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

PHA Plans

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

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

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

PHA Plan
Agency Identification

PHA Name: Newton Housing Authority

PHA Number: MA036

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

Public Access to Information

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

☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

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

A. Mission

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

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)

The Newton Housing Authority, hereinafter called LHA, is committed to providing housing opportunities to persons who qualify under the rules and regulations that govern eligibility for both state and federal housing program. In its effort to achieve this goal, the LHA has explained to its local governing body, Civic Groups, Landlords, Realtors, and Tenants, the housing programs being administered by the LHA. Most importantly, they have explained who may qualify, what types of housing each program provides, and how effectively these programs have been put into operation for the benefit of the community.

The Executive Director monitors the overall administration of all programs. Staff carries out the day to day administration of the program, reviews the leases and other related documents, does all verification of eligibility, inspections, maintains all records, and reports directly to the Executive Director. An Accountant maintains the books, financial records and reports of the Authority and reports directly to the Executive Director. Full time clerical staff persons support existing operations.

The Newton Housing Authority has worked closely with the City of Newton Planning Department for the development of an overall housing strategy for the City of Newton**.** This strategy took cognizance of the existing housing stock, planned new rehabilitated units and those units expected to be removed from inventory.
The overall approach for the existing programs is to maximize the use of standard, existing stock, and provide equal housing opportunities for eligible households. The status of the need and availability of existing units will be closely monitored, and attempts will be made to satisfy this need as rapidly as possible, consistent with the availability of funds, staff and vacancy rates. The LHA shall, in its policies and procedures, attempt to address the housing needs of its community, and also obtain community support for its programs.

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

Administrative controls will be implemented as needed, to ensure full adherence to statutory and regulatory requirements, and proper management procedures

B. Goals

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

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

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

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: 90
- ☒ Improve voucher management: 68
- ☒ 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

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

- ☐ 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)

Pha will review on a yearly basis the viability of site-based waiting lists.

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

☐ PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

The Pha will continue with its efforts to enter into cooperative ventures and programs with local agencies such as West Suburban Elder Services, to provide supportive and extended care services to its senior population. The Pha will continue with its effort with local government agencies and civic agencies to secure and develop housing opportunities.

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)

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

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

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:
- ☐ **High Performing PHA**
- ☒ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Newton Housing Authority Executive Summary for the January 1, 2003 Annual Plan

The Newton Housing Authority owns and operates both State and Federally funded programs, which assist a variety of clients. These programs range from more traditional 1 bedroom and multiple bedroom public housing to rental programs such as the Section 8 Program and other subsidy programs designated for use with a variety of special needs clients.

The authority draws its client base for the special needs programs primarily from community based and statewide agencies, both private and government sponsored.

A variety of small programs which are integral to these community programs are reflected in our agency-wide management plan which incorporates the various state programs, as well as the federally sponsored programs which are listed within this plan.

In addition to maintaining these programs for a number of years, the Authority has reviewed the City of Newton Consolidated Plan. Review of this plan and our waiting lists has revealed a number of needs, which we are attempting, to address in the Annual Plan for Fiscal year 2003.

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

Through our review, we determined that our recently HUD approved tenant selection process for the 1 bedroom public housing units, is being successful in meeting both the community need and the need of those families applying to that program from outside the community. We felt that it was important to maintain the purpose and direction that the Authority had developed in assisting the elderly and disabled of both the local and greater community. We also felt that it was necessary to try and assist these identified needs by maintaining the "singles" preference portion of the tenant selection plan. We believe that this is in keeping with the City's identified needs for the Elderly and those with Special Needs.

In the January 2002, the Authority has opened its Housing Choice Section 8 Voucher Waiting List and received over 2400 applications.

Through September 2002, we have been able to issue170 vouchers after certifying the eligibility of 395 applicants. As of September 1, 2002, the authority has leased an additional 90 apartments. The authority will continue to aggressively issue vouchers in an attempt to reach the HUD target of 98% lease-up.

In it's needs studies, the City of Newton has identified families who are victims of domestic violence as one of the multi-bedroom groups in the community who need housing support. The Authority has already started to address some of these needs through its state sponsored housing programs, and partnership with private-public development.

In conjunction with the private-public development and through the Section 8 Project – based program, the Authority is developing programs targeted to this specific need. In a community, which is a high rent, largely built-out community, we believe we can be creative through these various approaches. We have come to recognize that without additional programming such as this, most new Voucher-holders will need to seek rental housing outside the City.

The NHA has continues to support housing for Victims of Domestic Violence through its Section 8 Project-based Program. In 2002 the Authority increased the Project-Based Victims of Domestic Violence Set-aside Program from 15 to 20 slots to accommodate the HUD approved Can-Do, Inc. 90 Christina Street Project.

In addition to the Above mentioned Project-based activities, in 2002 the Newton housing Authority signed an AHAP with CAN-Do Inc. for a six unit building at 228 Webster Street, Newton for housing individuals with developmental disabilities. The Authority had previously adopted the following Single Room Occupancy Policies after having approved the Can-do Application.

Due to the assessment by the City of Newton that there is a need for Single Room Occupancy (SRO) Subsidy for certain established residences, the LHA shall adopted

the policy of permitting the use of a one-bedroom voucher in a Single Room Occupancy Residence. The use of a voucher as "Single Room Occupancy" will be permitted only where the owner of the residence can establish through written permission from the local governing body, that SRO meets approval of local zoning codes or ordinances, or other special local government approval as required.

The LHA shall establish a separate waiting list for a Project-based Single Room Occupancy Program. Any eligible person may apply. Individuals on the LHA Tenant-based Section 8 Waiting List at the time of the opening of the Project-based SRO Waiting List will be given the opportunity to interview with the project-based unit owner for possible tenancy. Tenant selection will be the responsibility of the owner. Failure to be selected by the owner or refusal of the offer of interview by the applicant will not effect the applicant's position on the LHA Tenant-based Section 8 Waiting List. Those individuals not previously on the Tenant-based Waiting List who are not selected by the owner or refuse the offer of interview will be removed from the Project-based SRO Waiting List. Individuals who apply to the Project-based SRO Waiting List or who are removed from the Project-based SRO Waiting List may apply to the Tenant-based Waiting List at any time that it is open for applications.

The LHA shall maintain 6 (six) Section 8 Vouchers for a Project-based Single Room Occupancy Program at the Webster Street Residence, a residential home established for the housing and care of developmentally disabled individuals.

Since the City of Newton has no census tracks where there are any concentrations of poverty or minorities over 20%, the Pha has adopted the following policy in its Section 8 Administrative Policy as its Expanding Housing Opportunity Policy. It should be noted that although we use citywide placement, we have adopted a policy to address both rentals within the City and in other communities.

"Although, the Authority recognizes that there are no areas of poverty or minority concentration within the community, the Authority will continue to encourage prospective tenants (voucher-holders) to seek housing outside of areas of low-income or minority concentrations, whether seeking housing in Newton or other communities. The Authority will continue to encourage owners within the community to participate in the subsidy program.

Through the resources provided by the local Planning Department, the Authority will continue to monitor the community for the above referenced concentrations."

The Authority will continue to perform annual review of rents and FMRs, in order to approach HUD for exception Payment Standards. We hope that these, once secured, will help to assists with rent affordability for the Section 8 Program within our City.

In addition to structuring the various programs to meet the needs reflected in the City Plan and the Authority client waiting lists, the Authority will continue to seek effective and financially sound methods in maintaining our existing stock of housing units. As expressed in our plan and in our goals, we seek to continue to maintain safe, sanitary, and affordable housing for our existing residents. Understanding that the majority of our units are 1 bedroom, we recognize that our tenants will be predominately seniors and disabled singles or couples.

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

	Page #
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	4
1. Housing Needs	8
2. Financial Resources	15
3. Policies on Eligibility, Selection and Admissions	16
4. Rent Determination Policies	27
5. Operations and Management Policies	32
6. Grievance Procedures	33
7. Capital Improvement Needs	34
8. Demolition and Disposition	38
9. Designation of Housing	39
10. Conversions of Public Housing	40
11. Homeownership	42
12. Community Service Programs	44
13. Crime and Safety	46
14. Pets	48
15. Civil Rights Certifications (included with PHA Plan Certifications)	48
16. Audit	49
17. Asset Management	49
18. Other Information	49

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 (ma036a01)
☒ 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 : Senior Housing Pet Policy – ma036d01
Tenant Advisory Board / NHA Board of Commissioners Tenant Member – ma036e01
Organizational Chart- ma036g01
2003 Goals & Objective Statement – ma036h01

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
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair	Annual Plan: Housing Needs

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
x	Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	
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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* 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 ☒ 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 ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies ☒ 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 ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures ☒ 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

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	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 ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overal	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1328	5	5	3	1	3	1
Income >30% but <=50% of AMI	657	5	5	3	1	3	1
Income >50% but <80% of AMI	908	5	5	1	1	1	1
Elderly	854	5	5	1	1	1	1
Families with Disabilities	611	5	5	1	5	3	1
Other	59	5	5	3	1	3	1
White(Non-Hisp.)	2715	5	5	3	1	3	1
Black(Non-Hisp.)	47	5	5	3	1	3	1
Hispanic	72	5	5	3	1	3	1

Racial or Ethnic Group Needs

According to the 1990 Census information provided by the U.S. Department of Housing and Urban Development, no ethnic or racial group has a disproportionate need concerning housing problems. A disproportionate need exists if the percentage of a particular minority category is 10% higher than the overall percentage.

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: FY01-05

☒ 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: Data supplied by the City of Newton Planning Dept. - 2000

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☒ Section 8 tenant-based assistance ☐ Public Housing ☐ 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	2045		500
Extremely low income <=30% AMI	1673	82%	
Very low income (>30% but <=50% AMI)	372	18%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	1263	62%	
Elderly families	74	4%	
Families with Disabilities	454	22%	
Race/ethnicity	102 Asian	5%	
Race/ethnicity	716 Black	35%	
Race/ethnicity	399 Hispanic	19%	

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

Housing Needs of Families on the Waiting List			
Race/ethnicity	828 White	41%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

How long has it been closed (8 months)?

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☒ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	715		15
Extremely low income <=30% AMI	643	90%	
Very low income (>30% but <=50% AMI)	64	9%	
Low income			

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

Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)	8	1%	
Families with children	0	0	
Elderly families	503	70%	
Singles	61	9%	
Families with Disabilities	151	21%	
Race/ethnicity	16 Asian	2%	
Race/ethnicity	10 Black	1%	
Race/ethnicity	14 Hispanic	2%	
Race/ethnicity	675 White	95%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	654	91%	
2 BR	61	9%	
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

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

Strategy 2: Increase the number of affordable housing units by:
Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

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

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

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

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

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

The Authority has adopted as part of its Federal Project Administration Policy, a Tenant Selection Policy that will continue to house in cases of "Singles", preference will be given to families whose single member is a displaced person, or whose head, spouse or single member is an elderly or disabled person, over other single persons who are not elderly, disabled or displaced. For those single persons who are not elderly, disabled or displaced preference will be given to those applicants who are living in substandard housing, or paying more than 50% of income for rent over single persons who do not have one of the ***(****federal preferences)* local emergency preferences**.**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

☒ Funding constraints
☒ Staffing constraints
☒ Limited availability of sites for assisted housing
☐ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

☒ Influence of the housing market on PHA programs
☒ Community priorities regarding housing assistance
☐ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☐ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2003 grants)**		
a) Public Housing Operating Fund	347,284.00	
b) Public Housing Capital Fund	279,005.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,725,073.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	20,400.00	Supported Services
i) HOME		
Other Federal Grants (list below)		

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	709,012.00	Public Housing Operations
4. Other income (list below)	24,184.00	Public Housing Optns.
Treas, Bills – $10,042.00, Laundry -		
$14,142.00		
4. Non-federal sources (list below)		
Total resources	5,104,958.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

☒ When families are within a certain number of being offered a unit: (state number) 30

☐ When families are within a certain time of being offered a unit: (state time)

☐ Other: (describe)

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

☒ One
☐ Two
☐ Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

For cases of "singles", preference will be given to families whose single member is a displaced person, or whose head, spouse or single member is an elderly or disabled person, over other single persons who are not elderly, disabled or displaced.

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☒ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☒ Other preference(s): Standard Applicants are ranked as follows:
1. Residents who live and/or work in the jurisdiction and are a Veteran or a Veteran Families. 2. Residents who live and/or work in the jurisdiction.
3. Residents who live and/or work in the jurisdiction

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

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

☒ Any time family composition changes
☐ Atfamily request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

Component 3, (6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

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

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

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

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

☐ Adoption of site based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☒ Other (list policies and developments targeted below)

B. ASSIGNMENT OF DWELLING UNITS

Each eligible applicant shall be assigned a unit on a community-wide basis in sequence based upon the date the application is received, suitable type or size of unit, factors effecting preference or priority established by the Newton Housing Authority regulations, which are not inconsistent with the objectives and requirements pursuant thereto. All selection of applicants and assignment of dwelling unit will be done in the following manner to assure equal opportunity and nondiscrimination on grounds of race, color, creed, or national origin:

1) an applicant shall be given one offer of a dwelling unit at:

a) whatever location there is a vacancy and for which no prior applicant is waiting, and

b) if there is a suitable unit in more than one location, said offer shall be for the location which contains the largest number of vacancies**,** and facilitate the deconcentration of very low income families in any one public housing development, or one building within a development.

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity

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

☒ Other (describe below)

The Pha may provide to the prospective owner the name and last address of the voucher-holder

(2) Waiting List Organization

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

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

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

☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

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

If yes, state circumstances below:

If the family's failure to find a suitable unit is not due to the lack of diligence on the family's part, a 30day extension may be provided. Additional 30day extension**s** may be provided subsequently, if additional diligent effort is demonstrated. Additional assistance will be provided, upon request, in individual counseling sessions with emphasis on overcoming the problems, which have been encountered. Extensions of Vouchers will be granted only upon the family's request for an extension prior to expiration of the Voucher, and upon documentation, satisfactory to the PHA, that the family has made diligent effort. If the family needs and requests an extension or extensions of term as a reasonable accommodation, to make the program accessible to a family member who is a person with disabilities, the PHA will extend the voucher term up to a term reasonably required for that purpose.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Once the lottery establishes an over-all ranking, for cases of "singles", preference will be given to families whose single member is a displaced person, or whose head, spouse or single member is an elderly or disabled person, over other single persons who are not elderly, disabled or displaced.

(All other eligible applicants will be offered a voucher in the ranking sequence established by the lottery. i.e. "Singles" ranking does not effect the position of any of the other applicants on the waiting list, and has no relationship to other

applicants on the waiting list other than due to its original placement on the list and relationship to other categories of "singles")

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ 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)
☒ 1 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)

Once the lottery establishes an over-all ranking, for cases of "singles", preference will be given to families whose single member is a displaced person, or whose head, spouse or single member is an elderly or disabled person, over other single persons who are not elderly, disabled or displaced.

(All other eligible applicants will be offered a voucher in the ranking sequence established by the lottery. i.e. "Singles" ranking does not effect the position of any of the other applicants on the waiting list, and has no relationship to other applicants on the waiting list other than due to its original placement on the list and relationship to other categories of "singles")

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

☒ Through published notices
☒ Other (list below)

Mailings to local non-profit housing groups, advocacy groups, social services and special needs 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)

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

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

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

f. Rent re-determinations:

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

☐ Never
☐ At family option
☐ Any time the family experiences an income increase
☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)__10%___
☐ Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

☐ At or above 90% but below100% of FMR
☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☒ Above 110% of FMR: Historically due to the high rents in our community, the Newton Housing Authority has needed to request and receive from HUD Exception Rents above the 110% of the FMR. We presently have Exception Rents at 120% of FMR which were effective 3/22/02.

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

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

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

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

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

☒ Annually
☐ Other (list below)

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

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

(2) Minimum Rent

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

☐ $0
☐ $1-$25
☒ $26-$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached.

☐ 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	226	20
Section 8 Vouchers	441	100
Section 8 Certificates		
Section 8 Mod Rehab	25	3
Special Purpose Section 8 Certificates/Vouchers (list individually)		

Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

☒ PHA main administrative office

☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

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

Capital Fund Grant Number MA06P03650103 FFY of Grant Approval: (2003)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	15,005.00
3	1408 Management Improvements	26,000.00
4	1410 Administration	33,000.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	25,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	180,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	**Amount of Annual Grant (Sum of lines 2-19)**	279,005.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MA036-001-004	Administrative Fees & Costs Computer Equipment / Technical Support Administrative Fees & Costs	1410 1408 1406	33,000.00 26,000.00 15,005.00
MA036-002-004	Renovations to Bathrooms	1460	180,000.00
MA036-001-004	Architectural/Engineering Fees & Costs	1430	25,000.00

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MA036 – 001, 002, 003, 004	09/30/2005	09/30/2006

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

(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 ma036f01

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete

one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

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

☐ 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 ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ 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:

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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)

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

NHA Manages 1bedroom Public Housing (Senior Housing) Pet Policy in place – see (ma036d01)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the**optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☐ Attached at Attachment (File name)
☐ Provided below:

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 of Tenant Advisory Board and tenant member on the NHA Board of Commissioners (see attachment ma036e01)

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

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

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

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)
☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)
☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization

☒ Other: By Appointment –ma036j01

c. Eligible voters: (select all that apply)

☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

☐ Representatives of all PHA resident and assisted family organizations

☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (City of Newton, 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)

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.

Newton Housing Authority Federal Public Housing Administrative Policy – ma036a01

Newton Housing Authority Section 8 Administrative Policy– ma036b01

Newton Housing Authority Federal Public Housing Flat Rent Determination Method and the 2003 Flat Rent Schedule – ma036c01

Newton Housing Authority Pet Policy – ma036d01

Newton Housing Authority List of Tenant Advisory Board – ma036e01

Optional Table for 5-year Action Plan for Capital Fund (2003-2004) – ma036f01

NHA Organizational Chart – ma036g01

NHA 2003 PHA Plan Goals – ma036h01

NHA Policy for Substantial Deviation and Significant Amendment– ma036i01

NHA Board of Commissioners Resident Member Policy – ma036j01

Capital Fund Annual Statement & Performance & Evaluation FY 1999 - ma036k01

Capital Fund Annual Statement & Performance & Evaluation FY 2000 – ma036l01

Capital Fund Annual Statement & Performance & Evaluation FY 2001 - ma036k01

Project-Based Statement – ma036n01

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

Table Library

Table Library

NEWTON HOUSING AUTHORITY

STATEMENT OF POLICIES GOVERNING ADMISSION TO AND CONTINUED OCCUPANCY OF LOW-RENT FEDERAL HOUSING PROGRAMS OPERATED BY THE NEWTON HOUSING AUTHORITY

OCTOBER 1999

SECTION 1 CONDITIONS GOVERNING ELIGIBILITY

A. ELIGIBILITY FOR ADMISSIONS

The Authority will without discrimination because of race, color, creed, or national origin, admit as tenants to the low-rent housing, applicants meeting all of the following requirements:

1) Who qualifies as a single person, or a family or single person age 62 or over or who are disabled within the meaning of the Section 223 of the Social Security Act and the Developmental Disabilities Services and Facilities Construction amendments of 1970 Section 102 (B) (5).

2) Who qualify as a low-income family.

3) Whose annual income does not exceed applicable income limits for admission as proscribed from time to time by HUD and as adopted by the Newton Housing Authority.

4) In selection of tenants, NHA shall not discriminate against applicants on basis of race, creed, religion, national or ethnic origin, citizenship, ancestry, class, sex, marital status, handicap, presence of children, source of income, age (except in the assignment of applicants to Elderly units , or other basis prohibited by law.

B. DEFINITIONS OF INCOME

1) Annual Income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12 month period following the effective date of initial determination or reexamination of income, exclusive of income that is temporary, nonrecurring or sporadic as defined in paragraph (3) of this section, and exclusive of certain other types of income specified in paragraph (4) of this section.

2) Income includes but is not limited to:

a)The full amount, before payroll deductions, of wages salaries,overtime pay, commissions, fees, tips, and bonuses, and other compensation for personal services:

b) the net income from operation of a business or profession (for this purpose, expenditures for business expansion or amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determined the net income from a business):

c) interest, dividends, and other net income of any kind from real or personal property (for this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). Where the family has net family assets in excess of $5,000.00, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD:

d) the full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment:

e) payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay:

f) welfare assistance payments:

g) periodic and determinable allowances, such as alimony and child support payments, and regular contributions of gifts received from persons not residing in the dwelling:

h) all regular pay, special pay and allowances of a member of the armed forces (whether or not living in the dwelling) who is the head of the family, spouse, or other person whose dependents are residing in the unit: and

i) any earned income tax credit to the extent it exceeds income tax liability.

3) Annual Income does not include such temporary, non-recurring or sporadic income as the following:

a)casual, sporadic or irregular gifts:

b)amounts that are specifically for or in reimbursement of cost of medical expenses:

c) lump-sum additional to the family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses:

d) amounts of educational scholarships paid to the student or to the educational institution, and amounts paid by the government to a veteran, for use for meeting the cost of tuition, fees, books, and equipment. Any amounts of such scholarships, or payments to veterans, not used for the above purposes that are available for subsistence are to be used as income: and

e) the hazardous duty pay to a family member in the armed forces away from home and exposed to hostile fire.

4) Income does not include:

a) income from employment of children (including foster children) under the age of 18 years:

b) payments received for the foster care of children:

c) amounts specifically excluded by any other federal statute from consideration as income for the purposes of determining eligibility or benefits under a category of assistance programs that include assistance under the 1937 act. The following types of income are subject to such exclusion:

(i) relocation payments made under title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970:

(ii) the value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977:

(iii) payments to volunteer under the Domestic Volunteer Service Act of 1973:

(iv) payments under the Alaskan Native Claims Settlement Act:

(v) income derived from certain submarginal land of the United States that is held in trust for certain indian tribes:

(vi) payments or allowances made under the Department of Health and Human Services' low income home energy assistance program:

(vii) payments received from the job training partnership act:

(viii) income derived from the disposition of funds of the Grand River Band of Ottawa Indians: and

(ix) the first $2,000.00 of per capita shares received from judgement funds awarded by the Indian Claims Commission or the Court of Claims, or from funds held in trust for an indian tribe by the Sect. of Interior.

d) Disallowance of Earned Income – For those families who start work or self-sufficiency programs, the HA cannot increase rent for a period of 12 months if the increase in income results from (1) earnings of a previously unemployed family member; (2) earnings of a family member during participation in a self-sufficiency or job training program; or(3) earnings of a family member that had been receiving welfare in the previous six months. After the 12 month disallowance, the family's rent increase must be phased in. The phase–in rent cannot increase as a result of the earned income by more than 50 percent for an additional 12 months.

5) If it is not feasible to anticipate a level of income over a 12 month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

C. ELIGIBILITY FOR CONTINUED OCCUPANCY

1) Continued occupancy limits on income and assets were eliminated by the Housing and Community Development act of 1974. Tenants who qualify as a "family" are eligible for continued occupancy except that a person or persons remaining as residuum of such family may be permitted to remain in occupancy in units of appropriate size.

2) NHA shall not commence eviction proceedings or refuse to renew a lease, based on the income of the tenant family unless it has identified, for possible rental by the family, a unit of decent, safe, and sanitary housing of suitable size available at a rent not to exceed 30% of income as defined by NHA for the purpose of determining rent.

D. COMMUNITY SERVICE AND SELF-SUFFICIENCY REQUIREMENTS

(This Section of the Policy will be implemented starting January 1, 2001.)

1.Exempt individual.

An adult who is: (1) 62 years or older; (2) Is a person with vision impairment or other person with disabilities, as defined under 216(i)(l) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who is unable to comply with this section, or is a primary caretaker of such individual;(3) Is engaged in a work activity as defined under section 407(d) of the Social Security Act (42 U.S.C.607(d), as in effect on and after July 1, 1997); (4) Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or (5) Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the public Housing Agency is located, including a State-administered welfare to work program, and has not been found by the State or other administering entity to be in noncompliance with such a program. Community Service. For purposes of this section, community service is the performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, or/ and increase the self-responsibility of the resident within the community in which the resident resides. Political activity is excluded. Economic Self-Sufficiency program. Any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, employment training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

2. General Requirements.

(a) Participation. Except for residents exempted in § 960.603 of this subpart, each adult resident of a public housing development shall: (1) Contribute 8 hours per month of community service (not including political activities); or (2) Participate in an economic self-sufficiency program for 8 hours per month.

(b) Effective date of participation. The requirement is effective for all nonexempt residents following execution of a lease, containing these provisions, by the family head of household.

(c) PHA obligation. PHAs must, at a minimum:(1) Develop a local policy for administration of a community service and economic self-sufficiency program. (2) Provide written notification of the provisions of the community service requirements to all residents. The notice should describe the requirement, identify who is exempt and how exemption will be verified. The PHA should state when the requirement is effective, as well as the obligations and responsibilities of adult family members, and the consequences of non-compliance. (3) Determine for each public housing family which family members are subject to or exempt from the community service and self-sufficiency requirement and approves the resident's planned activities to fulfill the requirement. (4) No more or less frequently than annually, review and determine the compliance of residents with the requirements at least 30 days before lease term expires. Determine any changes to each adult family members exempt or nonexempt status. (5) Retain reasonable documentation of community service participation or exemption in participant files. (6) Comply with the civil rights requirements in 24 CFR part 5.

3.Determining resident noncompliance.

If the PHA determines that a resident who is not an ''exempt individual'' has not complied with the community service requirement, the PHA must notify the resident: (a) Of the noncompliance; (b) That the determination is subject to the PHA's administrative' grievance procedure; (c) That unless the resident enters into an agreement under paragraph (d) of this section, the lease of the family of which the noncompliant adult is a member may not be renewed. However, if the noncompliant adult moves from the unit, the lease may be renewed; (d) That before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the noncompliance during the next twelve-month period; such a cure includes a written agreement by the noncompliant adult to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the 12 month term of the lease.

4.Prohibition against replacement of employees.

In implementing the community service requirement, the PHA may not substitute community service for work ordinarily performed by public housing employees or replace a job at any location where community work requirements are performed.

5.Third-party coordinating.

The PHA may administer the community service directly, or through partnerships with qualified organizations, including resident organizations, or agencies or institutions with a community mission. The PHA must ensure that community service programs that are

based directly or through partnerships with qualified organizations or through contracts with such organizations are accessible to persons with disabilities.

6. NHA Implementation Policy

At The time of Placement and annual renewal, the pha will review the applicant/tenant status with respect to need to comply with the Community Service and Self-Sufficiency Requirements. The pha will inquire through it's tenant services arm and various local community agencies as to what volunteer services are needed and available in the community. The pha will focus volunteer services participation within its own developments and residents.

SECTION II INCOME LIMITS

Maximum income limits for admission and continued occupancy are set forth in Section I - A, B, C.

SECTION III TENANT SELECTION

A. ORDER OF PREFERENCE

As among eligible applicants of appropriate bedroom size and family composition for the available dwelling units, the following order of preference is to be applied in selection of tenants who are otherwise eligible.

a.In accordance with Housing and Community Development Act of 1992, 50% of the Newton Housing Authority's admissions in a year shall be selected in chronological order by date of their application from applicants who at the time that they are seeking housing assistance, "Involuntarily Displaced", "Living in Substandard Housing", or "Paying More Than 50% of Income for Rent". These Local Emergency Preferences will not be treated in an aggregate manner, and will be ranked equally. (Since the Quality Housing and Work Responsibility Act of 1998 allows for the Federal Preferences to be retained as local preferences, they are retained within their previously established selection category.)

All other applicants will be considered "Standard Applicants."

b. The remaining 50% of annual placements will be selected from among otherwise eligible "Standard Applicants" in chronological order by date that their application was submitted to the Newton Housing Authority after determining eligibility, and in accordance with the following local rankings preferences. Local selection preference will be ranked with the following local preferences, which will be applied in an aggregate manners follows and applied in an aggregate manner. Preference will be given to those applicants determined to be

residing (inclusive of working or about to be employed) in Newton. Preference will be given to those applicants who are determined top have veteran status and are residing (inclusive of working or about to be employed) in Newton.

All applicants are logged into a Waiting List Book according to date that the completed applications are received in the Newton Housing Authority office.

In cases of "Singles", preference will be given to families whose single member is a displaced person, or whose head, spouse or single member is an elderly or disabled person, over other single persons who are not elderly, disabled or displaced. For those single persons who are not elderly, disabled or displaced preference will be given to those applicants who are living in substandard housing, or paying more than 50% of income for rent over single persons who do not have one of the local emergency preferences.

In the selection of tenants, there is to be no discrimination against families, otherwise eligible for admission, because of their incomes are derived in whole or part from public assistance. No quotas or other devices are to be established except as those established from time to time by HUD.

In the Quality Housing and Work Responsibility Act of 1998, HUD has established Income Targeting, (ie. At least 40% of the annual admissions to the public housing program in each fiscal year must be "extremely low income families".) The pha will periodically review yearly placements to determine compliance with Income Targeting. When compliance with Income Targeting is not being achieved by the above established tenant selection process, the pha will select applicants for placement from within the above mentioned order of selection who fall within the needed target group.

B. ASSIGNMENT OF DWELLING UNITS

Each eligible applicant shall be assigned a unit on a community-wide basis in sequence based upon the date the application is received, suitable type or size of unit, factors effecting preference or priority established by the Newton Housing Authority regulations, which are not inconsistent with the objectives and requirements pursuant thereto. All selection of applicants and assignment of dwelling unit will be done in the following manner to assure equal opportunity and nondiscrimination on grounds of race, color, creed, or national origin:

1) an applicant shall be given one offer of a dwelling unit at:

a) whatever location there is a vacancy and for which no prior applicant is waiting, and

b) if there is a suitable unit in more than one location, said offer shall be for the location which contains the largest number of vacancies**,** and facilitate the deconcentration of very low income families in any one public housing

development, or one building within a development.

2) should an applicant refuse an offer of a unit made under B.1 a-b, then their name shall be removed from the Waiting List.

C. TRANSFER OF TENANTS

Transfer of a family within a low-rent project aided by the Newton Housing Authority or transfer to such project from any other low-rent project operated by the Newton Housing Authority when such family is eligible for continued occupancy in the dwelling to which it is transferred, is not for any purpose deemed to be an admission to the project and is not subject to selection enumerated in Section III A.

SECTION IV RENTS

The Newton Housing Authority will offer Choice of rent in public housing. The amount payable monthly by the family as rent to the PHA is the rent selected annually by the family from the options offered under the PHA's rent policies. The options must include: (1) Flat rent. A flat rent is the amount of tenant rent based on the market value of the unit, as determined by the PHA. The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient. A PHA must take reasonable steps to determine market value, and generally should use a comparability study. The comparability study would analyze relevant factors for the community in which the unit is located, including unassisted rents for housing of similar age, location, condition, amenities, design and size. The PHA must maintain records regarding the calculation and establishment of flat rents; and (2) Income-based rent.

A) Income Based Rent for both elderly and families shall be based on the regulations implemented in the 1981 Housing And Community Development Amendments and the Quality Housing and Work Responsibility act of 1998 regarding rent charged to public housing tenants. All tenants will eventually be charged the highest of:

1) 30% of adjusted monthly income :

2) 10% of monthly income:

3) the welfare rent (applicable in those states with "as paid" welfare programs):

4) or, Minimum Rent

B) Applicants whose initial lease is effective on or after August 1, 1982, shall be charged 30% of monthly adjusted income, or 10% of monthly income:

C) Tenants whose initial lease is dated prior to August 1, 1982, shall have their rent determined as follows:

1)at the first reexamination effective on or after August 1, 1982, tenant rent shall be determined in accordance with the following annual percentage increases, until the rent reaches the full 30 % of adjusted monthly income:

a) EFFECTIVE DATE OF REEXAM	& % APPLIED
8/1/82-9/30/82	26%
10/1/82-9/30/83	27%
10/1/83-9/30/84	28%
10/1/84-9/30/85	29%
10/1/85 and after	30%

D) All rents determined under Section VI A - C apply to dwelling in which heat and all utilities are supplied by the Newton Housing Authority, or by the owner. In cases where the tenant supplies some or all of the utilities, allowances may be made according to the prevailing Newton Housing Authority utility schedule.

Welfare Rents. The rents charged to families dependent in whole, or in part on public assistance will be the same as rent charged other families with the same amount of income received entirely from non-relief service.

F) Ceiling Rents. No ceiling rents are to be established.

G) Minimum Rent. The PHA has established a minimum rent of $50.00
(A family may request in writing a hardship exemption)

H) Flat Rent for the 1 bedroom apartments managed by the Newton Housing Authority will be determined annually by a pha market survey, and dollar amount of the Flat rent made available to the public and tenants. Tenants who choose Flat Rent will be reviewed annually as with the other tenants within their development.

I) Miscellaneous Charges. Tenants will be charged for:

1)damages to equipment or property due to tenant's negligence, normal wear and tear excepted,

ii) and, supplies provided or services rendered which are not included in the tenant rent. Such charges are based on the average unit expenses of providing the item or service, and are to be kept published in the PHA office for the information of all tenants in accordance with the schedule.

SECTION V. OCCUPANCY STANDARDS

The following standards applicable to occupancy will serve to determine the number of bedrooms required to accommodate an eligible family. The minimum and maximum standards set forth will be utilized for assignment of an eligible applicant to a vacant unit, and for assignment or transfer. The standards may be waived in the event a vacancy problem exists, and such a waiver or exception is determined necessary to achieve or to maintain full occupancy.

# OF BEDROOMS	# OF PERSONS ------ MINIMUM	------ MAXIMUM
0	1	2
1	1	2
2	2	4
3	4	6
4	6	8
5	5	10
6	10	12

SECTION VI - RECEIPT OF APPLICATION AND RENT DETERMINATION OF ELIGIBILITY

This section sets forth the basic steps which are to be taken in obtaining and verifying data for the purpose of, (a) determining whether an applicant meets the conditions of eligibility for admission set in Section I, (b) applying the preferences covered in Section III, and (c) determining the rent to be charged families admitted in accordance with Section IV and the size of the dwelling required in accordance with Section V.

A. APPLICATION FOR ADMISSION

The application for admission constitutes the basic form of the permanent record to be established for each family from which an application for admission is accepted.

Families from whom applications are to be accepted: to assure compliance with the preference requirements of Section III, applications from all persons seeking admission to a project are to be accepted regardless of the number of eligible applicants on file.

B. PROCEDURES GOVERNING RECEIPT OF APPLICATION

Each person from whom an application for admission is accepted is to be required to submit and sign an application.

All entries are to be made in ink, indelible pencil or typed in. Corrections or changes are to be made by lining through the original entry and substituting the correcting data. Also, such changes are to be dated and initialed by each person recording the changed data and the reason and authority for such a change incorporated into the record.

C. VERIFICATION AND DOCUMENTATION OF ADMISSION DATA

To substantiate determination with respect to eligibility, preference, dwelling size, and rent to be paid, and to establish the validity of the Authority's certification of a family's eligibility for admission, the representations made by the applicant family in its application for admission are to be verified and all verified findings relating thereto are to be documented. Documentation of verified findings is to consist of:

1)Third Party Verification, such as letters from employers and other persons or organizational qualified to furnish information concerning any of the factors involved in eligibility , preference, or rent determination; and

2) When 3rd party verification is not forthcoming, proper notation shall be placed in the file and Photostat or carbon copy of documentary evidence possessed by the applicant or other authoritative source substantiating representations made on the application, or in
lieu thereof, recordation in brief of the contents of such documents together with the name of the staff member who reviewed, and the name of the person processing the document;

3) memorandum covering verified data obtained by personal contact, telephone conversation, or other similar means setting forth the source of such information, the date it was received and signed by the staff member receiving the information. Any reports collected by the Authority should be documented and placed in the applicants file.

D. ANALYSIS OF VERIFIED FINDINGS

As verifying data are assembled, they are to be reviewed and evaluated in light of established eligibility criteria set for the in Section I and the findings summarized. If

during the process for one or more reasons the applicant does not meet the established conditions governing eligibility for admission, the review is to be discontinued and the applicant advised of the ineligibility.

E. INELIGIBLE APPLICANTS

An applicant shall be deemed eligible and acceptable for occupancy unless specific information or facts show one or more of the following:

1)The applicant is determined to be ineligible for low-rent housing in accordance with the regulations.

2) The applicant is a former tenant of an Authority whose tenancy was terminated in bad standing, provided that the opportunity is provided for the applicant to rebut or refute
the record.

3)That there is substantial risk based on documented evidence that the applicant or other members of the applicant's household may interfere with the health, safety, security, or rights to peaceful enjoyment of the neighbors or residential community.

4)That there is substantial risk based on documented evidence that the applicant or other members of the applicant's household will damage or cause destruction to the apartment unit or surrounding premises. To establish rejection based on this criterion, the Authority may check with the applicant's prior landlords, except that no inquiry shall be made with landlords more than two years in the past unless requested by the applicant.

5)In determining whether the admission of an applicant will affect the health, safety, or welfare of other tenants or adversely affect the physical environment or financial stability of the project, the Authority may investigate:

a) the applicant's past performance in meeting financial obligations, especially rent,

b) a record of disturbance of neighbors, destruction of property, or living - or housekeeping habits which may adversely affect other tenants,

c) a history of criminal activity adversely affecting other tenants.

However, in the event of receipt of unfavorable information, consideration shall be given to time, nature, and extent of applicant's conduct and factors which might indicate

reasonable probability of favorable future conduct such as : a) evidence of rehabilitation, b) evidence of family's willingness to participate in social service or appropriate counseling service program, or c) evidence of applicant's willingness to attempt to increase family income.

Any reports collected by the Authority should be documented and placed in the applicant's file. At a minimum, such report shall indicate the date, the source of information, including the name and title of the individual contacted, and a resume of the information received.

F INFORMAL REVIEW

Applicants for admission to assisted projects will not have access to the Authority's grievance Procedure. If applicants disagree with a decision or determination made by the Authority with respect to admission, the applicant may request a review of the determination, if the request for review is received by the Authority within the ten (10) days period allotted by the Authority. The Authority will notify the requesting applicant, in writing, of the scheduled time and date of the review.

1)The Authority will appoint a Review Officer to conduct the informal review who may be an Authority Officer or employee, who did not participate in the determination or any person designated by the Authority.

2) The applicant, at their expense, may be represented by counsel or other representative.

3) The Authority will present the factual or other basis for its decision. The applicant may also present their position. Subject to the direction of the review Officer, the applicant and the Authority may offer and examine evidence and question witnesses.

4) The Review Officer will issue a written decision, stating briefly the factual or other basis for the decision. The decision or any other issue of fact will be based solely on evidence presented at the hearing. A copy of the decision will be furnished to the applicant.

G SUMMARIZATION OF VERIFIED FINDINGS

A summarization of verified information is to be made for each applicant not to be ineligible at time of application. Summarized data are to cover the following specific determinations and basis for such determinations:

1)Eligibility of family with respect to income limits.

2) Eligibility of the family with respect to its net assets.

3) Eligibility of the family with respect to other conditions of eligibility such as age, number of dependents.

4) Preference category to which the family belongs, if any.

5) Size of unit to which family is to be assigned.

6) Rent which the family is to pay based on its net income less exemptions for minors.

H CERTIFICATION

As a part of the application record of each applicant determined to be eligible for admission, the Executive Director or duly authorized person is to certify that a review has been made of such family and that on the basis of the review, it has been determined that the applicant and the applicant's family meet all conditions governing eligibility.

I REVIEW OF VERIFIED FINDINGS PRIOR TO ADMISSION

If there is a time lag of more than 120 days between the date that income determinations were made and the date of admissions, or between the date of the inspection of the housing conditions and the time of admission, a review is to be made to ascertain that the applicant is still residing at the same address, and that other factors contributing to the preference are unchanged. Changed conditions are to be verified before the family is admitted.

SECTION VII LEASING OF DWELLING UNIT

A lease agreement is to be entered into between the Authority and each of its tenant families. The lease agreement is to be kept current at all times and is to reflect the rent being charged and the conditions governing occupancy.

A EXECUTION OF LEASE AGREEMENT

1) A responsible member of each tenant family accepted as tenant is to be required to execute a lease agreement prior to actual admission. One copy of the lease agreement is to be given to the lessee and one executed copy is to be filed in the permanent record folder established for the family.

2) If, through any cause, the signer of the lease agreement ceased to be a member of the tenant family, the lease is to be voided and a new lease agreement executed and signed by a responsible remaining member of the tenant family, provided that the tenant family is eligible for continued occupancy. If no member of the remaining tenant family is qualified to sign a new lease, the existing lease is to be voided and the family is to be required to vacate.

3) If a tenant family transfers to a different dwelling unit in the same or another elderly low-rent project operated by the Authority, the existing lease is to be cancelled and a new lease executed.

4) If, at any time during the life of the lease agreement, a change in the tenant's status results in need of changing or amending any provision of the lease, or of the Authority desires to waive any provision with respect to any tenant, either, (a) the existing lease is to be cancelled and a new lease agreement executed, (b) an appropriate rider is to be made part of the existing lease, or (c) appropriate insertions are to be made within the instrument. All copies of such riders or insertions are to be dated and signed or initialed by the tenant and by the Executive Director.

B CANCELLATION OF THE LEASE AGREEMENT

Cancellation of the tenant's lease is to be in accord with the provisions of the tenant's Dwelling Lease.

SECTION VIII INTERIM RENT ADJUSTMENTS

The Authority reserves the right to make interim rent adjustments in accordance with the provisions of the tenant's Dwelling Lease.

SECTION IX PERIODIC RE-EXAMINATION AND RENT ADJUSTMENTS

A REDETERMINATION OF ELIGIBILITY AND RENT ADJUSTMENTS

Initial determination and regular redeterminations for Public housing. (i) For families who pay an income-based rent, the PHA must conduct a redetermination of family income and composition at least annually and must make appropriate adjustments in the rent after consultation with the family and upon verification of the information. (ii) For families who choose flat rents, the PHA must review the income of the family in accordance with the PHA's established policies, at least once every three years. (iii) For all families who include nonexempt individuals, as defined in 24 CFR 960.602, the PHA must determine compliance once each 12 months with community service and self-sufficiency requirements in 24 CFR 960, subpart F. (iv) The PHA may use the results of these evaluations to require the family to move to an appropriate size unit .

B RE - EXAMINATION PROCEDURES

Re-examination procedures shall follow the same steps as delineated in SECTION VI. Immediately following re-examination, each tenant is to be notified concerning:

1) Eligibility status and, if ineligible, that the Authority has a responsibility of assisting the tenant to locate an apartment in the private market at a rent not to exceed 30% of income. If there are no units available at a rent that the tenant can afford, the tenant may remain in low-rent public housing at a rate based upon the same formula delineated in SECTION I B (2).

2) Any change to be made in the rent or size of the unit to be occupied.

3) Any instances of misrepresentation or non-compliance with the terms of the lease agreement revealed through the re-examination and any other corrective or punitive action which is to be taken.

4) New leases, or riders, as the case may be (SECTION VII A (4)) that are to be executed.

If the re-examination discloses that the tenant (or member of tenant family) at the time of admission or at any other time, made representations which resulted in the tenant being classified as eligible, when in fact, the tenant was ineligible, the tenant is required to vacate even though the tenant may currently be eligible. Also, if at the time of re-examination, it is found that the tenant's misrepresentation has resulted in the tenant

paying a lower rent than should have been charged, the tenant may be required to pay the difference in rent between what the tenant has paid and what the tenant should have paid.

TREATMENT OF INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS

The Pha must not reduce the annual income of a family residing in public housing or reduce the contribution toward rent of a family receiving Section 8 tenant-based assistance because of a reduction in the family's welfare assistance specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement. A reduction in welfare assistance is not to be treated as failure to participate in an economic self-sufficiency program or to satisfy a work activities requirement if the reduction results from:

(1) The expiration of a lifetime limit on receiving benefits;

(2) When a family has sought but cannot find employment; or

(3) The family has complied with welfare program requirements but loses welfare because of a durational time limit such as a cap on welfare benefits for a period of no more than two years in a five-year period.

(b) Verification. When a family requests a rent reduction based on a reduction in family income from welfare, the Authority must obtain written verification from the welfare agency of the basis for the reduction. If the reduction is specifically the result of the family's failure to participate in an economic self-sufficiency program or comply with work activities requirements or fraud by the family, the responsible entity must not reduce the family's rent.

(c) Notification to families. The Authority must notify families who are adversely affected by the requirements of this section that they have the right to review through the PHA's grievance procedure (for public housing) without paying a deposit in escrow, or through use of the informal hearing procedure under 24 CFR 982.555(a)(i) (for Section 8 tenant-based certificate and voucher programs).

SECTION X DEFINITION OF TERMS

DEFINITIONS

Adjusted Income - Annual Income less:

A) $480.00 for each dependent;

B) $400.00 for any Elderly Family;

C) The sum of the following to the extent the sum exceeds 3% of annual income:

1.unreimbursed medical expenses of an elderly family or disabled family; and

2.unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with a disability, to the extent necessary to enable any member of the family (including the member with a disability) to be employed

D) Child Care Expenses.

E) The amount of any earned income of a family member other than the head or spouse, who is not 18 years of age or older

Child Care Expenses - Amounts anticipated to be paid by the family for the care of children under 12 years of age or younger during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or further his or her education. The amount deducted will reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted will not exceed the amount of the income received for such employment.

Dependent - A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a disabled person or handicapped person, or a full-time student.

Disabled Person - A person under a disability as defined in section 223 of the Social Security Act or in Section 102 of the Developmental Disabilities Service Facilities Construction Amendment of 1970.

A person having a physical or mental impairment that:

a)is expected to be of long-continued and indefinite duration;
b)substantially impedes his or her ability to live independently; and
c)is of such a nature that such ability could be improved by more suitable housing conditions.

A person who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act.

Displaced Person - A person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws.

Elderly Family - A family whose head or spouse (or sole person) is a person who is a Elderly, Disabled, or Handicapped Person. It may include two or more Elderly, Disabled or Handicapped Persons living together, or one or more such persons living with one or more live-in aides.

Elderly Person - A person who is at least 62 years of age.

Eviction - The dispossession of a Family from its leased dwelling unit as a result of the termination of its tenancy, including a termination prior to the end of a term or at the end of a term.

Family - Family includes but is not limited to (a) an elderly family or single person as defined in this part, (b) the remaining member of a tenant family, and (c) a displaced person.

Full-time Student - A person who is carrying subject load that is considered full-time for a day student under the standards and practices of the educational institution attended. An educational institution includes vocational training, as well as an institution offer a college degree.

Live-in Aide - A person who resides with an Elderly, Disabled or Handicapped person or persons and who (a) is determined by the PHA to be essential to the care and well-being of the person(s); (b) is not obligated for support of the person(s); and (c) would not be living in the unit except to provide necessary supportive services.

Lower Income Family - A family whose annual income does not exceed 80% of the median income of the area.

Medical Expenses - Those medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance.

Monthly Income - One twelfth of Annual Income.

Net Family Assets - Value of equity in real property, savings, stocks, bonds, and other forms of capital investment , excluding equity accounts in HUD ownership programs. The value of necessary items of personal property such as furniture and automobiles will be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund will be counted when determining Annual Income.) In determining Net Family Assets, the Authority will include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

Single Person - A person who lives alone or intends to live alone, and who does not qualify as an elderly family or displaced person or as the remaining member of a tenant Family.

Tenant Rent - the amount payable monthly by the family as rent to the Authority.

Total Tenant Payment - Is the highest of the following amounts, rounded off to the nearest dollar:

1) 30% of adjusted monthly income :

2) 10% of monthly income:

3) the welfare rent (applicable in those states with "as paid" welfare programs):

4) or, Minimum Rent

Utility Allowance - If the cost of utilities (except utilities) and other housing services for an assisted unit is not included in the Tenant Rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by the Authority of HUD, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy conservation household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment.

Utility Reimbursement - The amount, if any, by which the Utility Allowance for a unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit. (Negative Rent)

Very-Low-Income Family - A Lower-Income family whose Annual Income does not exceed fifty percent (50%) of the median income for the area.

Welfare Assistance - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local government.

Extremely Low Income Family – A lower income family whose annual income does not exceed thirty percent (30%) of median income for the area.

SECTION XI SPECIAL ADMISSIONS

Periodically the pha will review the need of having security presence within each of the four Federal Developments. Should it be determined after review with residents, recommendation by the Executive Director and vote of the Board of Commissioners, that such a need exists, a unit at each of the four developments (or at the development(s) determined to have such a need), shall be made available for occupancy by a police officer. Rent for such a tenancy shall be the established Flat Rent.

POLICY AND OBJECTIVES IN ADMINISTERING THE SECTION 8 CERTIFICATE, VOUCHER, AND HOUSING CHOICE VOUCHER PROGRAMS

JUNE 2002

STATEMENT OF OVERALL APPROACH AND OBJECTIVES IN ADMINISTERING THE SECTION 8 CERTIFICATE**,** VOUCHER ,AND HOUSING CHOICE VOUCHER PROGRAMS

The Newton Housing Authority, hereinafter called LHA, is committed to providing low-income housing opportunities to persons who qualify under the rules and regulations that govern eligibility for both state and federal housing program. In its effort to achieve this goal, the LHA has explained to its local governing body, Civic Groups, Landlords and Realtors, the housing programs being administered by the LHA. Most importantly, they have explained who may qualify, what types of housing each program provides, and how effectively these programs have been put into operation for the benefit of the community.

The Executive Director monitors the overall administration of all programs. Section 8 Staff carries out the day to day administration of the program, reviews the leases and other Section 8 related documents, conducts briefing sessions, does all verification of eligibility and inspections, maintains all records, and reports directly to the Executive Director. An Accountant maintains the books, financial records and reports of the Authority and reports directly to the Executive Director. Full time clerical staff persons support the Section 8 existing operation.

The Newton Housing Authority has worked closely with the City of Newton Planning Department for the development of an overall housing strategy for the City of Newton. This strategy took cognizance of the existing housing stock, planned new rehabilitated units and those units expected to be removed from inventory.

The overall approach for the existing program is to maximize the use of standard, existing stock, and provide equal housing opportunities for very low-income households by providing housing assistance payments. The status of the need and availability of existing units will be closely monitored, and attempts will be made to satisfy this need as rapidly as possible, consistent with the availability of funds, staff and vacancy rates. The LHA shall, in its policies and procedures, attempt to address the housing needs of its community, and also obtain community support for its programs.

Efforts will be taken to promulgate all aspects of the program to families and to owners.

Administrative controls will be implemented as needed, to ensure full adherence to statutory and regulatory requirements, and proper management procedures. The Administrative Plan will apply to the Section 8 Certificate Program**,** the Section 8 Voucher Program**,** and the Housing Choice Voucher Program.

The LHA will comply with all federal statutes and currently required regulations, as applicable, in administering said programs, including 24 CFR Part 982 (Certificate and Vouchers)**,** 24 CFR Part 983 (Project-Based Certificates)**,** 24CFR248 et al. (Section 8 Tenant-Based Assistance; Statutory Merger of Section 8 Certificate and Voucher Programs; Interim Rule), the Quality Housing and Work Responsibility Act of 1998, and Section 232 of the FY2001 Departments of Veterans Affairs and Housing and Development and Independent Agencies Appropriations Act. This Plan is intended only to provide, therefore, information relative to LHA discretionary policies, as the LHA shall comply with all required laws and regulations, as they are current and in effect.

The LHA's previously adopted Equal Opportunity Housing Plan is merged and incorporated herein and shall be part of this Administrative Plan.

1. OUTREACH AND ADVERTISING

Outreach to Families and Contact with Owners

The approach to contact families and owners is as follows:

a. Paid advertisements in local media. All outreach efforts include minority population and reaches residents within surrounding communities. The EHO logo will be used in all advertisements. These newspapers are as follows:

1. Herald-American or Boston Globe, or other regional newspaper of general circulation
2. Local, Daily or Weekly Newspaper. (specify:)
3. Bay State Banner
4. El Mundo
5. An appropriate and equivalent publication may be substituted for any of the above.

In addition, the LHA will send notices and informational packets to outreach agencies, such as the following:

1. Public Welfare Office
2. Council on Aging
3. Neighborhood Centers
4. Other appropriate Civic and Community Organizations

b. Bi-lingual materials will be provided as needed, and where practical and feasible.

c. Outreach to owners and real estate agents to inform them of the Section 8 Program will also be made. Efforts will be undertaken to assure that owners and brokers of rental housing have a working knowledge of the Section 8 Program. Owners will be informed that it will be their responsibility to screen potential tenants; LHA responsibility will be to ensure that they are income-eligible.

d. The opening and closing of the Waiting List will be advertised in local media.

Special Outreach Adjustments - Families

Adjustment will be made in the outreach procedures as, and if, needed, and by added media coverage, if necessary, on an information basis. The LHA anticipates that due to the significant number of eligible applicants from the lower income level groups, as well as those on public assistance in the City of Newton and surrounding communities, a large volume of applicants will be covered by our present outreach procedure.

However, if after initial efforts, the flow of applications becomes too slow, the LHA will make additional effort to contact those agencies and organizations which provide services oriented toward households in need of rental assistance. If the flow should become too rapid in relation to the availability of funds, and the agency's leasing schedule, an advertisement will be run stating that taking of applications will be suspended.

If the flow of applications should become too rapid in relation to the agency's staff capacity to process applications, consideration will be given to hiring additional staff commensurate with available funding. The taking of applications may also be suspended and/or the waiting list closed if the LHA deems that it has a sufficient number of applications for the near future based on the number of current applicants and the current availability of funds.

Special Outreach Efforts - Owners

Owners are given a briefing session on the Section 8 Program, if requested. The LHA, however, will hold these sessions on an "as needed" basis for all landlords who are entering the Section 8 Program. At that time, information will be made available to all interested landlords or real estate agents.

After briefing with a landlord, the Section 8 Staff will make the determination as to whether the units discussed qualify under the Section 8 Program. A preliminary inspection is made, if necessary. When listings are available the Section 8 Staff will compile a list of "Available Dwelling Units under Section 8", and maintain it in the office. This list will give the location, number of bedrooms, contract rent, utilities, and the person to be contacted. A list will also be maintained, where practical, of available handicapped accessible units.

Special Effort Outreach - Tenants

Household types who are least likely to apply, such as the very old, shut-ins, minorities, and working families, will be reached through "Special Efforts".

These efforts are as follows:

Elderly - The Council on Aging will be solicited to aid in bringing the information of the Section 8 Program to their clients.

Minorities - The LHA will inform other Public Agencies in the hope that they will notify those minorities they are serving about the program. As in the past, all advertisements will include the Equal Opportunity Logo.

Working Families - The LHA advertisement for applicants for the Section 8 Program includes the income limits for eligibility. This is done in hopes of encouraging the working person or persons of very low income.

Staffing Adjustments - If additional staffing is needed to handle the application taking period, part-time help will be employed, where appropriate, and as affordable.

2. COMPLETION OF APPLICATION, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES

Completion of Applications:

The LHA will designate, through advertisement, the date for the acceptance and closing of application under the program. Pre-applications will be accepted in person or by mail, and may be requested in person, by telephone, or by mail, to be mailed during the business hours of the a LHA. Selection of families position on a Waiting List shall be by lottery: i.e., at the end of the period which pre-applications are accepted, all pre-applications will be grouped as one and pulled and selected regardless of the date the pre-application is received in the LHA office.

Pre-applications will carry the same date of application, but will be numbered and put on a waiting list as they are chosen through a lottery system. All pre-applications will be reviewed for Federal Preferences and local preferences and the waiting list so marked.

Basic information will be taken at the time of pre-application. Personal interviews for detailed information and verification of income to determine eligibility under the guideline provided by HUD are scheduled per “Determination of Eligibility” further explained in this plan. “Stand -ins” will only be allowed due to extreme hardship circumstances or medical difficulty,

documentation of which may be required.

All applicants will be required to file a pre-application form containing name, address, family members and anticipated gross annual income with the appropriate preliminary verification, and any additional informational forms as may be requested by HUD or the LHA. In addition, it will be the responsibility of the applicant to furnish, in writing, any change of address information while they are on the waiting list.

Lottery selected applicants will be placed in a waiting list. The waiting list is a bound pre-numbered book, and indicates the lottery number, the bedroom size, the date of pre-application, control number of the applicant and other statistical information required by HUD. Applicants will be required to verify their application information, including “Non-Citizen Rule” requirements, any adopted Local Preference(s) verification, and other pertinent documentation at the time that they are issued a Housing Choice Voucher. This will allow the Total Tenant Payment and Tenant Rent computation(s) to be based on the most current data possible.

Information regarding the Section 8 Program and how to apply is given to all interested persons.

Determination of Eligibility

The LHA will inform the family of the eligibility criteria, including applicable income limits, and other facts, such as family size and type which may effect the family's eligibility. In addition, the family is provided general information relative to the Section 8 Program.

Applicants are told to immediately inform the LHA of change of address. Applicants are told it is their responsibility to inform, in writing, the LHA of address or other changes, and that LHA notifications returned undeliverable will cause their application to be withdrawn.

Applicants are informed of the Waiting List process and its approximate length, how the waiting list is established, and the priorities governing the issuance of Housing Choice Vouchers.

Notification of Eligibility

Upon request, each applicant will be informed of his/her control number upon making application, or within a reasonable time thereafter. Applicants of their placement on the waiting list once the Lottery is completed. Applicants will be notified of their eligibility as soon as the Authority staff has reviewed their applications and made a determination therein.

Applicants are also informed that the issuance of Vouchers are subject to several factors beyond the LHA's control (e.g., turnover rates, funding increases, decreases, and leasing schedules).

Selection of Families

The LHA shall determine eligibility of families per HUD definition of families whose annual income meets the Eligibility Limits for its area as follows:

Income limits. Eligibility is limited to a:

a. Very low-income family;

b. Low-income family continuously assisted under the public housing, Section 23, or Section 8 programs;

c. Low-income family that is a nonpurchasing tenant in certain homeownership programs;

d. Low-income or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing as defined at 24 CFR 248.101; or

e. Low-income family that meets PHA-specified criteria. (Section 8(o)(4) of the USH Act, 42 U.S.C. 1437f(o)(4); Sec. 982.201(a)(1) of the regulations.)

. Eligible families include those listed below:

1. Family - "Family" includes, but is not limited to (a) an Elderly Family or eligible Single Person as defined in this part, (b) the remaining member of a tenant family, and (c) a Displaced Person.

2. Single Person - A person who lives alone or intends to live alone, and does not qualify as elderly family or displaced person or as a remaining member of a tenant family.

Disabled, handicapped, or elderly person is defined as follows:

Disabled Person - A disabled person is defined as an individual who is under a disability as defined in Section 223 of the Social Security Act or in Section 102 (b) (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970.

1. Sectio 223 of the Social Security Act defines disability as :

a. Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to last for a continuous period of not less than 12 months; or

b. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416 (I) (1) of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.

2. Section 102(b) (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines disability as: "A disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary (of Health, Education, and Welfare) to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen, which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual."

(Note: The LHA may adopt and/or utilize procedures for determining the status of persons who claim disability but who are not recipients of benefits under the statutes cited above. It should be noted that the receipt of veteran's benefits for disability, either service-incurred or otherwise, does not automatically establish disability as defined above, and the LHA must make the determination on the basis of its evaluation of the applicant's condition.)

Handicapped Person - A handicapped person is defined as a person having a physical or mental impairment that:

a. is expected to be of long continued and indefinite duration.

b. substantially impedes his or her ability to live independently, and

c. is of such a nature that such ability could be improved by more suitable housing conditions.

Selection of Families and Priorities

As outlined in the section titled, “Completion of Application”, the LHA will establish a waiting list by lottery.

Order of Selection

From this waiting list the order of selection of applicants will be given in the following

manner.

Existing Waiting List Policy

In order to establish an orderly and fair manner in which to select applicants who were previously on the Section 8 waiting list, the LHA has adopted the following:

In cases where the LHA is taking new applications and establishing a new waiting list by lottery, the applicants on the waiting list previously established by chronological order or by lottery will be selected prior to those applicants on the waiting list established by the new lottery.

Singles

Once the lottery establishes an over-all ranking, for cases of "singles", preference will be given to families whose single member is a displaced person, or whose head, spouse or single member is an elderly or disabled person, over other single persons who are not elderly, disabled or displaced.

(All other eligible applicants will be offered a voucher in the ranking sequence established by the lottery. i.e. "Singles" ranking does not effect the position of any of the other applicants on the waiting list, and has no relationship to other applicants on the waiting list other than due to its original placement on the list and relationship to other categories of "singles")

In the Quality Housing and Work Responsibility Act of 1998, HUD has established Income Targeting, (ie. At least 75% of the annual admissions to the Section 8 Tenant Based Program in each fiscal year must be "extremely low income families".) The pha will periodically review yearly compliance with Income Targeting. When compliance with Income Targeting is not being achieved by the above established tenant selection process, the pha will select applicants for placement from within the above mentioned order of selection who fall within the needed economic target group.

Independent Group Residence

Families or individuals wishing to reside in an Independent Group Resident (example, disabled individuals in an LHA established I.G.R.). The LHA has established allocated slots to an Independent Group Residence. Vacancies will be filled as they occur by offering the unit to those individuals from the waiting list wishing to reside in the facility. Closing of the general waiting list will not preclude the taking of applications for an I.G.R.

Single Room Occupancy

Due to the assessment by the City of Newton that there is a need for Single Room Occupancy (SRO) Subsidy for certain established residences, the LHA shall adopted the policy of permitting the use of a one-bedroom voucher in a Single Room Occupancy Residence. The use of a voucher as "Single Room Occupancy" will be permitted only where the owner of the residence can establish through written permission from the local governing body, that SRO meets approval of local zoning codes or ordinances, or other special local government approval as required.

Project-based Waiting List for Single Room Occupancy

The LHA shall establish a separate waiting list for a Project-based Single Room Occupancy Program. Any eligible person may apply. Individuals on the LHA Tenant-based Section 8 Waiting List at the time of the opening of the Project-based SRO Waiting List will be given the opportunity to interview with the project-based unit owner for possible tenancy. Tenant selection will be the responsibility of the owner. Failure to be selected by the owner or refusal of the offer of interview by the applicant will not effect the applicant's position on the LHA Tenant-based Section 8 Waiting List. Those individuals not previously on the Tenant-based Waiting List who are not selected by the owner or refuse the offer of interview will be removed from the Project-based SRO Waiting List. Individuals who apply to the Project-based SRO Waiting List or who are removed from the Project-based SRO Waiting List may apply to the Tenant-based Waiting List at any time that it is open for applications.

The LHA shall maintain 6 (six) Section 8 Vouchers for a Project-based Single Room Occupancy Program at the Webster Street Residence, a residential home established for the housing and care of developmentally disabled individuals.

Section 8 Set-Aside For Homeless Families

Families properly referred to the LHA by the contracted homeless provider organization as families meeting the "immediately ready for permanent housing" qualifications, will be given preference for participation in the Section 8 Set-side For Homeless Families. Placement in this program, and issuance of vouchers will be equal to the number of rental vouchers provided under this subprogram.

Set-Aside For Victims of Domestic Violence

The NHA shall maintain a separate waiting list for a "set-aside" program for Families who are Victims of Domestic Violence.

Twenty (20) vouchers, four (4) of which are to be used as project-based vouchers at the Crescent Field Condominiums, three (3) of which are to be used as project-based vouchers at the Louis Garfield House, a transitional living facility for victims of domestic violence, and five (5) of which are to be used as project-based vouchers at the 90 Christina Street Young Parents Program, are made available as set-aside for families Victimized by Domestic Violence.

From otherwise eligible applicants, those families defined, as "Families Victimized by Domestic Abuse" shall receive preference for participation in the Section 8 Program.

Closing of the general waiting list shall not preclude the taking of applications for the Set-aside Waiting List. From the pool of eligible applicants on the set-aside waiting list, selection will be ranked in the following order:

a. Victims of Domestic Abuse who are clients of Second Step Inc., or Young Parents Program of the Newton Community Services, or any additional local community service agency created to assist victims of domestic abuse.
b. Victims of Domestic Abuse who are not clients of an agency referenced in item a.

c. Victims of Domestic Abuse who apply to Section 8 Domestic Violence Set-aside program following the adoption of the waiting list.

d. Applicants on the general Section 8 Waiting List chosen in accordance with the established tenant selection plan for that list.

Definition: Abusive Situation. An applicant is in an abusive situation if the applicant or member of the applicant household is determined by the Nha to be a victim of abuse as defined in the Abuse Prevention Act (G.L. c. 290A, 1), which abuse constitutes a significant and direct threat to life or safety. The Abuse Prevention Act defines "abuse" as the occurrence of one or more of the following acts between "family or household members": (1) attempting to cause or causing physical harm; (2) placing another in fear of imminent serious physical harm; (3) causing another to engage involuntarily in sexual relations by force, threat or duress. "Family or household members" are individuals who are related by blood or marriage, have a child together, or who now or formerly reside in the same household or dated each other.

Voucher Issuance

Vouchers will not be issued by bedroom size. Voucher will be issued to the next eligible applicant within the established tenant selection procedures and preferences. Should there be insufficient funds for the LHA to issue a Voucher of Participation to the next eligible family, the LHA may not skip that Individual to go to the next available applicant. The LHA must wait until there are sufficient funds to assist the applicant at the top of the list.

The LHA has determined that its jurisdiction is that area within the city limits of the city of Newton. The LHA has adopted a residency preference that establishes the City of Newton as a residency preference area. The residency preference shall apply to all families residing within the LHA's residency preference area. The residency preference shall also apply to families with a member who works or has been hired to work in the LHA residency preference area. The residency preference shall not be based on how long the applicant has resided in or worked in the LHA residency preference area.

Notification to Issue Voucher

When an applicant's name reaches the top of the Waiting List, they shall be so notified. The notice will include a date (within 7 days) in which the applicant must supply updated verification of income and other circumstances in order to be issued a Voucher.

Those applicants who fail to respond within the prescribed period of time shall be removed from the Waiting list, unless documented evidence is provided that the family was unable, due to health reasons, to comply with the deadline requirements. All notices returned undeliverable shall cause applicant's name to be withdrawn.

When an applicant is eligible for a Voucher, the date the Voucher is issued is logged in the Waiting List Book. The applicant shall be scheduled for a Briefing Session.

Determination of Ineligibility and/or Denial of Voucher

The LHA shall determine applicants, or other family members, ineligible who are over income, who present a conflict of interest as outlined in HUD regulations, who were past participants in the Section 8 Program or other LHA housing program, and while in the program failed to satisfy liability for unpaid rent or damages for which a PHA paid out moneys to an owner, or who misrepresented information regarding income or family composition. In addition, the LHA may consider ineligible any tenant of the LHA's other housing programs who has failed to satisfy liability to the LHA for unpaid rent or damages, or has violated family obligations under said other programs.

Other possible grounds for finding an applicant ineligible include, but are not limited to, the following:

1. Combined family income exceeds the allowable maximum yearly income for family size.

2. Past participant of any Housing Authority's Section 8 Program or Public Housing Program, who failed to satisfy liability for unpaid rent or damages in connection with that Program.

3. Head of household is under 18 years of age, and cannot demonstrate capability to fulfill obligations of Certificate of Family Participation (example: minors not emancipated);

4. Misrepresentation of income or household members or any other significant or required information on application;

5. In the event that it is found that the applicant or other family member owes back rent or charges for Housing Authority programs or units, they may be notified accordingly and allowed, at LHA discretion, to pay the outstanding amount in full. Failure to make repayment will result in the applicant being ineligible.

6. Failure to allow inspection of the dwelling unit proposed for Housing Assistance.

7. Violation of family obligations or destruction of a previously occupied unit under another housing program.

8. Illegal drug-related or violent criminal activity by any family members.

9. Eviction from a public housing program by any family member.

10. Termination from Voucher program by any family member.

11. Actual or threatened abusive or violent behavior toward housing authority personnel.

12. Violation of or failure to comply with any Family obligation under Section 8 Program, or any other public housing program, or any of the other grounds for termination or denial as set forth in 24 CFR 982.552**,** 982.553, or the Quality Housing and Work Responsibility Act of 1988.

Informal Review of PHA Decision on Application for Participation in Program

The Authority shall send an applicant written notice within 10 days of a decision denying assistance to the applicant, including denying listing on the Waiting List, issuance of a Housing Choice Voucher, or participation in the program. The notice will allow the family to request an informal review of the decision if requested in writing within seven (7) days of date or delivery.

Request must be delivered in person or by registered mail to the Authority.

The informal review will be conducted by the Executive Director, or his designee. The applicant will be given the opportunity to present written or oral objections to the decision. The Authority will respond in writing with a decision, including reasons for final decision within 30 days or other such reasonable period of time. The Authority's previously adopted Hearing Procedure is hereby incorporated herein.

The LHA procedure for Informal Review (as well as the LHA procedure for meeting with LHA regarding preference determinations and Informal Hearing Procedure) is incorporated herein by reference and shall be in accordance with 24 CFR 982.555).

Changes in Family Composition

In the event that a change of family composition occurs, after application has been filed and prior to the issuance of the Voucher, which requires a change in the number of bedrooms, the applicant will be assigned to the appropriate unit size category, or payment standard.

Subsidy (Occupancy) Standards

In general, the LHA seeks to provide the minimum commitment of housing assistance payments while avoiding overcrowding and shall be consistent with the applicable housing quality standards.

The LHA shall provide one bedroom or living/sleeping room of appropriate size for each 2 persons.

Persons of opposite sex, other than husband and wife, live-in aides, "significant others", unmarried partners, and very young children, will not be required to occupy the same bedroom or living/sleeping area.

Families may rent a larger unit than listed on the Voucher under the Voucher Program, if said unit is affordable to the family, and at initial lease-up only, a family first receiving tenant-based assistance, or a family moving with assistance to a new unit, cannot pay more than 40% of adjusted income towards gross rent should the gross rent of the unit exceed the payment standard for the family, ie. the family’s Total Family Contribution does not exceed 40% of the Monthly Adjusted Income .

Families may rent a unit with fewer number of bedrooms than stated on Voucher if the unit meets space requirements of the Housing Quality Standards, as well as any applicable state or local codes.

Each unit must contain a living/sleeping room, kitchen area, and bathroom (plus bedrooms as applicable for family size).

The LHA may grant exceptions, relative to the number of bedrooms assigned, for the following reasons:

1. Medical Need - Upon proper documentation from a medical doctor, LHA shall allow separate bedroom; for example, an occupant with serious allergy or respiratory problems for which isolation and/or extensive medical equipment is needed.

Optional

2. Handicapped Members - LHA shall allow separate bedroom for handicapped member needing adequate space or modification of lay-out and equipment; for example, an occupant who is wheelchair bound.

The LHA may allow occupancy by a foster child or a live-in aide under certain limited circumstances as determined by the LHA and not inconsistent with 24 CFR 982.551 and 24 CFR 813.102. Approval of a live-in aide may be granted only if all of the requirements of 24 CFR 813.102 are met, and if properly documented and verified to the LHA's satisfaction.

New family members may be added upon notification to, and approval of, the LHA. Said approval may be granted only after full and proper documentation and verification is submitted to the LHA, and the LHA determines that said person may be added as a family member and an occupant of the unit. This determination, may take into consideration among other things, the reasons for denial or termination of assistance set forth in this plan, as well as the necessity for any landlord written approval thereof. No occupancy shall take place until the LHA has issued its determination and approval.

The family may not be absent from the unit for a period longer than sixty (60) days. In the event that a family absence is for longer than sixty (60) days due to continuous hospitalization or temporary placement in a nursing home, the LHA may determine to allow the sixty (60) day period to be extended for an additional sixty (60) days, upon prior written notification to the LHA, and submission of appropriate documentation and verification, as requested by the LHA. No payment will be made after the approved absence period has expired. At the request of the family, a new Voucher may be issued for a sixty (60) day period, commencing with the date housing assistance payments terminate, and subject to the LHA's determination that all family obligations have been met.

If the family breaks up, the LHA shall decide which members of the assisted family

continue to receive assistance in the program. The LHA may consider, among other factors:

a) whether, because of obligations under the lease or HAP contract, the assistance should remain with the family members remaining in the original assisted unit,

b) the interest of minor children, or ill, elderly or disabled family members,

c) the presence of actual or threatened physical violence against family members by a spouse or other member of the household,

d) family members past record of fulfilling family obligations under the program,

e) the relative conduct of all the parties, and

f) Court determination under a settlement or judicial decree in a divorce or separation.

A participant family may move only once during any one year period, unless the LHA approves, in advance, an additional move upon a determination that the family has met all of its obligations under both the lease and the program, and that the family is required to move due to health, safety, or occupational requirements or special educational considerations for minor children. A family may not move during the initial year of assisted occupancy, unless the LHA is required to allow said move under 24 CFR 982.314.

If the family is a non-resident applicant at the time it first submits an application for participation in the program to the LHA, the Family shall not be allowed to lease a unit outside the LHA jurisdiction for a period of twelve months from the date on which it submits such application to the LHA subject to the prevision, however, that in the event that the LHA enters into an agreement with an LHA from another jurisdiction the Family may lease a unit outside the initial LHA's jurisdiction under portability procedures.

Voucher Payment Standard

The LHA shall use as it's voucher payment standard 110% of the most recently revised FMR , or the HUD-approved community-wide exception rent for each unit size within its jurisdiction, as published by HUD and adopted by the Newton Housing Authority.

For portability, the authority will use 110% of the Hud published FMR for the community in which the unit is rented.

3. BRIEFINGS AND VOUCHERS

a) Upon selection, families will be scheduled for a briefing covering such areas as general program information, family allowances and rent calculations, apartment search, responsibilities of both owner and applicant, discrimination, information on mobility, and housing quality standards.

During this detailed briefing, Voucher holders will be provided with information on all aspects of the program, so that upon receipt of a Voucher, the family will be better prepared to obtain adequate housing.

b) Lease negotiations, family obligations, requirements and responsibilities will be addressed in the briefing sessions.

Voucher Holders will receive information on Equal Opportunity and Fair Housing Laws. This will be provided by hand-out material and discussion. Procedures to be taken when discrimination is encountered will be discussed during these sessions.

c) The necessity of finding a dwelling unit within the sixty (60) day period will be stressed. Recipients will be asked to maintain a record of their housing searches, with comments as to why particular units were not selected. Families will be asked to contact their Program Representative at least one week before the expiration of the sixty-day finding period. At that time, the Program Representative will review with the family the efforts it has made to find a suitable dwelling unit and the problems it has encountered.

If the family's failure to find a suitable unit is not due to the lack of diligence on the family's part, a 30day extension may be provided. Additional 30 day extensions may be provided subsequently, if additional diligent effort is demonstrated. Additional assistance will be provided, upon request, in individual counseling sessions with emphasis on overcoming the problems, which have been encountered. Extensions of Vouchers will be granted only upon the family's request for an extension prior to expiration of the Voucher, and upon documentation, satisfactory to the LHA, that the family has made diligent effort. If the family needs and requests an extension or extensions of term as a reasonable accommodation, to make the program accessible to a family member who is a person with disabilities, the pha will extend the voucher term up to a term reasonably required for that purpose.

d) General assistance to families during the period between issuance of the Voucher and the execution of the lease and contract would include maintaining listings of available rentals provided by the landlords, and availability of Program Representatives for personal or telephone

conferences to clarify any questions that may have developed since issuance of the voucher. Where possible and effective, additional assistance will be provided to large families and minorities.

Families will be asked to notify their Program Representative immediately if they encounter discrimination. The family will be advised how to file a discrimination complaint with the appropriate agency.

e) The LHA may allow suspension of the expiration date of a Voucher for a period not exceeding thirty (30) days under certain limited circumstances as determined by the LHA, in cases where, through no fault of the family, the Request for Tenancy Approval was not approved by an LHA in a timely manner or due to the landlord's failure to comply with Housing Quality Standards. In order for suspension to be allowed, the family must notify the initial LHA prior to expiration of the Voucher, and must provide satisfactory documentation of the reasons for the delay. Said suspension shall not exceed the number of days between the date of submission of the Request for Tenancy Approval but, in any event, said suspension shall be for not more than thirty (30) days after the maximum one hundred twenty (120) days allowed for the retention of a /Voucher.

Briefing Packet Material

The materials required pursuant to 24 CFR 982.301 will be included in the briefing packet, together with any other materials which the LHA deems necessary, appropriate, or helpful.

4. HOUSING QUALITY STANDARDS AND INSPECTION

a. The LHA will utilize the acceptability criteria as contained in the Program Regulations and is using a HUD approved modified version of the HUD 52580 Inspection Form.

b. In addition to the Housing Quality Standards, applicable state and local codes will also be observed and utilized.

c. All Request for Tenancy Approval Forms will be submitted to the Program Administrator or Supervisor, who will accordingly request that the Inspector will schedule the inspection of the unit within 15 days of receipt of proper certifications and availability for inspection. (The unit in question has passed the State Sanitary Codes, proper certifications and inspections for Lead Based Paint have been performed, and proper arrangement with any present occupant has been made by Owner, so that the Inspector may gain access to the unit.) All inspections and findings shall be followed by a repair report and determination on rent.

The Housing Inspector has been trained by the Authority to perform the necessary

inspections utilizing the HUD Housing Quality Standards. In addition, the local Board of Health will provide technical assistance as needed to determine the acceptability of any units under Chapter II of the State Sanitary Code.

After completing the inspection, a copy of the Repair Report will be sent to the property owner and the participant, and one (1) copy will be retained in the participant's file. This form shall serve to indicate repairs, which must be completed prior to the execution of a Contract and Lease.

Inspections shall be repeated immediately after the required date to ensure compliance, and recorded on the HUD 52580 or HUD approved modified version.

The LHA shall make the final determination of compliance with the HUD Housing Quality Standards and state and local codes. In any disagreement relating solely to LHA interpretation of state and local codes, the LHA may elect to request an opinion from the local Board of Health as to proper interpretation of state and local codes, although any final decision shall be made by the LHA.

Lead Based Paint

The LHA will adhere to HUD's Housing Quality Standards, and the requirements of the Mass. General Laws relative to lead based paint.

5. LEASE AND FAMILY OBLIGATIONS

Tenancy Approval and Housing Assistance Payments Contract Execution

If the LHA determines that all applicable program requirements have been met with respect to the "Request for Tenancy Approval", the LHA will notify the owner and the applicant, compute the share of the Tenant Rent payable by the family, complete the HAP Contract, prepare the Lease Agreement (if landlord is using a LHA supplied lease) and the Addendum to the Lease, if applicable (that is, if owner is supplying his or her own lease).

If the LHA determines that the lease cannot be approved for any reason, including the condition of the unit, the LHA notifies the owner and/or family (1) of the reasons that the lease or proposed dwelling unit were disapproved and (2) that if the conditions requiring disapproval are corrected by the owner, another Request for Tenancy Approval may be submitted by the owner and family on or before a specified date, determined reasonable by the LHA. The family's Voucher shall be kept active pending completion of repairs as long as this is a reasonable time frame. The LHA may approve the subsequent Request for Tenancy Approval if the conditions have been corrected satisfactorily within said reasonable time. Approval of the Lease Addendum

and Housing Assistance Payments Contract is also based on Rent Reasonableness determination by the LHA.

The LHA shall, in its sole discretion, determine what period constitutes a reasonable time, and may elect to consider, and weigh appropriately, such factors as the nature, extent, cost, and difficulty of the work required, the weather and seasonal conditions, the availability of materials, the diligence and initiative of the family and the owner, the amenities or special considerations of the unit, and such other factors as the LHA deems necessary, reasonable, or appropriate.

The LHA shall comply with 24 CFR 982.305 and 24 CFR 982.306 in granting approval to lease a unit and in determining disapproval of an owner. In addition to said regulations, the LHA may, in its sole discretion and based on its determination of all the facts and the circumstances, deny approval to lease a unit from the owner if:

1) The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 1437f);

2) The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;

3) The owner has engaged in drug-trafficking, the owner has engaged in any drug-related criminal activity or any violent criminal activity;

4) The owner has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that: (i) Threatens the right to peaceful enjoyment of the premises by other residents; (ii) Threatens the health or safety of other residents, of employees of the PHA, or of owner employees or other persons engaged in management of the housing; (iii) Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises; or (iv) Is drug-related criminal activity or violent criminal activity;

5) The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program;

6) The owner has a history or practice of renting units that fail to meet State or local housing codes; or

7) The owner has not paid State or local real estate taxes, fines or assessments.

For purposes of this section, "owner" includes a principal or other interested party, regardless of the form of ownership, and shall include, but not be limited to, sole ownerships, partnerships, limited partnerships, corporations, trusts, fee simples, joint-tenancies, tenancies in common, or managing agents who have control over the operation of the property.

In the event that the Owner utilizes his own form of lease, the Owner will comply with all provisions stated in the Housing Assistance Payments Contract, Section 8 Tenant-Based Assistance Housing Choice Voucher Program.

The LHA may review said lease and determine whether said lease complies with all Section 8 program requirements. If said lease does not comply, then the LHA may disapprove said lease unless it is determined by the LHA that said lease does not contain any prohibited lease provisions and that all required lease provisions mandated under the program may be properly and adequately incorporated in said lease through the use of the LHA's standard lease addendum. The LHA may also decline to approve any lease that the LHA determines does not comply with any state or local law or ordinance.

The LHA will provide, in each family's briefing packet, a statement of the LHA policy on providing information to owners. The LHA policy requires that the LHA will give the same types of information to all families and all owners. The LHA will provide the owner with the following information upon the owner's request:

a) The family's current address (as shown in LHA records);

b) The name and address (if known to the LHA) of the landlord at the family's current and prior address;

Evictions

If at any time during the tenancy, the landlord has a reason to want to evict the tenant, he may do so, in accordance with the provisions of the Contract and the Lease as well as all applicable local and State law, and program regulations.

Security Deposit

The Owner may collect a security deposit from the tenant, according to, and in compliance with, the Massachusetts General Laws. (Refer to Mass. General Laws Chapter 186, and related chapters and sections.)

The Owner may not collect a security deposit in excess of the amount allowed under Massachusetts' law, or in excess of private market practice, or in an amount which exceeds the security deposit charged by the Owner to unassisted tenants.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the family.

Owner Refunds to the Family

If a family vacates its unit, the owner, subject to State and Local law, may use the Security Deposit as reimbursement for any unpaid family contribution or other amounts owed under the lease. If no such amounts are owed, or if the amounts owed are less than the amount of the Security Deposit, the owner must refund the full amount, or the unused balance to the family, including any interest required to be paid on such deposits by state and local law. The owner must also comply with state law regarding deductions, interest, itemizations, refunds, and notifications which relate to the family's security deposit.

Grounds for Denial or Termination of Assistance

The grounds for denial of assistance to an applicant, or for denial or termination of assistance to a participant, because of action or inaction by the applicant or participant are as follows:

1. The LHA may deny any applicant admission to participation in the program, may deny issuance of another Voucher to a participant who wants to move to another dwelling unit and may decline to enter into a Contract, or to approve a Lease, where requested by a participant, in the following cases:

a. If the applicant or participant currently owes rent or other amounts to the LHA or to another LHA in connection with the Section 8 Program or any other housing program.

b. If the applicant (or a previous participant in the Section 8 program or other housing program), or participant has not reimbursed the LHA or another LHA for any amounts paid to an Owner under a Contract for rent or other amounts owed by the Family under the Lease (see CFR 882.112) (d)), or for a vacated unit (see CFR 882.105 (b)).

c. If the applicant or participant has committed any fraud in connection with any housing assistance program.

d. If the applicant or participant has violated any Family Obligation under the Section 8 Program or any other housing program.

e. If the applicant or participant has breached an agreement with an LHA.

f. If the applicant or participant has made misrepresentations on an application or rectification including, but not limited to, misrepresentation of income or household members.

g. Failure to allow inspection of the dwelling unit.

h. Destruction or damage to the dwelling unit or creating and maintaining a significant health and safety hazard in or about the unit.

i. Violation of, or failure to comply with, any family obligation under the Section 8 program or any other public housing program.

j. Violaton or failure to comply with any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.

k) Violation of family obligations or destruction of a previously occupied unit under another housing program.

l) Drug-related or violent criminal activity by any family member.

m) Eviction from a public housing program by any family member in the last five years.

n) Termination from a Certificate/Voucher program by any family member.

o) Actual or threatened abusive or violent behavior toward housing authority personnel.

p) Failure of or refusal to sign and submit consent forms for obtaining information in accordance with 24 CFR part 760, and 24 CFR part 813, as well as evidence of citizenship or eligible immigration status pursuant to 24 CFR 812, and any other information (including but not limited to social security numbers) which the LHA is authorized to, or not prohibited from, requesting or obtaining.

q) Failure to report immediately to the LHA any changes in income, family composition, or status.

The LHA shall at its sole discretion, determine which circumstances to consider, and the weight given to each circumstance, in deciding whether to deny or terminate assistance. Such circumstances may include, but are not limited to, the seriousness of the case, the extent of participation or culpability of individual family members, the effects of denial or termination of

assistance on other family members who were not involved in the action or failure, the effect on the program, the prospect of continuing violations, difficulty of preventing or discovering continued violations, past record of violations of a similar nature, and any other previous program violations, lease violations, or complaints.

The LHA may, at its sole discretion, allow a family, that owes any money to the LHA, to repay said amounts in full and to continue receiving assistance under the program. The LHA may take into account any circumstance or factor relating to the total amount owed, the length of time owed, the degree, extent or severity of the circumstance which gave rise to the amount owed, the family's cooperation in reporting or assisting the LHA in discovering the amount owed, the number of times the family has owed any amount to an LHA, and the family's willingness to cooperate in the future. If the LHA elects to allow said repayment, the LHA may, at any time, deny or terminate assistance for failure to make said payment or for breach of any such agreement which is a condition for continued assistance under the program.

Procedures for Informal Hearings for Participants

Refer to Exhibit A attached hereto and made a part of hereof for the full text of the Hearing Procedure adopted by the Housing Authority, pursuant to HUD regulatory requirements. See also CFR 982.555.

6. EQUAL OPPORTUNITY HOUSING

The LHA will abide by Equal Opportunity Housing requirements in the administration of the Section 8 program.

Advertising and outreach will be provided as outlined in previous sections of this Administrative Plan. Special outreach will be made to groups less likely to apply such as those expected to reside by sending notices of waiting list openings to major employers within the community.

Action will also be taken to encourage participation by owners of units outside of areas of low-income or minority concentration by sending informational brochures to various local real estate agencies and social service agencies as well as the local council of churches and Chamber of Commerce.

A briefing session will be scheduled for property owners explaining the program and equal opportunity requirements. Informational handouts and equal opportunity brochures will be made available.

The LHA will apprise participant families of applicable Federal, State, and local laws

relative to Fair Housing, and the Form HUD 903 will be provided and explained to all Voucher Holders in the briefing packet.

The LHA will make available for reference or handout lists indicating general neighborhood locations and descriptions, community organizations, churches, and shopping areas.

The LHA is accustomed to, and will continue, counseling individual families desiring to move. Although the listings of available apartments are generally very limited, the Authority will attempt to maintain and expand such listings whenever possible. Voucher holders will also be given the names of owners or Brokers who have apartments available.

Racial and family characteristics data, as required by HUD regulations, will be maintained for all applicants and participants.

All Voucher holders will be briefed relative to the Program. The briefing will consist of information relative to Family and Owner responsibilities under the lease and contract, how to find a unit, how to approach and work with Owners, requirements of State Sanitary Code and HUD Housing Quality Standards, applicable Federal, State, and local laws and regulations, Federal and State Fair Housing laws, and other information relative to program requirements and methods and procedures which will facilitate participation in the Program.

A portion of the briefing also covers actions and procedures to be taken and assistance available to families who believe they have encountered discrimination during their housing search. Families will be advised of their rights, given assistance in this regard and referred to appropriate agencies for further action.

Any applicant or participant who believes that they are the victim of illegal discrimination, or that discrimination has prevented the family from leasing a suitable unit will be scheduled for a private meeting or conference with LHA staff to discuss the problem and strategy for appropriate action. Where necessary or appropriate, the applicant/participant will be directed to contact HUD or MCAD and will be assisted by the LHA in making this contact. The LHA may also explain to the applicant/participant their rights under federal and state law and provide the applicant/participant with a housing discrimination complaint form, such as form HUD 903 and/or 903A or the appropriate replacement form.

The LHA will make reasonable accommodations, as required by law, for handicapped/disabled persons to promote the objective of providing equal access to, and opportunity for participation in, the Section 8 Program for handicapped/disabled persons.

The Authority will issue and administer Section 8 Vouchers in accordance with the rules and regulations promulgated by HUD.

The selection of families, issuance of Section 8 Vouchers, briefing of families, voucher and rent payments, approval of units, execution of HAP Contracts, re-examination of family income and composition, denial and termination of assistance, and all other administrative procedures required by HUD will be adhered to in the implementation and on-going administration of the Program.

THIRD PARTY VERIFICATION POLICY

The Authority will comply with the HUD requirements to obtain written verification of Applicant/Participant information from independent sources. Should the Authority not receive a written reply within sixty (60) days prior to Applicant Voucher Issuance Date / Participant Rectification Date, the Authority will proceed with third party verification supplied by the Applicant/Participant, and the Authority will place a "Notice of Non-Respnse to the LHA Third Party Verification Request" in the Applicant/Participant file. (sample attached to policy)

TREATMENT OF INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS

The Pha must not reduce the annual income of a family residing in public housing or reduce the contribution toward rent of a family receiving Section 8 tenant-based assistance because of a reduction in the family's welfare assistance specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement. A reduction in welfare assistance is not to be treated as failure to participate in an economic self-sufficiency program or to satisfy a work activities requirement if the reduction results from:

(1) The expiration of a lifetime limit on receiving benefits;

(2) When a family has sought but cannot find employment; or

(3) The family has complied with welfare program requirements but loses welfare because of a durational time limit such as a cap on welfare benefits for a period of no more than two years in a five-year period.

(b) Verification. When a family requests a rent reduction based on a reduction in family income from welfare, the Authority must obtain written verification from the welfare agency of the basis for the reduction. If the reduction is specifically the result of the family's failure to participate in an economic self-sufficiency program or comply with work activities requirements or fraud by the family, the responsible entity must not reduce the family's rent.

(c) Notification to families. The Authority must notify families who are adversely affected by the requirements of this section that they have the right to review through the PHA's grievance procedure (for public housing) without paying a deposit in escrow, or through use of the informal

hearing procedure under 24 CFR 982.555(a)(i) (for Section 8 tenant-based certificate and voucher programs).

DEFINITIONS

Adjusted Income - Annual Income less:

A) $480.00 for each dependent;

B) $400.00 for any Elderly Family;

C) The sum of the following to the extent the sum exceeds 3% of annual income:

1.unreimbursed medical expenses of an elderly family or disabled family; and

2.unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with a disability, to the extent necessary to enable any member of the family (including the member with a disability) to be employed

D) Child Care Expenses.

E) The amount of any earned income of a family member other than the head or spouse, who is not 18 years of age or older

Child Care Expenses - Amounts anticipated to be paid by the family for the care of children under 12 years of age or younger during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or further his or her education. The amount deducted will reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted will not exceed the amount of the income received for such employment.

Dependent - A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a disabled person or handicapped person, or a full-time student.

Elderly Family - A family whose head or spouse (or sole person) is a person who is a Elderly, Disabled, or Handicapped Person. It may include two or more Elderly, Disabled or Handicapped Persons living together, or one or more such persons living with one or more live-in aides.

Elderly Person - A person who is at least 62 years of age.

Eviction - The dispossession of a Family from its leased dwelling unit as a result of the termination of its tenancy, including a termination prior to the end of a term or at the end of a term.

Family - Family includes but is not limited to (a) an elderly family or single person as defined in this part, (b) the remaining member of a tenant family, and (c) a displaced person.

Full-time Student - A person who is carrying subject load that is considered full-time for a day student under the standards and practices of the educational institution attended. An educational institution includes vocational training, as well as an institution offer a college degree.

Live-in Aide - A person who resides with an Elderly, Disabled or Handicapped person or persons and who (a) is determined by the PHA to be essential to the care and well-being of the person(s); (b) is not obligated for support of the person(s); and (c) would no be living in the unit except to provide necessary supportive services.

Lower Income Family - A family whose annual income does not exceed 80% of the median income of the area.

Medical Expenses - Those medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance.

Monthly Income - One twelfth of Annual Income.

Net Family Assets - Value of equity in real property, savings, stocks, bonds, and other forms of capital investment , excluding equity accounts in HUD ownership programs. The value of necessary items of personal property such as furniture and automobiles will be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund will be counted when determining Annual Income.) In determining Net Family Assets, the Authority will include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

Single Person - A person who lives alone or intends to live alone, and who does not qualify as an elderly family or displaced person or as the remaining member of a tenant Family.

Tenant Rent - the amount payable monthly by the family as rent to the Owner.

Total Tenant Payment - Is the highest of the following amounts, rounded off to the nearest dollar:

1) 30% of adjusted monthly income :

2) 10% of monthly income:

3) the welfare rent (applicable in those states with "as paid" welfare programs):

4) or, Minimum Rent

Utility Allowance - If the cost of utilities (except utilities) and other housing services for an assisted unit is not included in the Tenant Rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by the Authority of HUD, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy conservation household of modest circumstances
consistent with the requirements of a safe, sanitary and healthful living environment.

Utility Reimbursement - The amount, if any, by which the Utility Allowance for a unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit. (Negative Rent)

Very-Low-Income Family - A Lower-Income family whose Annual Income does not exceed fifty percent (50%) of the median income for the area.

Welfare Assistance - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local government.

Extremely Low Income Family – A lower income family whose annual income does not exceed thirty percent (30%) of median income for the area.

Section 8 Tenant-Based Minimum Rent. The PHA has established a minimum rent of $50.00
(A family may request in writing a hardship exemption)

Section 8 Project-Based Minimum Rent. The PHA has established a minimum rent of $50.00
(A family may request in writing a hardship exemption)

OVER FAIR MARKET RENT TENANCY OPTION (OFTO)

Section Removed Due To The Fact That The New Housing Choice Voucher Program Eliminates

It Completely

Newton Housing Authority Project-Based Policy

In accordance with Section 232 of the fiscal year 2001 Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act, the Newton Housing Authority (NHA) is providing this statement to establish its Section 8 Project-based Voucher Program and the assignment and use of said vouchers.

It is the desire of the NHA to promote, through this program, the creation and establishment of affordable housing in the community.

The NHA wishes to utilize the availability of the Project-based Vouchers to assist developers and owners in making otherwise private market units available to the affordability market. These units may include new construction, rehabilitation and existing housing.

It has been the experience of the NHA that developers are better able to secure funds for the development or rehabilitation of property, if they are able to demonstrate to the lending or granting institution that the subsidy is firmly committed to the property. Tenant-based subsidy has the ability to be removed by action of the tenant, and therefore, is of more risk.

Likewise, the NHA wishes to establish secure relationships with owners who have existing units. We believe that the use of Project-based Vouchers will help in keeping apartments affordable for a longer period of time than will the use of Tenant-based assistance. The stability offered by the use of Project-based Vouchers helps to maintain a longer relationship with the owner regardless of the number of moves done by tenants.

The NHA will make available for use through the Project-based Voucher Program, a percentage of Tenant-based Vouchers, a percentage not to exceed 20% of its Tenant-based ACCs (88 slots). The actual percentage will be determined from time to time by a review of the program needs and approval by the NHA Board of Commissioners. The number of available slots will be clearly indicated in the NHA rfp literature and Advertisement.

In addition to working for the goal of the creation and establishment of affordable units, the NHA recognizes the potential use of Project-based Vouchers with Community-based programs as established in the City of Newton Fiscal Years 2001 – 2005 Consolidated Strategy and Plan. The plan clearly identifies the need of program affiliated housing for members of several groups including Victims of Domestic Violence, Elderly, and Disabled. The City of Newton Plan also establishes the use of Single Room Occupancy for programs where agencies are caring for

special needs clients, such as in group homes for the developmentally disabled.

In an effort to meet these goals, the NHA will from time to time establish policy and procedures, including establishment of waiting lists and tenant selection criteria, as part of its PHA Plan.

The NHA will continue to utilize its present Project-Based Application, which will promote the ranking of applications, which involve new construction and rehabilitation. However, since Section 232 clearly promotes the expansion of housing opportunities, NHA will award Project-based Vouchers based on the total number of units, style of housing, and the meeting of PHA plan goals, when application from all three categories (new construction, rehabilitation, and existing housing) are received. The NHA will amend its present advertisement with language that will address the addition of the new category of existing housing.

Issuance of Tenant-based Vouchers due to Project-based Tenant move-out

The family choice requirement of Section 232 has 2 components, a “mobility “ component, and a “continued assistance” component.

Families occupying Project-based units have the right to move after 12 months with a Tenant-based Section 8 Voucher or equivalent housing assistance. If no voucher is available when the family receiving Project-based assistance moves, the NHA must give the family priority to receive the next available Tenant-based voucher. The Project-based voucher remains with the site, assuring continuity of residency for the development

With respect to HUD’s request that the Pha provide that all new project-based assistance agreements be for units in census tracks with poverty rates of less than 20%, it should be noted that the Authority recognizes that there are no areas of poverty or minority concentration within the community.

EXPANDING HOUSING OPPORTUNITY POLICY

In accordance with Hud Regulation, the Newton Housing Authority adopts the following as its Expanding Housing Opportunity Policy.

Although, the Authority recognizes that there are no areas of poverty or minority concentration within the community, the Authority will continue to encourage prospective tenants (voucher-holders) to seek housing outside of areas of low-income or minority concentrations, whether seeking housing in Newton or other communities. The Authority will continue to encourage owners within the community to participate in the subsidy program.

Through the resources provided by the local Planning Department, the Authority will continue to monitor the community for the above referenced concentrations.

The Authority will continue to provide information on the community through its Briefing Package, information that reflects the needs established by Hud Regulations, and the NHA Listing Policies.

FLAT RENT DETERMINATION AND SCHEDULE

Flat Rent for the 1 bedroom (and 4 – 2bedroom) apartments managed by the Newton Housing Authority will be determined annually by a pha market survey, and the dollar amount of the Flat rent made available to the public and tenants. Tenants who choose Flat Rent will be reviewed annually as with the other tenants within their development.

The Newton Housing Authority will offer Choice of rent in public housing. The amount payable monthly by the family as rent to the PHA is the rent selected annually by the family from the options offered under the PHA's rent policies. The options must include: (1) Flat rent. A flat rent is the amount of tenant rent based on the market value of the unit, as determined by the PHA. The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient. A PHA must take reasonable steps to determine market value, and generally should use a comparability study. The comparability study would analyze relevant factors for the community in which the unit is located, including unassisted rents for housing of similar age, location, condition, amenities, design and size. The PHA must maintain records regarding the calculation and establishment of flat rents; and (2) Income-based rent.

Market Survey Analysis

The market analysis completed by the Pha to document our request for Exception Rents and with the Reasonable Rent Methodology for the Section 8 Program, also serves as our market analysis for developing the Flat Rents for our 1 and 2 bedroom units in the Federal Projects.

In preparation for 2003 the 2002 data revealed the following:

> **Average Rent for a Low-Rise 1 Bedroom Apartment without Electricity or Electric Cooking supplied is $1520.00, with Cooking and Electricity provided (from our Utility Charts) the Flat Rent is $1480.00.**
>
> **Average Rent for a Low-Rise 2 Bedroom Apartment without Electricity or Electric Cooking supplied is $2000.00, with Cooking and Electricity provided (from our Utility Charts) the Flat Rent is $1945.00.**

NEWTON HOUSING AUTHORITY
82 LINCOLN STREET
NEWTON HIGHLANDS, MASSACHUSETTS 02461

PET POLICY

NEWTON HOUSING AUTHORITY

The following rules have been established by the Board of Commissioners of the Newton Housing Authority (hereinafter called NHA) to govern the keeping of pets by residents in housing which by Federal or State regulations are now allowed to keep common household pets, provided all conditions outlined below are met by the resident.

Common household pets as defined by the Board of Commissioners shall mean cats, dogs, birds and. fish in an aquarium. No gerbils, hamsters, other rodents, snakes, reptiles, lizards, alligators, rabbits, stray or visitors/guests pets will be allowed.

A. Application for Pet Permit

Prior to housing any pet on the premises, the resident must apply to the NHA for a pet permit which shall be accompanied by the following:

1. A current license issued by the appropriate authority, as applicable. Existing tenants must furnish the NHA with this License within five (5) business days of NHA approval of pet permit.

2. Evidence that the pet has been spayed or neutered, as applicable.

3. Evidence that the pet has received current rabies, and distemper inoculations or booster, as applicable.

4. Evidence that the resident pet owner has a minimum of one hundred-thousand dollars ($100,000.00) general combined, single limit liability insurance (property damage, bodily injury) coverage.

B. Rules and Regulations

All residents with a pet that has been permitted to be kept, shall comply with the following rules:

1. Permitted pets are domesticated dogs, cats, birds and fish aquariums. No gerbils, hamsters, snakes, reptiles, lizards, alligators, rabbits other rodents or visitor pets will be allowed. No guest pets will be allowed.

2. Only one dog or cat per household will be permitted. The weight of the dog or cat may not exceed twenty (20) pounds.

   These limitations do not apply to seeing-eye dogs which may exceed these requirements.

3. Only two (2) small caged birds per household will be permitted, i.e., canary, parakeet, finches, etc. Birds must be confined to a cage at all times. No birds of prey or other dangerous species may be kept.

4. Only one fish aquarium will be permitted per household, no larger than twenty (20) gallons and. must be sealed against leaks.

5. All dogs must be licensed yearly with the City of Newton and pet owners must show proof of annual rabies and distemper booster inoculations for both dogs and cats.

6. Vicious and/or intimidating dogs will not be allowed in any dwelling unit or on the property.

7. All dogs and cats must be spayed or neutered.

8. No pet may be kept in violation of state humane or health laws or local ordinances.

9. Dogs and cats shall remain inside the resident's unit. No animals shall be permitted to be loose in hallways, lobby areas, laundromats, community rooms, yards or other common areas of the facility. No animals shall be tied up on the outside, or left unattended. No dog houses, animal runs, etc. will be permitted.

10. When taken outside the unit, dogs and cats must be kept on a leash, controlled by an <u>adult</u>.

11. Birds must be confined to a cage at all times.

12. Residents shall not permit their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms "disturb, interfere and diminish" shall include but not be limited to barking, howling, chirping, biting, scratching, and other like activities.

13. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor become unsightly or unsanitary.

14. Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a plastic bag and then placed in the dumpster or rubbish barrel at your development. Disposal of animal waste will not be permitted in the common resident trash compactor if your development should have one. Attempting to flush pet droppings and/or litter in your toilet will result in an automatic minimum charge of fifty dollars ($50.00) for toilet stoppage should one occur.

15. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.

16. Resident pet owners shall be required to restrict all pet urination or pet droppings from trees, shrubs, gardens, grass areas, common walk areas, etc.

17. Resident pet owner is solely responsible for payment of extermination services for fleas and other related infestations, if in opinion of the Authority said condition originates as a result of resident harboring said pet.

18. If pets are left unattended for a period of twenty-four (24) hours or more, the NHA may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Massachusetts State law and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances. Tenant is responsible for all costs incurred in enforcing this provision.

19. Residents shall not alter their unit, patio or unit area in order to create an enclosure for any pet.

20. Residents are responsible for any damages caused by their pets, including the cost of cleaning of carpets and/or fumigation of units.

21. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without written permission of the NHA.

22. Pet deposits in the amount of three hundred dollars ($300.00) must be paid before the pet will be allowed on the Housing Authority perimeters**.** Deposits will be held in an escrow account so long as the pet remains on the property and will be refunded thirty (30) days after the end of the month in which tenant provides documented evidence of the removal of the pet.

23. All resident pet owners are required to provide evidence of liability insurance in which the NHA is listed as an additional insured. That policy shall provide each pet owner with one hundred thousand dollars ($100,000.00) general combined, single limit liability (property damage--bodily injury) coverage.

24. Residents must identity an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. This identification of an alternate custodian must occur prior to the Housing Authority issuing a pet registration permit.

25. Residents are prohibited from "pet sitting" someone else's pet within their unit on the premises.

26. In the event that any pet becomes ill or dies in an apartment owned or managed by NHA or on NHA property, it will be the responsibility of the resident to remove and/or dispose of said pet through means prescribed by local or state regulations. Dead pets may not be disposed of by placing them in containers owned or leased by the NHA. No burial will be allowed on NHA property.

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

D. Should any breach of the rules set forth in paragraph B occur the tenant shall be considered in violation of the Pet Policy and Lease Agreement. Residents who violate these rules are subject to being required to get rid of the pet within five (5) days of notice by the Newton Housing Authority. Failure to do so may result in eviction.

NEWTON HOUSING AUTHORITY

PET PERMIT

I hereby make my application for written permission to keep the following pet in my dwelling unit as a resident of the Newton Housing Authority.

1. Type of Animal _____

2. Description of dog or cat
   Color _____
   Breed _____
   Age _____
   Weight_____
   Height _____
   Gender_____
   Name _____
   Tag No. _____

3. Vaccination - dates of dog or cat

Rabies Booster _____
Distemper _____

PROOF MUST BE PRESENTED AS PART OF THIS APPLICATION

Date dog or cat was spayed or neutered _____

PROOF MUST BE PRESENTED AS PART OF THIS APPLICATION

5. Proof of insurance is attached to this application

Yes _____ No_____

6. My alternate pet custodian is:

Name _____

Address _____

Home Phone _____ Work Phone _____

I have read and fully understand the rules and regulations regarding the privileges of keeping a pet and agree to abide by these rules and regulations, as the same may be amended from time to time.

I hereby agree that the terms and provisions of the Pet Policy promulgated by the Newton Housing Authority, a copy of which is attached hereto and the receipt of which is hereby acknowledged are hereby incorporated by reference into my lease agreement with the Newton Housing Authority dated _____ **,** as it may be extended from time to time, and I further acknowledge and agree that any breach by me of any of the terms and provisions of the aforesaid Pet Policy shall constitute a breach of the aforesaid lease agreement and may constitute grounds for eviction.

Resident Signature: _____

Date: _____

Staff Member Signature: _____

Date:_____

Pet Custodian Signature: _____

Date: _____

NHA TENANT ADVISORY BOARD

36-1	36-2	36-3	36-4
Ms. Rita Kassinger 21 Parker Street, #16 Newton Centre, MA 02459 President of 36-1 Resident Organization	Mary Panaggio 108A JFK Circle Newton, MA 02458 President of 36-2 Resident Organization	Hazel Brock 676C Watertown Street Newtonville, MA 02460 President of 36-3 Resident Organization Mayoral Appointment To NHA Board of Commissioners	Mary Williams 425C Auburn Street Auburndale, MA 02466 President of 36-4 Resident Organization

Ms. Evelyn Garcia
31 Murray Road
West Newton, MA
02465
Section 8 Tenant Representative

NHA BOARD OF COMMISSIONERS TENANT MEMBER

Hazel Brock
676C watertown Street
Newtonville, MA
02460
President of 36-3 Resident Organization
Mayoral Appointment to NHA Board of Commissioners
Term : Term Expired 02/16/04

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

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

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
MA036-001-004	PHA Wide	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
MA036-002-004 Bathroom Renovations; Architectural/Engineering Costs and Fees, and PHA Related Costs	**279,005.00**	**2003**
Total estimated cost over next 3 years (2002-2004)	**900,000.00**	

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

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

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
MA036-001-004	PHA Wide	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
MA036-002-004 Bathroom Renovations, Architectural/Engineering Costs and Fees, and PHA related Costs	**293,012.00**	**2003**
Total estimated cost over next 2 years (2003-2004)	**600,000.00**	

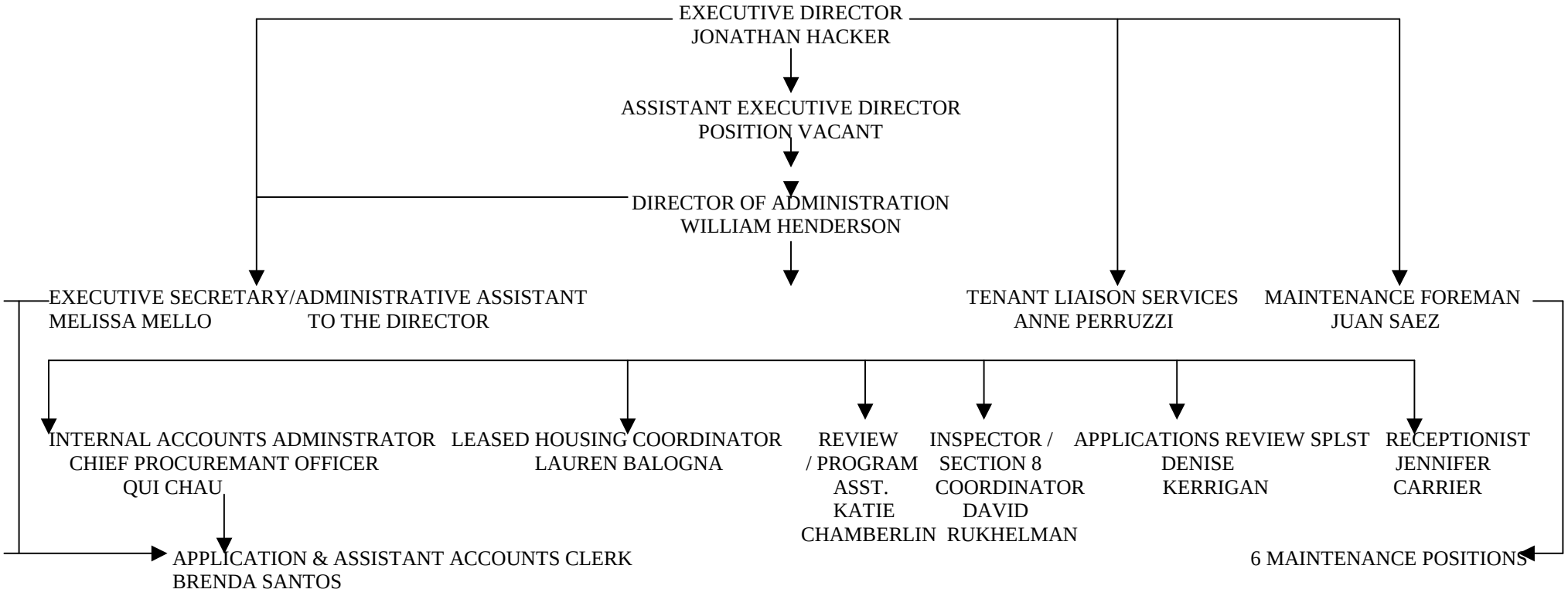
Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
MA036-001-004	PHA Wide	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
MA036-002-004 Bathroom Renovations, Architectural/Engineering Costs and Fees, and PHA related Costs	**293,012.00**	**2004**
Total estimated cost over next 1 years (2004)	**300,000.00**	

NEWTON HOUSING AUTHORITY ORGANIZATIONAL CHART



ASSISTANT TO THE TENANT LIASON SERVICES – POSITION VACANT

10/04

NEWTON HOUSING AUTHORITY 2003 PHA PLAN
STATEMENT OF PROGRESS OF GOALS AND OBJECTIVES

The Newton Housing Authority has achieved a number of the goals and objectives indicated in the 5 year plan submitted for 2000. Of those indicated in the plan, the following is a list of goals or objectives that were completed or are part of our ongoing efforts.

Completed:

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:

Leverage private or other public funds to create additional housing opportunities
Acquire or build units or developments

The Pha used local linkage funds and other funding sources in assisting the development of affordable units for 1st time home-buyers and 4 section 8 project-based condominiums for victims of domestic violence

Completed & part of our ongoing effort:

Leverage private or other public funds to create additional housing opportunities
Pha has used local linkage funds to assist with start-up of 202 application by a local non-profit
We expect the community to continue to use our expertise and advise during the development process

Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

Increase voucher payments standards

Conduct outreach efforts to potential voucher landlords

Pha will review on a yearly basis the viability of site-based waiting lists

Increase customer satisfaction:

Renovate or modernize public housing units (bathrooms)

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

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

The Pha will continue with its efforts to enter into cooperative ventures and programs with local agencies such as West Suburban Elder Services, to provide supportive and extended care services to its senior population. The Pha will continue with its effort with local government agencies and civic agencies to secure and develop housing opportunities

.

NHA POLICY FOR THE REVIEW AND ADOPTION OF SUBSTANTIAL DEVIATIONS AND SIGNIFICANT AMENDMENTS TO THE FEDERAL PHA PLAN

FOR PURPOSES OF THIS CLARIFICATION THE AUTHORITY WILL VIEW VARIOUS POLICIES IN A NUMBER OF CATEGORIES.

THESE CATEGORIES ARE AS FOLLOWS:

AGENCY WIDE POLICIES – THESE ARE POLICIES ADOPTED BY THE NEWTON HOUSING AUTHORITY FOR THE PURPOSE OF ADMINISTERING AND MANAGING ITS PROGRAMS. THESE ARE GENERALLY POLICIES THAT ARE NON-SPECIFIC TO A PARTICULAR FEDERAL PROGRAM BUT DEAL WITH WHOLE PRACTICES SUCH AS ACCOUNTING PRACTICES, INVENTORY PRACTICES, LISTINGS PRACTICES, AFFIRMATIVE ACTION PRACTICES, AND OTHER AGENCY WIDE PERSPECTIVES.

STATE POLICIES – THESE ARE POLICIES REQUIRED BY THE COMMONWEALTH OF MASSACHUSETS THAT ARE SPECIFIC TO THE STATE SPONSORED HOUSING PROGRAMS ADMINISTERED BY THE PHA.

FEDERAL POLICIES – THESE ARE POLICIES REQUIRED BY HUD FOR THE ADMINISTRATION OF THEIR PROGRAMS.

FOR THOSE INTERIM CHANGES TO FEDERAL POLICIES AND FEDERAL PHA PLANS, THE AUTHORITY WILL UTILIZE THE RESIDENT ADVISORY BOARD FOR REVIEW AND RECOMMENDATION, AND PHA BOARD OF COMMISSIONERS FOR APPROVAL, WITH THE EXCEPTION OF THOSE ALTERATIONS THAT CHANGE THE GOALS AND OBJECTIVES AS OUTLINED IN THE MOST CURRENT PHA PLAN.

THE AUTHORITY WILL CONSIDER A SIGNIFICANT AMMENDMENT OR A SUBSTANTIAL DEVIATION TO BE ANY CHANGE TO THE ESTABLISHED GOALS AND OBJECTIVES AS OUTLINED ANNUALLY BY THE PHA PLAN.

IT IS THE BELIEF OF THE AUTHORITY THAT THE ANNUAL REVIEW AS REQUIRED BY THE HUD REGULATIONS 24CFR903.17, WILL SATISFY ALL NEEDS FOR REVIEW AND COMMENT BY THE GREATER PUBLIC.

NHA BOARD OF COMMISSIONERS - RESIDENT MEMBER POLICY

As required by 24 CFR 964, the Newton Housing Authority adopts the following policy for the selection of Resident Membership of the PHA Governing Board.

As required by Chapter 121B of the General Laws of the Commonwealth of Massachusetts, four (4) of the five (5) members of the PHA Board of Commissioners are appointed by the Mayor of the City of Newton. One (1) of these appointments is to be a resident of the local PHA's programs. Prior to choosing the candidate, the Mayor is to receive up to three (3) recommendations made by the local PHA.

In order for the Newton Housing Authority to be in compliance with 24 CFR 964, the authority will make recommendations for the Resident Member of the Board of Commissioners from Residents in Federally funded programs.

Should the authority find no interested candidates in its Federally funded programs, and has received no inquiries of interest from Residents in its Federally funded programs, then the authority will make recommendations of Residents from its State funded programs.

Should, at a future date, HUD allow Resident Membership to the Governing Body by any PHA resident, regardless of program, the authority will make recommendations of Residents from its total Resident body.

1/16/02

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 1: Summary

PHA Name: NEWTON HOUSING AUTHORITY	Grant Type and Number: Comprehensive Improvement Assistance Program (CIAP) MA06-PO36-911-99 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1999

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 06/30/2002 ☐ 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				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	$ 45,000	$ 40,006.87		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	33,508	21,701.83	$ 20,354.33	$ 20,354.33
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	195,000	211,799.30	195,244.50	195,244.50
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	30,000	30,000.00	30,000.00	30,000.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

PHA Name: NEWTON HOUSING AUTHORITY	Grant Type and Number: Comprehensive Improvement Assistance Program (CIAP) MA06-PO36-911-99 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1999

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 06/30/2002 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines…..)	$ 303,508	$303,508.00	$ 245,598.83	$ 245,598.83
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	$ 125,000	$125,000.00	125,000.00	125,000.00
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: **NEWTON HOUSING AUTHORITY**	**Grant Type and Number: Comprehensive Improvement Assistance Program – MA06-PO36-911-99** Capital Fund Program Grant No: Replacement Housing Factor Grant No:	**Federal FY of Grant:** 1999

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MA-036-001	Renovations to Bathrooms		1460			$ 70,000		$ 70,244.50	In Progress
	Provide Storage Shed for Power Equipment & Gasoline		1470			7,500		7,500.00	Completed
MA-036-002	Provide Storage Shed for Power Equipment & Gasoline		1470			7,500		7,500.00	Completed
MA-036-003	Provide Storage Shed for Power Equipment & Gasoline		1470			7,500		7,500.00	Completed
	Provide one-1 Bedroom Handicapped Accessible Unit (Bal. Of Work from 1997 CIAP)		1460			125,000		125,000.00	Completed
MA-036-004	Provide Storage Shed for Power Equipment & Gasoline		1470			7,500		7,500.00	Completed
MA-036-001; 002; 003 & 004	Architectural Fees and Costs		1430			33,508		20,354.33	In Progress
	Administrative		1410			45,000		0	In Progress
	TOTAL					$ 303,508		$ 245,598.83	

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

PHA Name: **NEWTON HOUSING AUTHORITY**	**Grant Type and Number: Comprehensive Improvement Assistance Program – MA06-PO36-911-99** Capital Fund Program Grant No: Replacement Housing Factor Grant No:	**Federal FY of Grant:** 1999

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work

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

PHA Name: **Newton Housing Authority**	**Grant Type and Number: CIAP – MA06-P036-911-99** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant: 1999**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA 036-001, -002,							
-003, -004	09/30/2001			09/30/2002			

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name : Newton Housing Authority				☐**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2001 PHA FY:	Work Statement for Year 3 FFY Grant: 2002 PHA FY:	Work Statement for Year 4 FFY Grant: 2003 PHA FY:	Work Statement for Year 5 FFY Grant: 2004 PHA FY:
MA036-001-004	Annual Statement	Bathrooms Renovation	Emergency Upgrade of Fire Alarm Systems	Bathrooms Renovation	Bathrooms Renovation
Total CFP Funds (Est.)		$288,335.00	$288,335.00	$288,335.00	$288,035.00
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year :_____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		

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 1: Summary

PHA Name: NEWTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Capital Fund Program Grant No: MA06P03650100 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: 06/30/2002 ☐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				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	$ 28,000.00		$ 28,000.00	$ 28,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00		24,142.78	24,142.78
8	1440 Site Acquisition				
9	1450 Site Improvement	55,335.00			
10	1460 Dwelling Structures	90,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	80,000.00		1,800.00	1,800.00
13	1475 Nondwelling Equipment	5,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

PHA Name: NEWTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Capital Fund Program Grant No: MA06P03650100 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: 06/30/2002 ☐Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines…..)	$288,335.00		$ 53,942.78	$ 53,942.78
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	$95,000.00		$ 25,942.78	$ 25,942.78
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: NEWTON HOUSING AUTHORITY		**Grant Type and Number: Capital Fund Program** Capital Fund Program Grant No: MA06P03650100 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
MA036-001; -002; -003 & -004	Administrative Fees & Costs		1410			$ 28,000.00		$ 28,000.00	In Progress
MA036-001; -002; -003 & -004	Architectual / Engineering Fees & Costs		1430			30,000.00		24,142.78	In Progress
MA036-002	Site Improvement – Underground Oil Tank Removal		1450			55,335.00			
MA036-004	Structures Dwelling – Replacement Windows		1450			90,000.00			
MA036-003	Non-Dwelling Structures – Community Room, Laundry and Kitchen – Handicapped Acessibility – Door Opener		1470			80,000.00		1,800.00	In Progress
MA036-002 & -003	2 Washers / 2 Dryers, Stove & Refrigerator, Handicapped Door Opener		1475 & 1470			5,000.00			

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

PHA Name: NEWTON HOUSING AUTHORITY		**Grant Type and Number: Capital Fund Program** Capital Fund Program Grant No: MA06P03650100 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

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

PHA Name: Newton Housing Authority	**Grant Type and Number** Capital Fund Program No: MA06PO3650100 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	
MA 036-001, -002,							
-003, -004	12/31/2002			12/31/2003			

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name : NEWTON HOUSING AUTHORITY				☐**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: 2002 PHA FY:	Work Statement for Year 4 FFY Grant: 2003 PHA FY:	Work Statement for Year 5 FFY Grant: 2004 PHA FY:
Ma036-001-004	Annual Statement		Emergency Upgrade of Fire Alarm Systems	Bathrooms Renovation	Bathrooms Renovation
Total CFP Funds (Est.)			$ 293,012.00	$ 293,012.00	$ 293,012.00
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year :_____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		

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 1: Summary

PHA Name: NEWTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06P03650101 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: June 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	$ 28,800.00		$28,800.00	$ 28,800.00
3	1408 Management Improvements Soft Costs	23,000.00		23,000.00	23,000.00
	Management Improvements Hard Costs				
4	1410 Administration	33,477.00		33,477.00	33,477.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	182,735.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

PHA Name: NEWTON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: **MA06P03650101** 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: June 30, 2002** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines…..)	$ 293,012.00		$ 85,277.00	$ 85,277.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: **NEWTON HOUSING AUTHORITY**	**Grant Type and Number** Capital Fund Program Grant No: **MA06P03650101** 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
MA036-001-004	Operations		1406			$ 28,800.00		$ 28,800.00	
	Computer Equipment / Tech. Support		1408			23,000.00		23,000.00	
	Administration		1410			33,477.00		33,477.00	
MA036-001-004	Bathroom Renovations		1460			182,735.00		0	In Progress
MA036-001-004	Architectural/Engineering Fees & Costs		1430			25,000.00		0	In Progress

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

PHA Name: **Newton Housing Authority**	**Grant Type and Number** Capital Fund Program No: MA06PO3650101 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	
MA 036-001,-002,-003 & - 004	06/30/2003			06/30/2004			

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name				☐**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: 2002 PHA FY:	Work Statement for Year 4 FFY Grant: 2003 PHA FY:	Work Statement for Year 5 FFY Grant: 2004 PHA FY:
	Annual Statement		Emergency Upgrade of Fire Alarm Systems	Bathrooms Renovations	Bathrooms Renovations
Total CFP Funds (Est.)			$ 293,012.00	$ 293,012.00	$ 293,012.00
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year :_____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		

Newton Housing Authority Project-Based Voucher Program Statement

It is the desire of the NHA to promote, through this program, the creation and establishment of affordable housing in the community.

The NHA wishes to utilize the availability of the Project-based Vouchers to assist developers and owners in making otherwise private market units available to the affordability market. These units may include new construction, rehabilitation and existing housing.

It has been the experience of the NHA that developers are better able to secure funds for the development or rehabilitation of property, if they are able to demonstrate to the lending or granting institution that the subsidy is firmly committed to the property. Tenant-based subsidy has the ability to be removed by action of the tenant, and therefore, is of more risk.

Likewise, the NHA wishes to establish secure relationships with owners who have existing units. We believe that the use of Project-based Vouchers will help in keeping apartments affordable for a longer period of time than will the use of Tenant-based assistance. The stability offered by the use of Project-based Vouchers helps to maintain a longer relationship with the owner regardless of the number of moves done by tenants.

The NHA will make available for use through the Project-based Voucher Program, a percentage of Tenant-based Vouchers, a percentage not to exceed 20% of its Tenant-based ACCs (88 slots). The actual percentage will be determined from time to time by a review of the program needs and approval by the NHA Board of Commissioners. The number of available slots will be clearly indicated in the NHA rfp literature and Advertisement.

In addition to working for the goal of the creation and establishment of affordable units, the NHA recognizes the potential use of Project-based Vouchers with Community-based programs as established in the City of Newton Fiscal Years 2001 – 2005 Consolidated Strategy and Plan. The plan clearly identifies the need of program affiliated housing for members of several groups including Victims of Domestic Violence, Elderly, and Disabled. The City of Newton Plan also establishes the use of Single Room Occupancy for programs where agencies are caring for special needs clients, such as in group homes for the developmentally disabled.

In an effort to meet these goals, the NHA will from time to time establish policy and procedures, including establishment of waiting lists and tenant selection criteria, as part of its PHA Plan.

The NHA will continue to utilize its present Project-Based Application, which will promote the ranking of applications, which involve new construction and rehabilitation. However, since Section 232 clearly promotes the expansion of housing opportunities, NHA will award Project-based Vouchers based on the total number of units, style of housing, and the meeting of PHA plan goals, when application from all three categories (new construction, rehabilitation, and existing housing) are received. The NHA will amend its present advertisement with language that will address the addition of the new category of existing housing.

With respect to HUD's request that the Pha provide that all new project-based assistance agreements be for units in census tracks with poverty rates of less than 20%, it should be noted that the Authority recognizes that there are no areas of poverty or minority concentration within the community.

The Authority has reviewed the City of Newton Consolidated Plan. Review of this plan and our waiting lists has revealed a number of needs, which we are attempting, to address in the Annual Plan for Fiscal year 2002.

We felt that it was important to maintain the purpose and direction that the Authority had developed in assisting the elderly and disabled of both the local and greater community. We also felt that it was necessary to try and assist these identified needs by maintaining the "singles" preference portion of our Section 8 Administrative plan. We believe that this is in keeping with the City's identified needs for the Elderly and those with Special Needs.

In it's needs studies, the City of Newton has identified families who are victims of domestic violence as one of the multi-bedroom groups in the community who need housing support. The Authority has already started to address some of these needs through its state sponsored housing programs, and partnership with private-public development.

In conjunction with the private–public development and through the Section 8 Project–based program, the Authority is developing programs targeted to this specific need. In a community, which is a high rent, largely built-out community, we believe we can be creative through these various approaches. We have come to recognize that without additional programming such as this, most new Voucher-holders will need to seek rental housing outside the City.

The NHA has continues to support housing for Victims of Domestic Violence through its Section 8 Project-based Program. In 2002 the Authority requested that HUD grant an increase of the Project-Based Victims of Domestic Violence Set-aside Program from 15 to 20 slots to accommodate the HUD approved Can-Do, Inc. 90 Christina Street Project. The developer has asked that the AHAP be signed now that all final permitting has been accomplished.

At present the "set-aside" program for Families who are Victims of Domestic Violence is made up of the following program parts.

Twenty (20) vouchers, four (4) of which are to be used as project-based vouchers at the Crescent Field Condominiums, three (3) of which are to be used as project-based vouchers at the Louis Garfield House, a transitional living facility for victims of domestic violence, and five (5) of which are to be used as project-based vouchers at the 90 Christina Street Young Parents Program, are made available as set-aside for families Victimized by Domestic Violence.

The LHA shall establish a separate waiting list for a Project-based Single Room Occupancy Program. Any eligible person may apply. Individuals on the LHA Tenant-based Section 8 Waiting List at the time of the opening of the Project-based SRO Waiting List will be given the

opportunity to interview with the project-based unit owner for possible tenancy. Tenant selection will be the responsibility of the owner. Failure to be selected by the owner or refusal of the offer of interview by the applicant will not effect the applicant's position on the LHA Tenant-based Section 8 Waiting List. Those individuals not previously on the Tenant-based Waiting List who are not selected by the owner or refuse the offer of interview will be removed from the Project-based SRO Waiting List. Individuals who apply to the Project-based SRO Waiting List or who are removed from the Project-based SRO Waiting List may apply to the Tenant-based Waiting List at any time that it is open for applications.

The LHA shall maintain 6 (six) Section 8 Vouchers for a Project-based Single Room Occupancy Program at the Webster Street Residence, a residential home established for the housing and care of developmentally disabled individuals.

Since the City of Newton has no census tracks where there are any concentrations of poverty or minorities over 20%, the Pha has adopted the following in its Section 8 Administrative Policy as its Expanding Housing Opportunity Policy. It should be noted that although we use city-wide placement, we have adopted a policy to address both rentals within the City and in other communities.

"Although the Authority recognizes that there are no areas of poverty or minority concentration within the community, the Authority will continue to encourage prospective tenants (voucher-holders) to seek housing outside of areas of low-income or minority concentrations, whether seeking housing in Newton or other communities. The Authority will continue to encourage owners within the community to participate in the subsidy program."

Through the resources provided by the local Planning Department, the Authority will continue to monitor the community for the above referenced concentrations.