5	4
Families with Disabilities	3,115	5	5	4	5	5	4
Race/Ethnicity C	26,914	5	5	4	5	5	4
Race/Ethnicity B	1,350	5	5	4	5	5	4
Race/Ethnicity H	1,490	5	5	4	5	5	4
Race/Ethnicity A	955	5	5	4	5	5	4

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: 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,281		PH: 15%
Extremely low income <=30% AMI	895	69.87	
Very low income (>30% but <=50% AMI)	278	21.70	
Low income (>50% but <80% AMI)	96	7.5	
Families with children	796	62.13	
Elderly families	61	4.76	
Families with Disabilities	275	21.46	
Race/ethnicity W	486	37.93	
Race/ethnicity B	412	32.16	
Race/ethnicity Am I	9	0.07	
Race/ethnicity H	223	17.40	
Race/ethnicity As P	84	6.55	
Race/ethnicity Other	62	4.83	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	485	37.86	
2 BR	497	38.79	
3 BR	253	19.75	
4 BR	37	2.88	
5 BR	9	.70	
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)? 17 months, 5-10-2001

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 Emergencies

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.

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	4,657		10%
Extremely low income <=30% AMI	3,378	72.54	
Very low income (>30% but <=50% AMI)	979	21.02	
Low income (>50% but <80% AMI)	266	17.51	
Families with children	4,489	96.39	
Elderly families	39	.8	
Families with Disabilities	133	2.86	
Race/ethnicity W	1,455	31.24	
Race/ethnicity B	1,628	34.95	
Race/ethnicity H	48	1.03	
Race/ethnicity AI	1,025	22.00	
Race/Ethnicity Asian	206	4.40	
Race/Ethnicity Other	295	6.3	
Characteristics by			

Housing Needs of Families on the Waiting List

Bedroom Size (Public Housing Only)			
1BR	1,114	23.92	
2 BR	2,240	48.10	
3 BR	1,120	24.05	
4 BR	152	3.26	
5 BR	31	0.67	
5+ BR			

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

If yes:

How long has it been closed (# of months)? 17 months May 10 2001

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

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 assistance.
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

* contingent upon being penalized by PHAS.

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)
 - Administer existing wait list.

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)
 - Administer existing wait list.

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 (contingent upon being penalized by PHAS).
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$ 658,782	
b) Public Housing Capital Fund	880,062	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,758,102	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	49,685	
h) Community Development Block Grant	30,050	Public Safety
i) HOME		
Other Federal Grants (list below)		
TOPS	100,000	Resident Training
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund 2000	901,734	
Capital Fund 2001	922,130	
3. Public Housing Dwelling Rental Income	1,627,320	Actual Rents 3/31/02
4. Other income (list below)		
Interest Income	19,737	Operations 3/31/02
Miscellaneous	277,438	Operations 3/31/02
4. Non-federal sources (list below)		
State Subsidy	949,499	
MRVP	8,100	

**Financial Resources:
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
Total Resources	\$15,286,075	

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 Within the Top 20)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) Combination Method based upon BR size/# of vacancies/wait list history.

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)
Mystic Activity Center-Tenant Selection Office

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists? 1-6

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

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

(3) Assignment

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

- One Family
- Two Elderly
- Three or More

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

- Applicable to Federal elderly developments only.

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: Not applicable to family developments.

(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?

- *We most likely will exceed because our wait list indicates that more than 40% of all applicants have income below 30% of area median income.

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

- Handicapped/Disability Preference
- Single Individual Elderly or Displaced Individual Preference

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:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - '3 acute medical emergency
 - '4 Sha transfer
 - '5 (a) Handicapped/Disability Preference
 - '5 (b) Single Individual Elderly or Displaced Individual Preference
 - '6 Veteran Preference

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)

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: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete.

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
 - SHA has only one federal family development.

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

- SHA has only one federal family development.

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)

Income, Family Composition, citizenship or citizen eligibility.

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)
- Resident name, Current Address and any other HUD requirements.

(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)
Mystic Activity Center – Tenant Selection Office

(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: Voucher holders are granted 120 days at issuance. The Authority shall grant an extension of another 120 days, which shall not exceed 365 days providing an applicant can demonstrate diligent search effort. Tolling will occur in case of discrimination complaint or dire medical circumstances, e.g.; hospitalized.

(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 (Condemnation)
- 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)
 1. SHA Transfer.
 2. Emergency Applicants which include residents who are paying >50% of gross income towards rent and utilities and can be leased in place.
 3. Displaced by City of Somerville
 4. Disabled/handicapped person.
 5. 'Single Individual Elderly or Displaced Individual.

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

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

Other preferences (select all that apply)

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

- 4.SHA Transfers.
- 3. Emergencies which include residents who are paying >50% of gross income towards rent and utilities and can be leased in place.
- 5. Disabled /handicapped person.
- 5. Veterans
- 2. Displaced by the city of Somerville, public improvement project
- 3. Displaced by acute medical.
- 5 Single individual elderly or displaced individual

1. 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) Somerville Community Access Television local media, minority publications, other social service agencies, other affiliated government agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)
 - A deduction from income for Educational expenses up to a maximum of \$1,000 per year.

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 > 10%
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper

- Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)
- Annually published FMR, as of October 1

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).**

The Somerville Housing Authority will solicit proposals to Project-Base voucher units not to exceed 20 percent of our baseline allocation. However, we anticipate entering into agreements for less than 100 units. Project based units will likely be scattered across the city.

Somerville is historically one of the most densely populated cities in the country with 80,000 people residing in four square miles. Our low vacancy rate (estimated at 1%) contributes to our affordable housing shortage. Our limited housing supply combined with our proximity to Boston has forced rents to remain among the highest in Massachusetts.

Somerville has not achieved the 10 percent threshold for permanently affordable units as defined by the Department of Housing and Community Development(DHCD). Consequently, project-basing is necessary to increase our inadequate supply of affordable units. As such, project basing is consistent with the stated needs of Consolidated Plan of the city of Somerville as well as the goals of our Annual Plan.

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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)

- SHA is a high performer

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	421	15%
Section 8 Vouchers	1034	10%
Section 8 Certificates		10%
Section 8 Mod Rehab	N/A	10%
Special Purpose Section 8 Certificates/Vouchers		10%
DHAP	150	5%
Mainstream	100	5%
SRO	13	10%
		N/A
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

-or-

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

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: SOMERVILLE HOUSING AUTHORITY	Grant Type and Number MA06P03150200 Capital Fund Program Grant No: 2000 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
---	---	--

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6-30-2002 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	180,346.80		180,346.80	180,346.80
3	1408 Management Improvements	141,000.00		170,914.07	170,914.07
4	1410 Administration	90,173.00		90,173.00	90,173.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000		14,122.32	14,122.32
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000		46,761.21	46,761.21
10	1460 Dwelling Structures	420,214.20		72,667.57	72,667.57
11	1465.1 Dwelling Equipt—Nonexpendable				
12	1470 Nondwelling Structures	10,000		113,431.72	113,431.72
13	1475 Nondwelling Equipment	10,000		25,658.03	25,658.03
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	901,734		714,074.72	714,074.72
22	Amount of line 21 Related to LBP				

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

PHA Name: SOMERVILLE HOUSING AUTHORITY	Grant Type and Number MA06P03150200 Capital Fund Program Grant No: 2000 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
---	---	--

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6-30-2002 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150200 Capital Fund Program Grant No: 2000 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
31-1A	AE FEES	1430		5,000		0	0	WIP
31-1B	CONTAM SOIL REM	1460		5,000		0	0	“
31-1C	EXTERIOR DOOR REPL	1460		0		0	0	“
31-1D	KITCHEN & BATHRM IMP	1460		180,214.20		5,231.60	5,231.60	“
31-1E	HALLAY REPAIRS	1460		10,000		851.00	851.00	“
31-1F	BOILER RM REP & IMP	1460		10,000		0	0	“
31-1G	DRYER EXHAUSTS	1460		10,000		0	0	“
31-1H	MISC ENERGY CONSV	1460		10,000		0	0	“
31-1I	BASEMNT PIPE HANGRS	1460		30,000				
31-CHAW	SITE IMP	1450		30,000		46,761.21	46,761.21	
31-2A	AE FEES	1430		5,000		0	0	“
31-2B	BLDG EXT MASONARY	1460		0		0	0	“
31-2C	REPAIR WATER DAM	1460		0		0	0	“
31-2D	FRONT CANOPY DRAIN	1460		0		0	0	“
31-2E	PAINT BALCONY RAILS	1460		20,000				
31-2F	TRASH ROOM EXHAUST	1460		10,000				
31-2G	BOILER RM REP & IMP	1460		10,000		3,940.80	3,940.80	
31-3A	AE FEES	1430		5,000		14,122.32	14,122.32	“
31-3B	BLDG EXT MASONARY	1460		0		1,500.00	1,500.00	“
31-3C	REPAIR WATER DAMAGE	1460		0		0	0	“
31-3D	HALLWAY CEILINGS	1460		20,000		6,457.68	6,457.68	“
31-3E	HALLWAY CARPETING	1460		10,000		0	0	“
31-3F	APT CEIL & UPGRADES	1460		10,000				

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150200 Capital Fund Program Grant No: 2000 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
31-3G	PAINT BALCONY RAILS	1460		10,000				
31-7A	AE FEES	1430		5,000		0	0	“
31-7B	SITE IMP	1450		0		0	0	“
31-7C	APT UPGRADE	1460		50,000		30,483.48	30,486.48	“
31-7D	LOBBY IMP	1460		20,000		24,200.01	24,200.01	“
31-7E	MISC ENERGY CONSV	1460		5,000		0	0	“
HAWA	ADMIN BLDG IMP	1470		10,000		110,681.72	110,681.72	“
HAWB	UPGRADE COMPUTERS	1475		10,000		28,408.03	28,408.03	“
HAWC	EQUIP FOR MOD DEPT	1408		10,000		9,580.00	9,580.00	“
HAWD	BOARD & STAFF TRAIN	1408		20,000		44,486.33	44,486.33	“
HAWE	ENERGY CONSVSTUDIES	1408		20,000		31,029.12	31,029.12	“
HAWF	ACTIVITY CNTR COOR	1408		25,000		16,877.15	16,877.15	“
HAWG	YOUTH RECREAT COOR	1408		15,000		22,260.10	22,260.10	“
HAWH	YOUTH & RES ACT	1408		20,000		23,191.82	23,191.82	“
HAWI	HTVN SUBSCRIPTION	1408		6,000		6,201.00	6,201.00	“
HAWJ	GAAP CONVERSION	1408		5,000		6,242.50	6,242.50	“
HAWK	FIRE ALARM MONITOR	1408		10,000		2,868.05	2,868.05	“
HAW-K1	GRANTWRITER	1408		10,000		8,178	8,178	WIP
HAWL	MOD DEPT SAL & BENES	1410		90,173		90,173	90,173	DONE
HAWM	OPERATIONS	1406		180,346.80		180,346.80	180,346.80	DONE
	TOTALS			901,734.00		714,074.721	714,074.72	

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150200 Capital Fund Program No: 2000 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		
31-1A	3/30/2002			9/30/2003				
31-1B	“			“				
31-1C	“			“				
31-1D	“			“				
31-1E	“			“				
31-1F	“			“				
31-1G	“			“				
31-1H	“			“				
31-2A	“			“				
31-2B	“			“				
31-2C	“			“				
31-2D	“			“				
31-3A	“			“				
31-3B	“			“				
31-3C	“			“				
31-3D	“			“				
31-3E	“			“				
31-7A	“			“				
31-7B	“			“				
31-7C	“			“				
31-7D	“			“				
31-7E	“			“				
HAWA	3/30/2002			9/30/2003				
HAWB	“			“				
HAWC	“			“				
HAWD	“			“				

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150200 Capital Fund Program No: 2000 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		
HAWE	“			“				
HAWF	“			“				
HAWG	“			“				
HAWH	“			“				
HAWI	“			“				
HAWJ	”			“				
HAWK	“			“				

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150201 Capital Fund Program Grant No: 2001 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-2002 <input type="checkbox"/> Final Performance and Evaluation Report							
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost			
		Original	Revised	Obligated	Expended		
1	Total non-CFP Funds						
2	1406 Operations						
3	1408 Management Improvements	110,569		42,025.52	42,025.52		
4	1410 Administration	90,173		90,173.00	90,173.00		

Annual Statement/Performance and Evaluation Report

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

PHA Name: SOMERVILLE HOUSING AUTHORITY	Grant Type and Number MA06P03150201 Capital Fund Program Grant No: 2001 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
---	---	-------------------------------------

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6-30-2002
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000			
10	1460 Dwelling Structures	611,388		3,800.00	3,800.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	35,000			
13	1475 Nondwelling Equipment	15,000		28,239.83	28,239.83
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)	922,130		164,238.35	164,238.35
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150201 Capital Fund Program Grant No: 2001 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
31-1A	AE FEES	1430		10,000		0	0	WIP
31-1B	RAP-REPL STUCCO	1460		10,000		0	0	“
31-1C	EXTERIOR DOOR REPL	1460		10,000		0	0	“
31-1D	HALLWAY REFINISHING	1460		10,000		0	0	“
31-1E	Exterior Elect Recp	1460		10,000		0	0	“
31-1F	CANOPY DRAINAGE	1460		10,000		0	0	“
31-1G	MISC ENERGY CONSV	1460		60,000		0	0	“
31-1H	BOILER RM REPL & IMP	1460		10,000		0	0	“
31-2A	AE FEES	1430		10,000		0	0	“
31-2B	TRASH ROOM EXHAUST	1460		5,000		0	0	“
31-2C	BOILER RM REPL & IMP	1460		50,000		0	0	“
31-2D	MISC ENERGY CONS	1460		20,000		0	0	“
31-3A	AE FEES	1430		10,000		0	0	“
31-3B	SITE IMP	1450		20,000		0	0	“
31-3C	HALLWAY LIGHT IMP	1460		10,000		0	0	“
31-3D	BOILER RM REPL & IMP	1460		25,000		0	0	“
31-3E	MISC ENERGY CONS	1460		40,000		0	0	“
31-7A	AE FEES	1430		10,000		0	0	“
31-7B	REPL FRONT CANOPY	1460		25,000		0	0	“
31-7C	REP & REPL WW CARPET	1460		80,000		0	0	“
31-7D	COMMON AREA IMP	1460		100,000		3800.00	3800.00	“
31-7E	REPL ELEC HW HEATER	1460		20,000		0	0	“
31-7F	MISC ENERGY CONSV	1460		66,388		0	0	“

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150201 Capital Fund Program Grant No: 2001 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HAWA	ROUTINE M&R	1460		10,000		0	0	“
HAWB	APT UPGRADE	1460		40,000		0	0	“
HAWC	ADMIN BLDG IMP	1470		35,000		0	0	“
HAWD	UPGRADES COMP/EQUIP	1475		15,000		28,239.83	28,239.83	“
HAWE	EQUIP FOR MOD DEPT	1408		10,000		0	0	“
HAWF	BOARD & STAFF TR	1408		12,000		10,964.92	10,964.92	“
HAWG	ENRGY CONSV STUDIES	1408		15,000		11,967.10	11,967.10	“
HAWH	ACTIVITY CENTR COOR	1408		25,000		3848.50	3848.50	“
HAWI	HTVN SUBSCRIPTION	1408		6,000		6600.00	6600.00	“
HAWJ	RES & YOUTH TR ACT	1408		40,396		5000.00	5000.00	“
HAWK	GAAP CONV	1408		2173.00		3645.00	3645.00	DONE
HAWL	MOD DEPT SAL & BENES	1410		90,173		90,173	90,173	DONE
TOTALS				922,130.00		164,238.35	164,238.35	

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150201 Capital Fund Program No: 2001 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	
31-1A	9/30/2003			9/30/2004			
31-1B	“			“			
31-1C	“			“			
31-1D	“			“			
31-1E	“			“			
31-1F	“			“			
31-1G	“			“			
31-1H	“			“			
31-2A	“			“			
31-2B	“			“			
31-2C	“			“			
31-2D	“			“			
31-3A	“			“			
31-3B	“			“			
31-3C	“			“			
31-3D	“			“			
31-3E	“			“			
31-7A	“			“			
31-7B	“			“			
31-7C	“			“			
31-7D	“			“			
31-7E	“			“			
HAWA	9/30/2003			9/30/2004			
HAWB	“			“			
HAWC	“			“			
HAWD	“			“			

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150201 Capital Fund Program No: 2001 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	
HAWA	“			“			
HAWF	“			“			
HAWG	“			“			
HAWH	“			“			
HAWI	“			“			
HAWJ	”			“			
HAWK	“			“			

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: SOMERVILLE HOUSING AUTHORITY	Grant Type and Number MA06P03150202 Capital Fund Program Grant No: 2002 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
---	---	--

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6-30-2002 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	176,012		0	0
3	1408 Management Improvements	146,000		0	0
4	1410 Administration	88,006		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000			
10	1460 Dwelling Structures	380,044		0	0
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures	20,000			
13	1475 Nondwelling Equipment	20,000		0	0
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				

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

PHA Name: SOMERVILLE HOUSING AUTHORITY	Grant Type and Number MA06P03150202 Capital Fund Program Grant No: 2002 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
--	--	------------------------------------

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6-30-2002
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	880,062		0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150202			Federal FY of Grant: 2002			
		Capital Fund Program Grant No: 2002						
		Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
31-1A	AE FEES	1430		5,000		0	0	WIP
31-1B	CONTAM SOIL REM	1460		5,000		0	0	“
31-1C	KITCHEN & BATHRM IMP	1460		140,044		0	0	“
31-1D	HALLWAY REPAIRS	1460		10,000		0	0	“
31-1E	BOILER RM REP & IMP	1460		10,000		0	0	“
31-1F	DRYER EXHAUSTS	1460		10,000		0	0	“
31-1G	MISC ENERGY CONSV	1460		10,000		0	0	“
31-1H	BASMNT PIPE HANGERS	1460		30,000		0	0	“
31-CHAW	SITE IMPROVEMENTS	1450		30,000		0	0	
31-2A	AE FEES	1430		5,000		0	0	“
31-2B	PAINT BALCONY RAILNGS	1460		20,000		0	0	“
31-2C	TRASH RM EXHAUST	1460		10,000		0	0	“
31-2D	BOILER RM REP & IMP	1460		10,000		0	0	“
31-3A	AE FEES	1430		5,000		0	0	“
31-3B	HALLWAY CEILINGS	1460		20,000		0	0	“
31-3C	HALLWAY CARPETING	1460		10,000		0	0	“
31-3D	APT CEIL & UPGRADES	1460		10,000		0	0	“
31-3E	PANT BALCONY RAILNGS	1460		10,000		0	0	“
31-7A	AE FEES	1430		5,000		0	0	“
31-7B	APT UPGRADE	1460		50,000		0	0	“
31-7C	LOBBY IMP	1460		20,000		0	0	“
31-7D	MISCLL ENERGY CONSV	1460		5,000		0	0	“
HAWA	ADMIN BLDG IMP	1470		20,000		0	0	“

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150202 Capital Fund Program Grant No: 2002 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HAWB	UPGRADE COMPUTERS	1475		20,000		0	0	“
HAWC	EQUIP FOR MOD DEPT	1408		5,000		0	0	“
HAWD	BOARD & STAFF TR	1408		20,000		0	0	“
HAWE	ENERGY CONSV STDIES	1408		20,000		0	0	“
HAWF	ACTIVITY CNTR COOR	1408		25,000		0	0	“
HAWG	YOUTH REC COOR	1408		20,000		0	0	“
HAWH	YOUTH & RES ACT	1408		20,000		0	0	“
HAWI	HTVN SUBSCRIPTION	1408		6,000		0	0	“
HAWJ	GAAP CONVERSION	1408		5,000		0	0	“
HAWK	FIRE ALARM & SEC	1408		10,000		0	0	“
HAWK1	GRANTWRITER	1408		15,000		0	0	“
HAWL	MOD DEPT SAL & BENES	1410		88,006		0	0	“
HAWM	OPERATIONS	1406		176,012		0	0	“
	TOTALS			880,062.00		0	0	

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150202 Capital Fund Program No: 2002 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	
31-1A	9/30/2004			9/30/2005			
31-1B	“			“			
31-1C	“			“			
31-1D	“			“			
31-1E	“			“			
31-1F	“			“			
31-1G	“			“			
31-1H	“			“			
31-2A	“			“			
31-2B	“			“			
31-2C	“			“			
31-2D	“			“			
31-3A	“			“			
31-3B	“			“			
31-3C	“			“			
31-3D	“			“			
31-3E	“			“			
31-7A	“			“			
31-7B	“			“			
31-7C	“			“			
31-7D	“			“			
31-7E	“			“			
HAWA	9/30/2004			9/30/2005			
HAWB	“			“			
HAWC	“			“			
HAWD	“			“			

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150202 Capital Fund Program No: 2002 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	
HAVE	“			“			
HAWF	“			“			
HAWG	“			“			
HAWH	“			“			
HAWI	“			“			
HAWJ	”			“			
HAWK	“			“			

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

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

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150203 Capital Fund Program Grant No: 1 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	176,012			
3	1408 Management Improvements	108,044			
4	1410 Administration	88,006			

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

PHA Name: SOMERVILLE HOUSING AUTHORITY	Grant Type and Number MA06P03150203 Capital Fund Program Grant No: 1 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
---	--	----------------------------------

X **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
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	60,000			
10	1460 Dwelling Structures	328,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	60,000			
13	1475 Nondwelling Equipment	25,000			
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)	880,062			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150203 Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
31-1 a	AE Fees	1430		20,000				
31-1 b	Repair-Repl Stucco	1460		100,000				
31-1c	Kitchen & Bathroom Imp	1460		100,000				
31-1 d	Hallway Repairs	1460		10,000				
31-1 e	Boiler Rm Rep & Imp	1460		22,000				
31-1 f	Exterior Elect Recept	1460		25,000				
31-2a	AE FeesB	1430		5,000				
31-2b	Boiler Rm Rep & Imp	1460		21,000				
31-3a	AE Fees	1430		5,000				
31-3 b	Boiler Room Repl & Imp	1460		30,000				
31-7a	AE Fees	1430		5,000				
31-7b	Lobby Imp	1460		20,000				
HAW a	OPERATIONS	1406		176,012				
HAWb	SITE IMPROVEMENTS	1450		60,000				
HAWc	Admin Bldg Imp	1470		60,000				
HAWd	Upgrades Computers/Equip	1475		25,000				
HAW e	Equip for Mod Dept	1408		10,000				
HAW f	Board & Staff Training	1408		20,000				
HAW g	Energy Consv Studies	1408		15,000				

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150203 Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HAW h	Activity Center Coor	1408		25,000				
HAW I	HTVN Subscription	1408		6,000				
HAW j	Resident & Youth Training Activities	1408		30,000				
HAWk	Gaap convesion-ongoing	1408		2044				
HAW l	Mod Dept Salaries & Benes	1410		88,006				
Total				880,062				

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

PHA Name: Somerville Housing Authority		Grant Type and Number MA06P03150203 Capital Fund Program No: 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		
31-1 a	9-30-2005			9-30-2006				
31-1 b	“			“				
31-1 c	“			“				
31-1 d	“			“				
31-1 e	“			“				
31-1f	“			“				
31-1 g	“			“				
31-1 h	“			“				
31-2 a	“			“				
31-2 b	“			“				
31-2 c	“			“				
31-2 d	“			“				
31-3 a	“			“				
31-3 b	“			“				
31/3 c	“			“				
31-3 d	“			“				
31-3 e	“			“				
31-7 a	“			“				
31-7 b	“			“				
31-7 c	“			“				
31-7 d	“			“				
31-7 e	“			“				
HAW a	“			“				

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

PHA Name: Somerville Housing Authority		Grant Type and Number MA06P03150203 Capital Fund Program No: 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		
HAW b	“			“				
HAW c	“			“				
HAW d	“			“				
HAW e	“			“				
HAW f	“			“				
HAW g	“			“				
HAW h	“			“				
HAW I	“			“				
HAW j	“			“				
HAW k	“			“				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Somerville Housing Authority					<input type="checkbox"/> Original 5-Year <input type="checkbox"/> Revision N
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
	Annual Statement				
<i>1-1 Mystic River</i>		\$403,000	\$343,000	\$182,000	
31-2 Highland Gardens		\$10,000	\$10,000	\$91,000	
1-3 Brady Towers		\$10,000	\$20,000	\$50,000	
<i>-7 Weston Manor</i>			\$50,000	\$100,000	
CP Funds Listed for 5-year planning		\$423,000	\$423,000	\$423,000	
placement Housing Factor Funds					

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

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005	
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	
See	31-1 Mystic River	Kitchen/Bath Phase 2	\$333,000	<i>31-1 Mystic River</i>	Kitchen/Bath Phase 3
Annual		Security Screens	\$70,000		
Statement					
	Subtotal		\$403,000		
	31-2 Highland Gardens	Trash Rm. Exhaust	\$10,000	31-2 Highland Gardens	Boiler Rm. Improvements
	31-3 Brady Towers	Boiler Rm. Improvements	\$10,000	31-3 Brady Towers	Replace Fence & Drying Racks
				31-7 Weston Manor	Lobby Improvements
	Total CFP Estimated Cost		\$423,000		\$

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year: 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<i>31-1 Mystic River</i>	<i>Kitchen/Bath Phase 3</i>	\$107,000	<i>31-1 Mystic River</i>	<i>Dryer Exhaust</i>	\$154,000
	<i>Pipe /Hanger Replace.</i>	\$75,000			
	Subtotal	\$182,000			
<i>31-2 Highland Gardens</i>	Master T.V. Antenna	\$60,000	<i>31-2 Highland Gardens</i>	Roof Replacement	\$69,000
	Roof Replacement	\$31,000			
	Subtotal	\$91,000			
<i>31-3 Brady Towers</i>	Lobby Improvements	\$50,000	<i>31-3 Brady Towers</i>	Roof Replacement	\$100,000
<i>31-7 Weston Manor</i>	Trashchute	\$100,000	<i>31-7 Weston Manor</i>	Roof Replacement	\$100,000
Total CFP Estimated Cost		\$423,000			\$423,000

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

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

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

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description

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

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

[24 CFR Part 903.7 9 (i)]

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: Highland Garden 1b. Development (project) number: MA031-2
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 checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>

4. Date this designation approved, submitted, or planned for submission: <u>(12/06/98)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 42
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description

1a. Development name: Brady Tower
1b. Development (project) number: MA 031-3
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 checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(12/06/98)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
7. Number of units affected: 84
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description

1a. Development name: Weston Manor
1b. Development (project) number: MA031-7
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 checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(12/06/98)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
8. Number of units affected: 80

7. Coverage of action (select one)

- 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?

- Assessment underway
- Assessment results submitted to HUD
- Assessment results approved by HUD (if marked, proceed to next question)
- Other (explain below)

3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

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

- Units addressed in a pending or approved demolition application (date submitted or approved:

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

- HOPE I
- 5(h)
- Turnkey III
- Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

- Approved; included in the PHA’s Homeownership Plan/Program
- Submitted, pending approval

<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) <input checked="" type="checkbox"/>
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 (1)]

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

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Computer Learning Center</i>	291	<i>Open to Public</i>	<i>Mystic Activity Center</i>	<i>SHA Identification</i>
Family Self Sufficiency			Administration Building	SHA Section 8 Residents
Mystic Learning Center		<i>Open to Public</i>		
Welcome Project		<i>Open to Public</i>	<i>Mystic Activity Center</i>	
Mystic Learning Center		<i>Open to Public</i>	<i>Mystic Activity Center</i>	
Bunker Hill Comm College		<i>Open to Public</i>	<i>Mystic Activity Center</i>	
Mystic Health Center		<i>Open to Public</i>	Mystic River Apartment Community	Somerville Residents
Infant Toddler Day Care		<i>Open to Public</i>	Mystic River Apartment Community	
Elizabeth Peabody House Day Care		<i>Open to Public</i>	Mystic River Apartment Community	
Children & Youth Activities		<i>Open to Public</i>	Various sites in Somerville	Somerville Residents

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 12/31/00)
Public Housing	N/A	
Section 8	25	36

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)

- Mystic View Apartments MA031-0007

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)

Develop a follow-up plan to the Resident Survey 2002 which is required under the safety component.

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

All Family Developments Mystic View 31-01
Mystic River & Clarendon (State Program Chapter 200)

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)

All Family Developments Mystic View 31-01
Mystic River & Clarendon (State Program Chapter 200)

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.

N//A

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

- Attached, Attachment A & B
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

- The SHA worked with the RAB(s) in developing the Plan. Some changes were considered and others will be further reviewed during the upcoming year.

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) The Somerville Housing Authority has a resident commissioner, Mary Griffin, who was appointed by the Mayor of local jurisdiction, Somerville, MA. on December 16, 1998 for a five-year term.

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) Any adult resident of SHA public housing programs.

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list) The Somerville Housing Authority has a resident commissioner, who was appointed by the Mayor of local jurisdiction, Somerville, MA. for a five-year term.

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (City of Somerville, Massachusetts)
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 SHA shall make efforts towards communicating public housing needs to the local jurisdiction's Office of Housing and Community Development (OHCD) to include in upcoming 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.

MA031 a03	Resident Advisory Board Comments
MA 031 b03	Response to RAB Public Housing Program Comments
MA031 c03	Response to RAB Section 8 Program Comments
MA031 d03	Pet Policy
MA031 e03	Rent Limit Policy
MA031 f03	List of resident organization creating RAB
MA031 g03	Admissions Policy for Decncentration
MA031 h03	Schedule of Project based Units

Cambridge & Somerville Legal Services Office

September 26, 2002

Kevin Bumpus
Somerville Housing Authority
30 Memorial Road
Somerville, MA 02145

RE: Fourth Annual Plan - public housing issues

Dear Kevin:

We are sending you the following comments for discussion at the September 27, 2002 RAB meeting on public housing issues. We are sorry for the delay and the short notice.

1. Transfer Policy (9/23/02 fax):

Thank you for incorporating the changes proposed at our last meeting. In reviewing the revised draft, we have two minor suggestions which had escaped our attention earlier: (1) in Paragraph 5 the first line should use the word “inappropriate” instead of “appropriate” and (2) in Paragraph 9, the words “provided by the SHA” should be added at the very end after the clause “sole administrative remedy.”

2. Add-A-Member Policy (9/23/02 fax)

Again, thank you for incorporating changes we had proposed earlier. Our remaining comments are as follows:

A. Correct the typographical errors in Paragraph 1 (“manor” should be “manner”) and in Paragraph 2 (insert word “an” between “requesting” and “Add-A-Member Application”).

B. Paragraph 3: In the last bullet (regarding mixed immigrant families), the SHA should state “Assistance shall be prorated....” instead of “may” (as pro-ration is mandatory, not discretionary with the SHA).

C. Paragraph 5: Although we appreciate that SHA added a provision that a proposed add-on may remain in the household pending the screening process in certain circumstances and we agree that SHA should have discretion, we would still urge the SHA to add the following sentence at the end: “Such extension shall not be unreasonably denied.”

D. Paragraph 6: As written, this conflicts with the federal ACOP at page 20.

Kevin Bumpus
September 26, 2002
Page 2

We suggest that SHA replace the current paragraph 6 with a provision similar to the current ACOP provision (and add “changes in custody” to the list in (b)) as set forth below:

.SHA will not approve the addition of new household members if:

- (a) The new household member does not meet the criteria for admissions under this Policy and Section VI of the ACOP (for federal public housing) and the state regulations (for state public housing); or
- (b) The addition of the new household member will cause overcrowding in violation of the State Sanitary Code, and the increase in family size is not the result of birth, **changes in custody, adoption, marriage, marital reconciliation, or return of the tenant’s children or parents to the household.**

E. Paragraph 7: Our earlier proposal concerning the “the mitigating circumstances” provision is an error. It should be deleted from our suggested place and the following sentence added at the end:

Where the tenant does not meet the requirements (1), (2), or (3) set forth above, the SHA shall consider mitigating circumstances when determining whether to approve a transfer request.

3. Section 3 Policy

Thank you for sending the contract language and the revised Section 3 Policy. We need some additional time to check the federal Section 3 regulations and state bidding laws before we can respond further.

4. Home Ownership Pilot Program for state family (and federal?) public housing

We applaud the SHA’s efforts to provide this incentive for self-sufficiency and had a few questions. Does the Program apply to federal public housing tenants too? In some places, the Program seems limited to state housing (c. 200 and c. 705). Is the SHA retaining any amount of the interest/dividends for administrative costs and, if so, the percentage should be stated in the Program description. How are the points are assigned in scoring the five criteria? What does “clear” credit mean in criteria 6 on the top of page 3. Does it mean no defaults in the most recent year or does it mean that the tenant has to clear

Kevin Bumpus
September 26, 2002
Page 3

all prior debt problems? After the initial lottery is completed to select the initial participants, what happens to the rest of those applicants? Are their names maintained on a wait list for future openings ? Also, is a new lottery done every time there is an opening?

5. Optional Exclusions

We are proposing two optional exclusions from income for the purpose of rent calculations. These are:

- 1. The SHA shall exclude 15% of the gross wages of a second adult wage-earner over the age of twenty-one years who resides in the household**
- 2. The SHA shall exclude, up to a maximum of \$2000 per year per household, 50% of the out-of-pocket cost of tuition, books, supplies, and transportation necessary to participate in full or part-time school for household members 18 or older who also work a minimum of 15 hours per week on average.**

6. Adoption of Amnesty/Moratorium : See proposal faxed to you on September 17, 2002.

7. Emergency Case Plan (state and federal public housing)

Based on our prior conversations with SHA staff and its attorney, we believe that SHA has agreed to the requested changes in its emergency case plan as set forth in our letters of February 4, 2002 and September 13, 2001. Let us know when you anticipate Board consideration of these changes.

As always, thank you for your careful consideration of our comments.

Sincerely yours,

Ellen Shachter

Susan Hegel

cc: MTA

Kevin Bumpus
September 26, 2002
Page 4

Cambridge & Somerville Legal Services Office

November 5, 2002

BY FAX

Kevin Bumpus
Somerville Housing Authority
30 Memorial Road
Somerville, MA 02145

RE: Annual Plan Process for FY 2003

Dear Kevin:

Here are some additional comments (and a summary of outstanding issues) relative to the current annual plan process.

A. Section 3

In general, we were pleased with the SHA's "Resident Employment Provision" as a means of ensuring compliance with the Section 3 requirements. However, we had a few comments, which are listed below.

1. We assume that the October 10, 2002 draft of the "Resident Employment Provision" will physically be part of the contract. However, if it is incorporated by reference instead, there should be a place for it to be signed and dated by all parties.

2. The definition of "Section 3 residents" in 1(E) should track the federal regulation at 24 CFR 135.7. More specifically, the SHA should revise its current definition as follows:

Section 3 Resident means (a) a person who is at least 18 years of age, who maintains his or her full-time principal residence at any public housing development, and who is listed on the lease as a resident; (b) a person whose income is below 80% of the adjusted median income for the Boston SMSA and who resides in the Boston SMSA; and (c) a person who participates in Youthbuild programs.

The same change should be made in paragraph 1(A) as Section 3 is not limited to SHA public housing residents ("...hiring of low income residents, Youthbuild participants, and residents of public housing developments..."). Also, paragraph 3 of Form 1

Kevin Bumpus
November 5, 2002

Page 2

needs to be similarly changed.

3. The Resident Employment Provision (REP) appears limited to contracts over \$25,000 (and one form to contracts over \$200,000). In reviewing the federal regulations applicable to Section 3 public housing assistance, this appears to be unlawful. The Section 3 requirements apply to activities regardless of the dollar amount of the contract or subcontract. 24 CFR 135.3(a)(3)(i). (There are dollar thresholds for housing and community development assistance). Therefore, paragraph 3(A) of the REP and various places in the SHA's Section 3 Policy need to be amended to delete any dollar thresholds.

4. Paragraph 3(C)(A) on page 4 of the REP should include a deadline for the submission of the monthly report so that the SHA can timely evaluate compliance (e.g. by the 10th day of the following month).

5. The SHA should either add a new form (or revise one of its proposed forms) to collect from the contractor the names, dates of hire, position, and compensation for its current employees as of the date of the bid and the date of the contract execution. The purpose of this information is for the SHA to have a baseline for easy comparison with the subsequent payroll lists.

B. Home Ownership Pilot Program for SHA public housing

In addition to the comments contained in our letter dated September 26, 2002, we would like to add and/or clarify the following:

1. As drafted, the Pilot Program's escrow account cannot exceed \$10,000. We would urge the SHA to increase this figure to \$20,000 to better reflect actual closing costs and the down payment needed to transition into home ownership. Even transitioning into homes purchased from non-profits agencies would require more than the \$10,000 which could be saved under this program.

2. At our meeting, you indicated that the Pilot Program would be available to both state and federal public housing

Kevin Bumpus
November 5, 2002

Page 3

tenants. This should be clarified (and the reference to c. 200 and c. 705 [state] housing deleted) in the Program Summary.

C. Other Outstanding Topics

1. Shortly, we will send you written comments on the Section 8 Administrative Plan (along with related forms) and then contact you to arrange a meeting to discuss this.

2. We will send you our written comments on the proposed Annual Plan shortly.

3. At or prior to the public hearing on the annual plan, MTA residents plan to raise the following issues: insufficient lighting and maintenance of the land located between the Healy School and the Mystic development; the towing bid and related issues; obtaining the minutes of the monthly meetings of SHA staff and tenant leaders; and some suggestions re: improving public safety.

As always, thank you for consideration of our comments.

Sincerely yours,

Susan Hegel

Ellen Shachter

cc: MTA

October 16, 2002

Ellen Schacter/Susan Hegal
Cambridge Somerville Legal Services
C/O SHA (Family) RAB
432 Columbia Street
Suite 16
Cambridge, MA 02141

RE: Response to Residence Advisory Board (RAB) Concerns for Section 8 Program and Public Housing, dated August 30, and September 26, 2002

Dear SHA RAB Members:

Again, it has been a pleasure working with you over the past few months on the Somerville Housing Authority's Fourth Agency Plan -2003. Your concerns and comments were received as insightful in assisting the Authority to reach its goals of improving service while continuing to provide affordable housing in the City of Somerville.

The following is a response to the particular concerns raised regarding the SHA's Public Housing Program:

Public Housing Issues

1. Parking Policy

The SHA has walked the development with resident representatives and will review the proposed increase of parking spaces in various locations.

2. Income Exclusions

- The SHA has reviewed the prior years proposed exclusions and will forward to the Board of Commissioners a complete listing of the prior years as well the two new exclusions proposed in your letter dated 9/26/02.

3. Electrical Charges

SHA has completed its review of the electrical charges. As agreed upon with the RAB last year the SHA hired an independent consultant to study the electrical reimbursement rate for each bedroom size and has adjusted the rates as reflected in the study.

4. Useful Life deduction for appliances

The SHA has agreed to present to the Board of Commissioners a depreciation schedule for appliances that are property of the SHA and subsequently damaged by the tenant. The SHA and the RAB have agreed to a 10% deduction for each year the appliance has been in service (10-year life). We also reviewed with you the maintenance charges list and found no notable items.

5. Section 3

SHA has developed a new Section 3 policy and is currently waiting for comments from the RAB. We have also developed a new section for all federal contracts that have to be publicly bid and have attached it to this letter for your comments.

6. Add-A-Member & Transfer Policy

- SHA has rewritten both policies and incorporated several changes proposed by the RAB and is considered completed and will forward to the Board of Commissioners.

7. Emergency Case Plan

SHA and the RAB have agreed to the changes to the emergency case plan and will prepare for presentation to the Board of Commissioners for approval.

8. Communication between the MTA and SHA.

The SHA has monthly meetings with the MTA and is in the process of developing an asset inventory system for appliances and will consider the comments of a tenant paying for the remaining useful life in the future. SHA is hoping to have this system by the end of the fiscal year.

9. Capital Fund

SHA has reviewed the CGP program for FY2003 with the RAB and reviewed the overall budget. We reviewed the resident service line and forwarded a listing of the use of the funds to the RAB.

10. Home Ownership Pilot Program:

The SHA has received some comments with regards to this program and will review them with the committee and get back to the RAB to review the proposed changes.

11. Amnesty/Moratorium:

The RAB has sent a proposal on an amnesty program for income not reported to the SHA. The SHA is currently reviewing this proposal.

SECTION 8 PROGRAM

12. Administrative Plan:

The SHA is currently reviewing and editing the administrative plan and will consider all proposed changes requested by the RAB. The goal is to have the Section 8 administrative plan completed before the 2003 agency plan is transmitted to HUD.

Sincerely,

SOMERVILLE HOUSING AUTHORITY

Kevin P. Bumpus
Deputy Director

cc: jrm

Enc.

November 27, 2002

Ellen Shachter/Susan Hegel
Cambridge Somerville Legal Services
C/O SHA (Family) RAB
432 Columbia Street
Suite 16
Cambridge, MA 02141

RE: Response to Residence Advisory Board (RAB) Concerns for Section 8 Program and Public Housing, dated November 5, 2002

Dear SHA RAB Members:

The SHA has prepared the following response in preparation of the Somerville Housing Authority's Fourth Agency Plan -2003. Your concerns and comments were received as insightful in assisting the Authority to reach its goals of improving service while continuing to provide affordable housing in the City of Somerville.

The following is a response to the particular concerns raised regarding the SHA's Public Housing Program:

Public Housing Issues

1. Parking Policy

The SHA has prepared an architect drawing that will produce 24 more parking spots in the Mystic developments. We will plan to perform this work in the spring of 2003, depending on the status of the State modernization project.

2. Income Exclusions

- The SHA has reviewed the income exclusions (federal housing only) and the Board of Commissioners has approved the following changes:
 1. Exclude all income of all children under the age of 21, who have a high school diploma or GED.
 2. Exclude, up to a maximum of \$1,000 per year per household, 50% of out of pocket cost of tuition, books, supplies, and transportation necessary to participate in full or part-time school for household members 18 or older who also work a minimum of 15 hours per week on average. This exclusion shall apply only after

the student satisfactorily completes the first semester, phase, etc. It shall also be responsibility of the family claiming the exclusion that they provide documentation that supports this deduction. The documentation shall include a letter from the institutions Financial Aide Office.

3. Useful Life deduction for appliances

The SHA has approved a depreciation schedule for appliances that are property of the SHA and subsequently damaged by the tenant. The SHA has agreed to a 10% deduction for each year the appliance has been in service (10-year life). The resident will then is responsible to pay for the remaining percentage of the useful life of the appliance.

4. Section 3

The SHA has provided the draft Section 3 policy and will wait for your comments and then review the proposed changes with the Board of Commissioners.

5. Add-A-Member & Transfer Policy

- The Board of Commissioners has approved the attached policies.

6. Emergency Case Plan

- Adopt the changes to the emergency case plan (Federal Only) for priority 5 – Displaced by no-fault Evictions.

Priority 5 – Displaced by No-Fault Eviction

To qualify for this priority, the applicant must be a tenant of the housing unit and is or within nine months will be, evicted pursuant to a court order or judgment in a no fault eviction. In general, evictions for breach of a written or oral letting agreement will not be considered “no fault” evictions. However, where the actions or inaction’s constituting the breach were beyond the control of the applicant or member of the applicant’s proposed household, then eviction shall be considered “no fault”. Examples of such “no fault” evictions for lease breach may including the following:

A. Non-payment of rent where:

- The tenant is laid off or otherwise loses employment through no fault of his or her own;
- A family member who was contributing income toward the rent leaves the household;
- A family member who was contributing income toward the rent dies or becomes disabled and unable to work or who is only able to work part-time as a result of disability;

- The family's shelter burden was in excess of fifty percent of the gross household income
- B. Evictions for property damage or interference with neighbors where such damage or interference was committed by a spouse or adult child who will NOT be occupying the proposed public housing unit.

7. Home Ownership Pilot Program:

The SHA has received your comments and has attached the revised policy. We did not change the maximum allowable balance in the escrow account from the original \$10,000. The program will be available to both federal and state tenants. The SHA will not be retaining any amount of the interest and dividend for administrative costs. See eligibility required for criteria, credit terms, etc. We will review this with the Board of Directors once we have completed these changes.

8. Amnesty/Moratorium:

The SHA did not approve the amnesty program.

SECTION 8 PROGRAM

11. Administrative Plan:

The SHA is currently reviewing and editing the administrative plan and will consider all proposed changes requested by the RAB. The goal is to have the Section 8 administrative plan completed before the 2003 agency plan is transmitted to HUD.

As always thank you for insightful comments and the work you do with the residents of the Somerville Housing Authority.

Sincerely,
SOMERVILLE HOUSING AUTHORITY

Kevin P. Bumpus
Deputy Director

cc: jrm
Enc.

SOMERVILLE HOUSING AUTHORITY PET POLICY AND PROCEDURES

The purpose of the Pet Policy (hereinafter “policy”) is to establish rules and guidelines regulating the keeping of “common household pets” in the Somerville Housing Authority (SHA).

Management must approve of any pet except for caged birds and fish. A service animal which is specially trained to assist an individual with a disability in specific activities of daily living (for example, a dog guiding individuals with impaired vision or alerting individuals with impaired hearing) is not considered a pet for which permission to keep is required. When it is kept in a safe and sanitary manner by an individual with a disability to whom the animal gives necessary assistance in activities of daily living, a service animal shall be considered a pet in computing the number of pets kept.

For this policy an example of a “common household pet” includes domesticated animals such as dogs, cats, birds, hamster, gerbil, fish, or turtles. A monkey or snake is an example of an animal that is not a “common household pet” (hereinafter “pet”).

This policy provides that the SHA will not prohibit an elderly or disabled resident from owning and/or keeping a common household pet in their dwelling unit.

This policy is deemed to be an addendum to the residents lease.

A. Ownership of Pets

Because of the vast number of young children residing in the family developments, and the threat to personal safety and sanitary conditions, dogs will not be permitted in the Mystic or Clarendon developments. Senior buildings will retain their right to keep a small dog in accordance with the provisions of this policy.

1. Each pet kept in a dwelling unit must be licensed and immunized to the extent required by state or local law. The pet must be restrained while in any common area of the development.
2. Cats or dogs that are kept in dwelling units must be spayed or neutered and certified clean by a veterinarian.

B. Number and Size of Pets

1. A resident may only have one (1) pet at a time. However, any resident that owned more than one cat prior to December 15, 1998 will be permitted to keep a maximum of two (2) cats. Cats are the only pets that will be recognized as preexisting under this provision.

2. No pet may exceed 30 pounds in weight. **Animals used to assist the disabled are excluded from this size limitation.**
3. Any pet other than a cat or dog must be kept in a cage when in a dwelling unit. No rodents are allowed unless kept in a cage. Fish and turtle tanks are limited to 20 gallons.

C. Financial Obligation of Pet Care

1. Each pet owner must provide adequate daily care to maintain the pet in good health including immunization.
2. Damage to any property within the dwelling unit or common areas that is the direct result of a pet's behavior is the financial responsibility of the pet owner.
3. If an owner is incapacitated to the extent that they cannot provide daily care for the pet, the owner will arrange to provide for the pet's care, either on a temporary or permanent basis, depending on the individual circumstances.

D. Pet Registration

1. All pet's must be registered (form SHA-PF) annually with the SHA property manager. Registration must include the following:
 - a. for cats and dogs, veterinary certificate of inoculation;
 - b. for cats and dogs, license information about the pet;
 - c. The name of the person who will care for the pet if the owner dies or becomes incapacitated.

The designated pet caretaker and the pet owner must sign the lease addendum for pets (Form) indicating that they have read the Pet Policy and agree to comply with it.

2. SHA may refuse to register a pet if SHA reasonably determines that the pet owner, because of practices, habits, or physical condition, is unable to keep the pet according to the rules, or if the pet temperament is such that the rules will not be followed. SHA will notify the pet owner in writing within ten (10) business days if registration of pet is refused. The notice will state the basis for the refusal.
3. A resident keeping an unregistered pet is violating Policy rules and will be treated according to the rules in section J of this Policy.

E. Pet Deposit

A pet deposit must be paid upon registration of any cat or dog registered after the implementation date of this policy (March 1, 1999). The pet deposit is \$ 50.00 A pet owner unable to pay this deposit in full may request a payment agreement. A down payment of \$10.00 will be required for the payment agreement. The pet deposit is refundable when the dwelling unit is vacated or upon removal of the pet if an inspection of the premises reveals no evidence of pet-

related damage. Pet damage includes, but is not limited to, grounds cleanup, carpet cleaning and/or replacement if stained, carpet deodorizing, and scratching or clawing damage to any surfaces.

F. Pet Restraints

1. Pets must be restrained at all times when not in the dwelling unit.
2. A pet may not roam loose. Each pet **must be attended** when outside the dwelling unit.
3. Tethering of unattended pets is not allowed.
4. Pets are not allowed in any common areas unless entering or exiting the dwelling unit.

G. Disposal of Pet Wastes

1. Each pet owner is responsible for the immediate removal of all pet waste in a sanitary manner. Disposal must be in waterproof containers to avoid leakage and odor and must be in the manner prescribed by the SHA for each development.
2. Pet owners who fail to remove pet waste will be charged a cleanup fee of \$5.00 per occurrence. Repeated failures to remove pet waste and/or pay cleanup fees are grounds for eviction.

H. Pet Behavior

1. Each pet owner is responsible for the behavior of his/her pet and must control behavior such as noisiness to ensure the peaceful enjoyment of the premises.
2. If there are pet-related disturbances or damages, a notice of lease violation will be issued to the pet owner by the management staff. If the pet owner fails to correct the condition or permits its reoccurrence after notification, SHA may terminate the resident's lease for good cause.
3. In an emergency, when it is necessary for the protection of the pet, other residents, resident's guests, or SHA staff, SHA may immediately remove the pet.
4. Dogs may not be left unattended inside a dwelling unit for more than ten (10) hours. All other pets may not be left unattended for more than 24 hours.
5. In the event of an animal bite or attack on another tenant or pet, the pet owner is solely responsible for any costs arising from the incident.
6. All pets must be housebroken.

I. Visiting Pets

The SHA will not allow visiting pets in any dwelling unit for any period of time unless expressly approved in advance by the management staff.

J. Pet Rule Violation Procedures

If the SHA determines that an owner has violated a provision of the Policy, a lease violation will be issued. Failure to correct any identified problems within (10) days, or a repetition of a similar violation occurring within six (6) months, will constitute grounds for eviction. Failure to correct violations of the policy or pay for pet damages will result in removal of the pet and/or termination of the resident's lease.

K. Pet Grievance Panel

A pet grievance committee will be established for the purposes of resolving disputes arising from the SHA pet policy. The pet grievance panel will be comprised of one SHA designee, one resident representative, and a third member agreed upon by these two members. The panel will render written decision based upon majority opinion, based upon material facts, applicable law and regulations.

In cases where appeals are sought, the SHA will directly furnish a list to the tenant concerning information and process necessary to pursue an appeal.

RENT LIMIT POLICY

PREFACE

The Somerville Housing Authority has established standards of rent for its federal housing residents for the period of April 1, 2003 – March 31, 2004 under the Housing reform Act of 1998, Final Rule October 21, 1999.

Subtitle A of the QHWRA Minimum Rent Section 507

In response to HUD 50075, Annual Plan template, expires 03/31/2004, the Authority shall continue its policy of \$0 for a minimum rent and maintain the ceiling rent of the most current Fair Market Rent for the area, as established by HUD.

**Agency Plan FY 2003
Attachment MA031f**

TENANTS ASSOCIATION

SENIOR BUILDINGS

TRUSTEES, BRADY TOWERS (5/3/99)
252 Medford Street
Somerville, MA 02143

JAMES J. CORBETT APTS. (9/1/97)
32 Jaques Street
Somerville, MA 02145

BRYANT MANOR (6/1/99)
75 Myrtle Street
Somerville, MA 02145

JAMES J. CORBETT APTS. (2/12/98)
125 Jaques Street
Somerville, MA 02145

TRUSTEES, CAPEN COURT (8/24/00)
Capen Court
Somerville, MA 02144

PROPERZI MANOR (3/11/99)
13-25 Warren Avenue
Somerville, MA 02143

TRUSTEES, CIAMPA MANOR (3/9/99)
27 College Avenue
Somerville, MA 02144

TRUSTEES, WESTON MANOR (9/21/99)
15 Weston Avenue
Somerville, MA 02144

TRUSTEES, HIGHLAND GARDENS (9/97)
114 Highland Avenue
Somerville, MA 02143

FAMILY DEVELOPMENTS

CLARENDON HILL (1/5/98)
Alewifebrook Pkwy.,
Somerville, MA 02144

MYSTIC VIEW ASSOC.
530 Mystic Avenue
Somerville, MA 02145

OTHER LOCAL AGENCIES

The Welcome Project
Mystic Tenant Association
Section 8 Membership
CAAS
CSLS

Resident Advisory Board Membership

Nelson Salazar
The Welcome Project
530 Mystic Avenue
Somerville, MA 02145

Abdullah Magan & Pierre Jean-Louis
Mystic Tenant Association
530 Mystic Avenue
Somerville, MA 02145

Susan Hegel and Ellen Shachter
Cambridge and Somerville Legal Services
432 Columbia Street
Cambridge, Ma 02141

Julie Powell
Community Action Agency of Somerville
66-70 Union Square
Somerville, MA 02143

Section 8 Residents
Jean Georges
11 Webster Street, Apt. 3
Malden, MA 02148

Catarina Amado
24 Westville Street
Dorchester, MA

Rose Charaville
2 Austin Street, Apt 1
Somerville, MA 02144

Josephine Chan
87 Garfield Street
Quincy, MA 02144

Daysi Bonilla
17 Evergreen Avenue, Apt. 1
Somerville, MA 02144

Maria Jimeny
80 Highland Avenue
Somerville, MA 02143

Section 8 Resident, cont.
Bernadettel Pierre
206 Pearl Street
Somerville, MA 02145

Glen Laurent
35 Glenwood Road
Somerville, MA 02145

Yolanda Sendt
1 Century Street, Apt. 1
Somerville, MA 02145

Jesus Lopez
162 summer Street, Apt 45
Somerville, MA 02143

Richard Pierre
19 Olive Street
Lynn, MA 02108

Haima Abu
175 Ward Street
Revere, MA 02151

Naom Samsom
7 Lincoln Street
Somerville, MA 02145

Vonette Joseph
36 Fremont Street
Somerville, MA 02145

Cori Lynn Scott
72 Wheeler Circle, Apt. 105
Stoughton, MA 02072

James Crescitelli
66 Highland Avenue
Suite 1C
Somerville, MA 02143

Karen Money
32 Kent Street, 410
Somerville, MA 02143

**Somerville Housing Authority
Admissions Policy for Deconcentration**

The Somerville Housing Authority (SHA) has not adopted a policy for Deconcentration because it only has one federal family housing development, Mystic View Apartments MA031-1.

The SHA has collected and analyzed the demographics, race, income and family size of its federal family residents.

Also, the SHA has determined that the current wait list will allow the SHA to still be compliant with the new HUD regulation of 40% of the new residents to be below 30% of area median income.

PROJECT BASED UNITS
EFFECTIVE: 7/1/02

Somerville Housing Authority
Attachment MA031h

WALNUT STREET CENTER

ACC. 701

ALLOTTED UNITS: 33

TENANT NUMBER	ADDRESS	CITY	START LEASE	BEDROOM SIZE
0706-01	390 MEDFORD STREET	SOMERVILLE	1/15/2002	0
0707-01	390 MEDFORD STREET	SOMERVILLE	1/15/2002	0
0736-01	390 MEDFORD STREET	SOMERVILLE	1/15/2002	
0708-01	86R MARSHALL STREET	SOMERVILLE	1/15/2002	0
0709-01	86R MARSHALL STREET	SOMERVILLE	1/15/2002	0
0737-01	86R MARSHALL STREET	SOMERVILLE	1/15/2002	0
0710-01	53 WEATLAND STREET	SOMERVILLE	1/15/2001	0
0712-01	53 WEATLAND STREET	SOMERVILLE	1/15/2002	0
0716-01	53 WEATLAND STREET	SOMERVILLE	1/15/2002	0
0734-01	53 WEATLAND STREET	SOMERVILLE	1/15/2002	0
0738-01	53 WEATLAND STREET	SOMERVILLE	1/15/2002	0
0713-01	236 SCHOOL STREET	SOMERVILLE	1/15/2002	0
0731-01	236 SCHOOL STREET	SOMERVILLE	1/15/2002	0
0714-01	26 RICHDAL E AVENUE	SOMERVILLE	1/15/2002	0
0727-01	26 RICHDAL E AVENUE	SOMERVILLE	1/15/2002	0
0728-01	26 RICHDAL E AVENUE	SOMERVILLE	1/15/2002	0
0733-01	26 RICHDAL E AVENUE	SOMERVILLE	1/15/2002	0
0735-01	26 RICHDAL E AVENUE	SOMERVILLE	1/15/2002	0
0717-01	40 BOSTON AVENUE	SOMERVILLE	1/15/2002	0
0718-01	40 BOSTON AVENUE	SOMERVILLE	1/15/2002	0
0719-01	38 BOSTON AVENUE	SOMERVILLE	1/15/2002	0
0720-01	38 BOSTON AVENUE	SOMERVILLE	1/15/2002	0
0721-01	38 BOSTON AVENUE	SOMERVILLE	1/15/2002	0
0722-01	360 SOMERVILLE AVENUE	SOMERVILLE	1/15/2002	0
0729-01	320 SOMERVILLE AVENUE	SOMERVILLE	1/15/2002	0
0730-01	320 SOMERVILLE AVENUE	SOMERVILLE	1/15/2002	0

TOTALS:	UNITS ALLOTTED	UNITS LEASED	0 BEDROOM
390 MEDFORD STREET	5	3	3
86R MARSHALL STREET	3	3	3

PROJECT BASED UNITS
EFFECTIVE: 7/1/02

53 WEATLAND STREET	7	5	5
236 SCHOOL STREET	2	2	2
26 RICHDAL E AVENUE	6	5	5
38-40 BOSTON AVENUE	5	5	5
360 SOMERVILLE AVENUE	2	1	1
320 SOMERVILLE AVENUE	3	2	2
GRAND TOTAL LEASED		26	26

EXPIRES: 12/01/2006

Somerville Housing Authority
Attachment MA031h

YMCA ACC: 702

ALLOTTED UNITS: 12

TENANT NUMBER	ADDRESS	CITY	START LEASE	BEDROOM SIZE
0509-01	101 HIGHLAND AVENUE	SOMERVILLE	1/15/2002	0
0937-01	101 HIGHLAND AVENUE	SOMERVILLE	5/1/2002	0
0938-01	101 HIGHLAND AVENUE	SOMERVILLE	5/1/2002	0
0942-01	101 HIGHLAND AVENUE	SOMERVILLE	5/1/2002	0
4498-02	101 HIGHLAND AVENUE	SOMERVILLE	12/1/2001	0

TOTALS:
101 HIGHLAND AVENUE **UNITS LEASED** **0 BEDROOM**
5 5

GRAND TOTAL LEASED **5**

EXPIRES: 11/21/2006

NORTH CHARLES ACC. 703

ALLOTTED UNITS: 8

TENANT NUMBER	ADDRESS	CITY	START LEASE	BEDROOM SIZE
0511-01	769 BROADWAY STREET	SOMERVILLE	1/15/2002	0
0647-01	769 BROADWAY STREET	SOMERVILLE	1/15/2002	0
0702-01	769 BROADWAY STREET	SOMERVILLE	1/15/2002	0
0703-01	769 BROADWAY STREET	SOMERVILLE	1/15/2002	0
0704-01	769 BROADWAY STREET	SOMERVILLE	1/15/2002	0
0705-01	769 BROADWAY STREET	SOMERVILLE	1/15/2002	0
1036-01	769 BROADWAY STREET	SOMERVILLE	1/15/2002	0

TOTALS:
769 BROADWAY STREET **UNITS LEASED** **0 BEDROOM**
7 7

GRAND TOTAL LEASED **7**

EXPIRES:

MIRRIAM STREET ACC.704

ALLOTTED UNITS: 8

TENANT NUMBER	ADDRESS	CITY	START LEASE	BEDROOM SIZE
0151-02	57 MERRIAM STREET	SOMERVILLE	6/1/2002	0
0153-02	57 MERRIAM STREET	SOMERVILLE	6/1/2002	0
0172-02	57 MERRIAM STREET	SOMERVILLE	6/1/2002	0
0177-02	57 MERRIAM STREET	SOMERVILLE	6/1/2002	0
0948-02	57 MERRIAM STREET	SOMERVILLE	6/1/2002	0
7594-03	57 MERRIAM STREET	SOMERVILLE	6/1/2001	0

TOTALS:	UNITS LEASED	0 BEDROOM
57 MERRIAM STREET	6	6

GRAND TOTAL LEASED: 6

EXPIRES: 12/15/2006

LINDEN STREET

ALLOTTED UNITS: 18

December, 2002 occupancy date

BEDROOM BREAKDOWN:

Bedroom size	Units allotted	
2		10
3		8

Ten year HAP Contract

TOTAL PROJECT BASED UNITS LEASED: 44

report updated 9/30/02 (ld)