

March 14, 2003 Submission to HUD

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007

Annual Plan for Fiscal Year 2003

MA044v04

**Beverly Housing Authority
Year 4 Agency Plan**

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

PHA Plan Agency Identification

PHA Name: Beverly Housing Authority

PHA Number: MA044

PHA Fiscal Year Beginning: (mm/yyyy) 04/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

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

B. Goals

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

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

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

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: *
(list; e.g., public housing finance; voucher unit inspections)

*** *Improve the timeliness of obligations and expenditures of CFP Funds***

 - Renovate or modernize public housing units: ***through CFP Grant funds***
 - 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: *through briefings*
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards:*
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

** During the Years 1-3 Plans, the BHA increased its Section 8 voucher payment standard to 110% of FMR and will maintain this 110% standard during the Year 4 Plan in order to increase housing choices throughout the community.*

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: ** See Note Below.*
- 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)

Seek out relationships with social service providers who can assist Section 8 households in the community.

** The BHA is exempt from the 12/22/00 Final Rule to Deconcentrate Poverty and Promote Integration in Public Housing as it operates only one general occupancy, family public housing development (MA 44-2).*

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: ** See Note Below.*
- 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 BHA implemented a flat rent structure in Years 1-3. The BHA will maintain this flat rent structure in Year 4.*

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2003

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

* *The BHA is both a High Performing (PHAS Score of 90) and Small Agency (< 250 Public Housing Units).*

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 Beverly Housing Authority is committed to providing housing to those in financial need while, at the same time, functioning as an effective and positive member of the larger community. The Beverly Housing Authority seeks to accomplish these goals by:

- 1. Ensuring high quality management of the Housing Authority;*
- 2. Maintaining and improving the BHA's housing resources;*
- 3. Coordinating its public safety efforts with the larger community;*
- 4. Developing strategies to deconcentrate poverty within the City of Beverly;*
- 5. Providing greater opportunity for the working poor, elderly and disabled to access affordable housing;*
- 6. Evaluating and promoting the financial independence of residents through rent policies, welfare-to-work initiatives and home ownership opportunities.*

Throughout the next year, the Beverly Housing Authority, through its annual planning process, will reassess all of its policies and procedures in order to support and implement these initiatives.

Over the five year period, the Beverly Housing Authority will seek to implement policies and procedures in support of each of the specified objectives.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	7
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	36
9. Designation of Housing	37
10. Conversions of Public Housing	39
11. Homeownership	41
12. Community Service Programs	43
13. Crime and Safety	47
14. Pets (Inactive for January 1 PHAs)	49
15. Civil Rights Certifications (included with PHA Plan Certifications)	50
16. Audit	51
17. Asset Management	52
18. Other Information	53
Other Attachments Submitted Electronically with Plan	
Attachment 1: FY 2003 Capital Fund Program Annual Statement (“MA044d01”)	
Attachment 2: FY 2002 Capital Fund Program Performance and Evaluation Report (“MA044d02”)	
Attachment 3: FY 2001 Capital Fund Program Performance and Evaluation Report (“MA044d03”)	
Attachment 4: FY 2000 Capital Fund Program <u>Final</u> Performance and Evaluation Report (“MA044d04”)	
Attachment 5: FY 1999 Capital Fund Program <u>Final</u> Performance and Evaluation Report (“MA044d05”)	
Attachment 6: Year 3 Agency Plan Progress Report (“MA044d06”)	
Attachment 7: Names and Addresses of Year 4 RAB Members (“MA044d07”)	
Attachment 8: BHA Follow-Up Plan on Safety under the Resident PHAS Indicator (“MA044d08”)	
Attachment 9: RAB and Public Hearing Comments on Year 3 Plan (“MA044d09”)	
Attachment 10: BHA Table of Organization Chart (“MA044d10”)	
Attachment 11: Statement on “Small PHA” Exception to Resident Membership on the Board of Commissioners (“MA044d11”).	

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*
** The BHA is exempt from the 12/22/00 Final Rule to Deconcentrate Poverty and Promote Integration in Public Housing as it operates only one general occupancy, family public housing development (MA 44-2).*
- FY 2003 Capital Fund Program Annual Statement (**Attached as Electronic File Attachment "MA044d01"**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)**
*** The BHA is not troubled nor at risk of being designated troubled.*
- Year 3 Agency Plan Progress Report (**Attached as Electronic File Attachment "MA044d06"**)
- List of Names, Addresses of Resident Advisory Board (RAB) Members (**Attached as Electronic File Attachment "MA044d07"**)
- The **BHA Response to Safety under the PHAS Resident Indicator** is attached as Electronic File Attachment "MA044d08")

Optional Attachments:

- PHA Management Organizational Chart (**Attached as Electronic File Attachment "MA044d10"**)
- FY 2003 Capital Fund Program 5 Year Action Plan* (***submitted as part of Year 2 FY 2001 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)*
*** Comments are included as Electronic File Attachment "MA044d09".**
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
√	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
√	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
√	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 Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
√	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
√	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
√	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A BHA Exempt	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
√	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

√	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
√	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
√	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
√	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
√	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
√	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
√	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
√	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
In-Process	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
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
√	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
√	BHA's Pet Policies	Annual Plan: Pets
√	2000 Census Information and 2002 Beverly Profile prepared by MISER.	Annual Plan: Statement of Housing Needs
√	Voluntary Conversion/Required Initial Assessment for MA 44-2 (Hilltop and Memorial).	Annual Plan: Conversions of Public Housing
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall Number	Affordability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	2,543 households*	5	5	5	5	5	3
Income >30% but <=50% of AMI	1,468 households*	4	5	3	4	4	3
Income >50% but <80% of AMI	3,163 households*	3	4	3	3	4	2
Elderly (0-80% AMI)	2,195 households**	2	2	3	3	2	2
<u>Families with Disabilities</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>
On SSI	580 households** *	5	5	5	5	5	4
Below Poverty	647 individuals** *	5	5	5	5	5	4
<u>By Race/Ethnicity (0-80% AMI)</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>
White	6,776 households*	3	4	3	3	4	2
Black	115 households*	3	4	3	3	4	2
Asian	37 households*	3	4	3	3	4	2
Pacific Island	14 households*	3	4	3	3	4	2
Hispanic	299 households*	3	4	3	3	4	2
Other	112 households*	3	4	3	3	4	2

* For families and race/ethnicity, the % of AMI has been determined using Beverly's average household size of approximately 2.5 persons per household. The # of households falling within each AMI category has been determined by the total number falling within the closest census reported income ranges that approximate the actual AMI ranges.

** For the elderly, the 1 person AMI standard has been used in the census age groupings of 65 years plus.

*** For persons with disabilities, census data is difficult to interpret; therefore, two categories are reported: (1) Households reporting SSI as income; and (2) Individuals (ages 21 and above) with disabilities living below the poverty level. It is assumed that the majority of individuals ages 5-20 living below the poverty level are reported in the households "On SSI" category; however there is probably significant duplication between these two categories reported and they should be interpreted separately.

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

U.S. Census data: **Census 2000 Summary File 3**



Other sources: (list and indicate year of information)

November 2, 2002 Beverly Profile prepared by the Massachusetts Institute of Social and Economic Research (MISER)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (1 Bedroom Wait List--2003)			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	66	100%	11 (9% of 118 units)
Extremely low income <=30% AMI	63	95%	
Very low income (>30% but <=50% AMI)	3	5%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	14	21%	
Families with Disabilities	52	79%	
Race/ethnicity			
White	55	83%	
Black	3	5%	
Asian/Pacific Is.	1	2%	
Hispanic	7	10%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	66	100%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing (2 and 3 Bedroom Wait List--2003)

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	86	100%	7 (14% of 50 units)
Extremely low income <=30% AMI	80	93%	
Very low income (>30% but <=50% AMI)	5	6%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	76	88%	
Elderly families	0	0%	
Families with Disabilities	10	12%	
Race/ethnicity			
White	34	40%	
Black	17	19%	
Hispanic	34	40%	
Indian	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
2BR	66	77%	
3BR	20	23%	

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

If yes:

How long has it been closed (# of months)? **approximately 1 year**

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 (**2003**)
 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	1,659	100%	26 (2%)
Extremely low income <=30% AMI	283	17%	
Very low income (>30% but <=50% AMI)	48	3%	
Low income (>50% but <80% AMI)	1,328	80%	
Families with children	1,135	69%	
Elderly families	56	3%	
Families with Disabilities	468	28%	
Race/ethnicity			
White	788	47%	
Black	362	22%	
Asian/Pacific Is.	42	3%	
American Indian	51	3%	
Hispanic	416	25%	

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

If yes:

How long has it been closed (# of months)? **approximately 2 years**

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

- 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)

During the Year 4 Plan, the BHA will undertake an analysis as to whether the designation of public housing for the elderly/disabled is feasible at its MA 44-1 Garden City Towers development.

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)

- (a) During the Year 4 Plan, the BHA will undertake an analysis as to whether the designation of public housing for the elderly/disabled is feasible at its MA 44-1 Garden City Towers development.**
- (b) During the Year 4 Plan, the BHA may convert 3-2BR DHCD-assisted DMH-MRVP “at-risk” units into six (6) Section 8 “SRO” units.**

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)

Promote mobility

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	220,245	
b) Public Housing Capital Fund	258,857	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,762,853	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	N/A
i) HOME	N/A	N/A
Other Federal Grants (list below)	N/A	N/A
2. Prior Year Federal Grants (unobligated funds only)	258,857	Completion of FY 2002 CFP.
3. Public Housing Dwelling Rental Income	500,000	Public Housing Operations.
4. Other income (list below) Income from Interest and Washers and Dryers	8,560	Public Housing Operations.
5. Non-federal sources (list below)		N/A
Total resources	4,009,372	See Above.

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.

New BHA Public Housing Policies and Procedures (Admissions and Continued Occupancy, Tenant Selection and Assignment) were adopted and implemented as part of the Year 2 FY 2001 Plan and may be revised, as necessary, during Year 4 to conform with HUD-required changes and BHA initiatives.

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number) ***Within 20***
- 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 (***CORI***)
- Rental history
- Housekeeping
- Other (describe)

Personal references

- 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) ***By bedroom size***

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?

None

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) (list below)

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

Resident Handbooks

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

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

(6) Deconcentration and Income Mixing*

*** The BHA is exempt from the 12/22/00 Final Rule to Deconcentrate Poverty and Promote Integration in Public Housing as it operates only one general occupancy, family public housing development (MA 44-2).**

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

B. Section 8

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

The New BHA Section 8 Administrative Plan and related policies and procedures, including Project-Basing, were adopted and implemented during the Year 2 FY 2001 Plan and may be revised, as necessary, during Year 4 to conform with HUD-required changes and BHA initiatives.

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

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

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

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

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

- Criminal or drug-related activity
 Other (describe below)

That applicants have been screened and found eligible under existing Section 8 requirements.

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below)

(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:

As requested.

(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)

The BHA has adopted changes under the Special Admissions section of its Section 8 Administrative Plan covering the following two (2) situations:

(a) A family residing in a DHCD subsidized Department of Mental Health unit losing its voucher due to loss of funding through state budget constraints; and

(b) A family holding a DHCD Alternative Housing Voucher which will expire due to loss of funding through state budget constraints

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

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

Other preferences (select all that apply)

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

4. 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)

During the Year 2 FY 2001 Plan, the BHA adopted a Section 8 Project-Based Assistance Program linked into its Mainstream Program.

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

- Through published notices
- Other (list below)

Public notices

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 (**\$50.00**)

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:

In the Year 1-3 Plans, an employment income exclusion from rent determination was in effect for tenants 62 years of age or older. For the Year 4 FY 2003 Plan, this exclusion, currently up to a maximum of \$135.00 per week, will continue. This income exclusion is limited and is based on 20 hours per week at the state minimum wage, currently \$6.75 per hour.

- 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)

Phased income disregard program.

e. Ceiling rents

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

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

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

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

Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

An analysis of current private and subsidized rents in the market (Section 8 FMRs, Rentals for other Assisted but non-public housing units); Interviews with City Planning Departments Staff; Interviews with BHA Staff regarding at what rent levels existing tenants opt to move-out. The general conclusion is that Beverly is a community with rental choices generally above FMR. In order to retain and attract higher income residents (30-50% of AMI), while adequately ensuring the fiscal stability of the BHA and the need to fund future maintenance and modernization efforts, the BHA believes that the flat rent structure needs to address this reality. Given all these considerations, the BHA adopted and implemented a flat rent structure in the Years 1 through Year 3 Plans and this flat rent structure will continue unchanged for the Year 4 FY 2003 Plan.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually (**110% Standard will continue for Year 4 FY 2003 Plan**)
- 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 (**\$50.00**)

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)

As a small PHA with under 250 units of federal conventional public housing, the BHA is not required to complete this section.

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. **The BHA's Table of Organization is provided as a Electronic Attachment MA044d10**

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 (MA 44-1, 2)	168	18 (11%)
Section 8 Housing Choice Vouchers	260	5 (2%)
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers Project-Based Section 8	58	1 (2%)
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)*

*** All of the BHA's Public Housing and Section 8 Policies and Procedures are on display and available for review including all 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.**

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 (**The FFY 2003 CFP Annual Statement is attached as Electronic File "MA044d01"**)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

*** During the Year 4 FFY 2003 Plan, the BHA will undertake an analysis as to whether the designation of public housing for the elderly/disabled is feasible at its MA 44-1 Garden City Towers development. Dependent upon this analysis, the BHA may decide to apply for designation following HUD’s rules and regulations. If it decides to apply for designated housing, the BHA will amend its Agency Plan and reconvene the Resident Advisory Board as required.**

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description [See 10 (B)]

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

Component 10 (B) Voluntary Conversion Initial Assessments

- a) How many of the PHA’s developments are subject to the Required Initial Assessments? **One—MA 44-2 (Hilltop and Memorial)**
- b) How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **One—MA 44-1 (Garden City Towers)**
- c) How many Assessments were conducted for the PHA’s covered developments? **One--An initial assessment has been conducted for MA 44-2 (Hilltop and Memorial). This initial assessment relied on existing data including an analysis of prorated capital fund and operating costs as compared to the Section 8 voucher cost. The analysis was prepared using the June 22, 2001 HUD Final Rule (66 FR 4476) on Voluntary Conversions-Required Initial Assessments. Refinements to this assessment will be conducted as HUD issues further guidance and clarification. This assessment was provided as part of the Year 3 FY 2002 Agency Plan and is on display and available for review.**
- d) Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None**

Development Name	Number of Units
Not Applicable	Not Applicable

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

As a small PHA with under 250 units of federal conventional public housing, the BHA is not required to complete this section in its entirety; however, the relevant components of this section have been completed.

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.)

C. Welfare Benefit Reductions

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

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

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

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

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.

As a small PHA, the BHA is not required to complete this section. However, the BHA is required to respond to the PHAS Safety Sub-Score under the Resident PHAS Indicator and therefore is submitting an Electronic File Attachment (“MA044d08”) as its Follow-Up Plan to the PHAS “Safety” issue. It is important to note that during Years 1 through 3, the BHA improved security at the MA44-1 Garden City Towers Elderly/Disabled complex by installing lighting, security cameras, a door pass/key system, and lock changes as well as other security improvements. Other safety issues and ideas for improvement have been discussed with the RAB during the Year 4 FY 2003 Agency Plan Review Process and were incorporated into the Plan as appropriate.

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2002 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 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The BHA Pet Policies were provided as part of the Year 2 Plan and are on display and available for public review.

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)]

As a small PHA with under 250 units of federal conventional public housing, the BHA is not required to complete this section.

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 **Electronic File Attachment “MA044d09”**
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:

 Other: (list below)

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

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

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

* **The BHA has one Resident Commissioner who is appointed by the Mayor. The Resident Commissioner’s Name is Dorothy List, 22 Federal Street, Unit #308, Beverly, MA 01915. Ms. List was first appointed on 5/22/94 and her current term expires on 6/28/03. Ms. List currently serves as the Treasurer of the BHA.**

* **Under the 10/21/99 issued 24 CFR Part 964 regarding Resident Membership on the Board of Commissioners, the BHA is eligible for the “small PHA” exception and has attached a statement regarding its fulfillment of the qualifying conditions for this exception as an electronic file attachment to this plan (Electronic File “MA044d11”).**

3. Description of Resident Election Process

Four Members of the Board of Commissioners for the BHA are appointed by the Mayor, and one Member of the Board of Commissioners is appointed by the State. One Member of the Board of Commissioners, appointed by the Mayor, is a resident of the BHA.

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

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

The Commissioner who is a resident of the BHA is appointed by the Mayor.

b. Eligible candidates: (select one)

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

The Commissioner who is a resident of the BHA is appointed by the Mayor.

c. Eligible voters: (select all that apply)

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

The Commissioner who is a resident of the BHA is appointed by the Mayor.

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

For Consolidated Planning purposes, the City of Beverly is a member of the North Shore HOME Consortium. The City of Peabody is the lead City for this Consortium.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s. *
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

** The Consolidated Plan was one of several documents utilized by the BHA in addressing needs and in developing its 5 Year and Annual Plan.*

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

D. Other Information Required by HUD

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

Attachments Submitted Electronically with Plan

- Attachment 1:** *FY 2003 Capital Fund Program Annual Statement (“MA044d01”)*
- Attachment 2:** *FY 2002 Capital Fund Program Performance and Evaluation Report (“MA044d02”)*
- Attachment 3:** *FY 2001 Capital Fund Program Performance and Evaluation Report (“MA044d03”)*
- Attachment 4:** *FY 2000 Capital Fund Program Final Performance and Evaluation Report (“MA044d04”)*
- Attachment 5:** *FY 1999 Capital Fund Program Final Performance and Evaluation Report (“MA044d05”)*
- Attachment 6:** *Year 3 Agency Plan Progress Report (“MA044d06”)*
- Attachment 7:** *Names and Addresses of Year 4 RAB Members (“MA044d07”)*
- Attachment 8:** *BHA Follow-Up Plan on Safety under the Resident PHAS Indicator (“MA044d08”)*
- Attachment 9:** *RAB and Public Hearing Comments on Year 3 Plan (“MA044d09”)*
- Attachment 10:** *BHA Table of Organization Chart (“MA044d10”)*
- Attachment 11:** *Statement on “Small PHA” Exception to Resident Membership on the Board of Commissioners (“MA044d11”)*

Certifications Submitted in Hard Copy form

- Certification 1:** *PHA Plan Certification and Board Resolution*
- Certification 2:** *Consolidated Plan Certification*
- Certification 3:** *HUD-50070 Drug-Free Workplace Certification*
- Certification 4:** *SF-LLL Disclosure of Lobbying Activities Certification*
- Certification 5:** *HUD-50071 Certification of Payments to Influence Federal Transactions*

Beverly Housing Authority PHA Plans

Attachment 1 (MA044d01)

The BHA's Capital Fund Program Annual Statement for 2003 is attached.

Annual Statement/Performance and Evaluation Report

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

PHA Name: Beverly, MA Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06-P044-501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	27,287.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	13,400.00	0.00	0.00	0.00
	Management Improvements Hard Costs	.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	11,008.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	82,182.00	0.00	0.00	0.00
10	1460 Dwelling Structures	125,000.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	258,877.00	0.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Attachment 2 (MA044d02)

FY 2002 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

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

PHA Name Beverly, MA Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06-P044-501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:

Performance and Evaluation Report for Period Ending: 9/30/2002 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	0.00		0.00	0.00
2	1406 Operations	27,287.00		0.00	0.00
3	1408 Management Improvements Soft Costs	13,400.00		0.00	0.00
	Management Improvements Hard Costs	41,174.00		0.00	0.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	11,008.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	0.00		0.00	0.00
10	1460 Dwelling Structures	90,000.00		0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00		0.00	0.00
12	1470 Non-dwelling Structures	76,008.00		0.00	0.00
13	1475 Non-dwelling Equipment	0.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	0.00		0.00	0.00
		258,877.00	0.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	258,877.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation	0.00	0.00	0.00	0.00
	Measures	0.00	0.00	0.00	0.00

Attachment 3 (MA044d03)

FY 2001 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

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

PHA Name	Beverly, MA Housing Authority	Grant Type and Number	Federal FY of Grant: 2001
		Capital Fund Program Grant No: MA06-P044-501-01	
		Replacement Housing Factor Grant No:	

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:

Performance and Evaluation Report for Period Ending: 9/30/2002 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	0.00	0.00	0.00	0.00
2	1406 Operations	25,000.00	25,000.00	25,000.00	0.00
3	1408 Management Improvements Soft Costs	10,000.00	1,484.00	10,000.00	1,484.00
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	9,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	15,000.00	7,000.00	7,000.00	7,000.00
10	1460 Dwelling Structures	75,000.00	81,287.50	81,287.50	81,287.50
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	108,869.00	120,476.55	120,476.55	57,626.55
13	1475 Non-dwelling Equipment	30,000.00	39,220.95	30,704.95	21,807.38
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	0.00	0.00	0.00	0.00
		272,869.00	274,469.00	272,869.00	169,205.43
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security --Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	272,869.00	274,469.00	272,869.00	169,205.43
26	Amount of line 21 Related to Energy Conservation	0.00	0.00	0.00	0.00
	Measures	0.00	0.00	0.00	0.00

Beverly Housing Authority PHA Plans

Attachment 4 (MA044d04)

The BHA's FY 2000 Capital Fund Program Performance and Evaluation Report is attached.

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

PHA Name: Beverly, MA Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06-P044-501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: 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	0.00	0.00	0.00	0.00
2	1406 Operations	25,000.00	25,000.00	25,000.00	24,999.97
3	1408 Management Improvements Soft Costs	16,899.00	17,060.00	1,706.00	17,060.00
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	225,794.00	225,633.00	225,633.00	225,663.03
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	0.00	0.00	0.00	0.00
		267,693.00	267,693.00	267,693.00	267,693.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	41,899.00	42,060.00	42,060.00	42,060.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Beverly Housing Authority PHA Plans

Attachment 5 (MA044d05)

The BHA's FY 1999 Capital Fund Program Performance and Evaluation Report is attached.

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

PHA Name: Beverly, MA Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06-P044-916-99 Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 03/31/2002
 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	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	33,038.00	33,038.00	33,038.00
3	1408 Management Improvements Soft Costs	0.00	0.00	0.00	0.00
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	4,000.00	4,000.00	4,000.00	4,000.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	23,000.00	25,140.00	25,140.00	25,140.06
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	234,329.00	199,151.00	199,151.00	199,150.94
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	0.00	0.00	0.00	0.00
		261,329.00	261,329.00	261,329.00	261,329.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	4,000.00	4,000.00	4,000.00	4,000.00
25	Amount of Line 21 related to Security-- Hard Costs	257,329.00	257,329.00	257,329.00	257,329.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Beverly Housing Authority PHA Plans

Attachment 6 (MA044d06)

The BHA's Year 3 Agency Plan Progress Report is attached.

Beverly Housing Authority

Year 3 (FFY 2002) Agency Plan Progress Report

1. Continued the Section 8 Project-Based Program in conjunction with the Section 8 Mainstream Program.
2. Maintained the Section 8 voucher payment standard at 110% of FMR.
3. Continued the flat rent structure unchanged for the 3rd Year.
4. Adopted changes to the Section 8 Administrative Plan for Special Admissions to the Voucher Program in danger of losing their state rental assistance under the MRVP program.
5. Continued the “state” exclusion from rent determination for the first \$135.00 per week in employment income for federal tenants 62 or older in the Year 3 Plan.
6. Continued the mandatory phased income disregard in Year 3 and, as applicable to existing resident households, this disregard will continue in Year 4.
7. Completed the FFY 1999 and 2000 Capital Fund Program (CFP) and commenced the FFY 2001 CFP Improvements at both the MA 44-1 and MA 44-2 developments including: improved security measures at both developments; repairs to bathroom ceilings, new parking and a dumpster area at MA 44-1; and bathroom modernization, window replacement, carpeting, and hot water tanks at MA 44-2.

Beverly Housing Authority PHA Plans

Attachment 7 (MA044d07)

The Names and Addresses of the Year 4 Agency Plan Resident Advisory Board (RAB) Members are attached.

<u>Name</u>	<u>Address</u>	<u>Apartment #</u>
Eleanor Jensen	20 Sohier Rd.	608
Rita Remare	20 Sohier Rd.	203
Ernestine Pinciario	20 Sohier Rd.	507
Stella Taylor	20 Sohier Rd.	502
George Leet	20 Sohier Rd.	209
John Sahovey	20 Sohier Rd.	102
Mary Tracchia	20 Sohier Rd.	605
Molly Heary	20 Sohier Rd.	310
Ida Foley	20 Sohier Rd.	403
Miriam Jacobs	20 Sohier Rd.	406
Christine McDonald	20 Sohier Rd.	611
Mildred MacIntyre	20 Sohier Rd.	115
Norma LeFave	20 Sohier Rd.	504
Paul Lang	20 Sohier Rd.	202
Debbie Anderson	20 Sohier Rd.	205
Judith Hall	20 Sohier Rd.	408
Sandra Gordy	20 Sohier Rd.	108
Norma Beaulieu	"	404
Ruth Jusieuz	"	101
Anne DiFrancesco	"	508
Dorothy Robinson	"	412
Charlotte George	"	314
Henry Stelling, Jr.	"	409
Mary Vergari	"	308
Susan Campbell- Langmaid	"	405
Elizabeth Carper	"	106
Leslie Gamble	"	304
Elizabeth Belanger	"	309
Dorothy Santorella	"	201
Norma Thereault	"	401
Heidi Lewis	30 Hilltop Drive	---
Barbara Hannibal	20 Sohier Rd.	516
Anne Shompson		

Beverly Housing Authority PHA Plans

Attachment 8 (MA044d08)

The BHA Follow-Up Plan on “Safety” under the “Resident PHAS Indicator” part of its overall PHAS Score is attached.

Follow-Up Plan to the PHAS “Safety” Issue

During Agency Plan Years 1 through 3, the BHA improved security at the MA44-1 Garden City Towers Elderly/Disabled complex by installing lighting, security cameras, a door pass/key system, and lock changes as well as other security improvements. Other safety issues and ideas for improvement have been discussed with the Resident Advisory Board during the Year 4 FY 2003 Agency Plan Review Process and will be implemented by the BHA as appropriate.

Of particular concern is the delicate and sensitive nature of the elderly/disabled balance at the MA 44-1 Garden City Towers Elderly/Disabled complex. Although not a specific component of the PHAS Resident Survey, tenant concerns with “tenant screening and selection” have led the BHA to believe that this issue is far beyond the safety and security-related physical improvements that the BHA has undertaken, and will continue to undertake. In fact, the current demographics of this development indicate that the current tenancy is approximately 50% elderly and 50% disabled. While residents did not directly raise this issue during the open RAB Meetings, the BHA believes that this is the fundamental underlying concern raised in the PHAS Resident Survey comments on “tenant screening and selection.”

In order to address this, and during the Year 4 FFY 2003 Plan, the BHA will undertake an analysis as to whether the designation of public housing for the elderly/disabled is feasible at its MA 44-1 Garden City Towers development. Dependent upon this analysis, the BHA may decide to apply for designation following HUD’s rules and regulations. If it decides to apply for designated housing, the BHA will amend its Agency Plan and reconvene the Resident Advisory Board as required.

Beverly Housing Authority PHA Plans

Attachment 9 (MA044d09)

Attached is the Summary of the Year 4 RAB and Public Hearing Comments.

Summary of Beverly Housing Authority RAB Meetings and Public Hearing

A. RAB Meetings (January 29, 2003 and February 12, 2003)

The Beverly Housing Authority (BHA) invited all residents to participate in the RAB process. RAB meetings were held on January 29, 2003, from 6:00 to 7:00 PM and on February 12, 2003 from 6:00 to 7:00 PM. Average attendance at the meetings was 25 residents.

The first RAB meeting focused on a complete review of the plan, highlighting changes from the previous year, and pointing out to attendees specific sections that they might want to review in greater depth prior to the next meeting. There were expressions of very broad support for the Annual Plan as presented. Residents attending the first RAB meeting voiced a high level of confidence in the way in which the Housing Authority is being administered.

In the second RAB meeting, along with reiterating support for the Annual Plan as presented, there was discussion concerning the Capital Fund and the schedule for specific Capital Fund projects to be completed, including hoods and fans over the stoves. Comments were solicited concerning safety and security, and Residents in attendance indicate that they were satisfied with the manner in which the Housing Authority was supporting safety and security in the developments. There were some concerns expressed about parking, which is a perennial problem in that there are about 100 units and only about 40 parking spaces available. In addition, concerns were raised by one resident that the water was too hot and she was concerned that someone might get scalded. Other minor maintenance issues were raised by Residents, which the Executive Director addressed immediately following the Meeting.

B. Public Hearing (March 12, 2003)

Approximately fifteen (15) residents, all RAB members, attended the Public Hearing on March 12, 2003. There were no real comments or concerns raised about the Agency Plan as most of the discussion focused on day-to-day unit and building maintenance concerns. All residents were given ample opportunity to voice any concerns, ask questions, or to make recommendations.

Beverly Housing Authority PHA Plans

Attachment 10 (MA044d10)

The BHA's current organizational chart and information is attached.

**BOARD of
COMMISSIONERS**
(5 Member Board)

EXECUTIVE
DIRECTOR

DEPUTY DIRECTOR

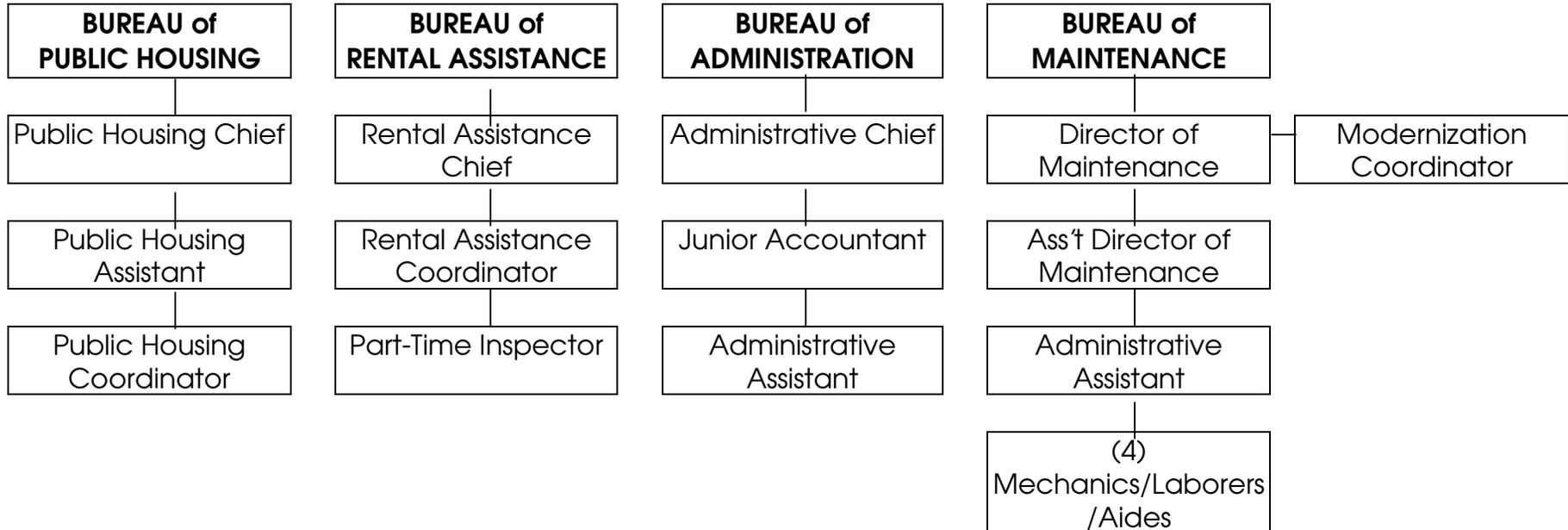


TABLE OF ORGANIZATION

POSITION	NAME
<u>Board of Commissioners</u>	
Chairman, Board of Commissioners	Leland McDonough
Vice-Chairman, Board of Commissioners	Laurie Callahan
Treasurer, Board of Commissioners	Dorothy List
Assistant Treasurer, Board of Commissioners	Bruce Abbott
Member, Board of Commissioners	Thomas Bussone
Executive Director	Kevin Ascolillo
Deputy Director	Susan Carleton
Bureau of Public Housing, Chief	Kristine Splaine
Public Housing Assistant	Patricia Myers
Public Housing Coordinator	Patricia Roy
Public Housing Coordinator	Virginia Lentini
Bureau of Rental Assistance, Chief	Dawn Goodwin
Rental Assistance Coordinator	Nancy Atwater
Inspector, Part time	Leo Panunzio
Bureau of Administration, Chief	Winnie Reusch
Junior Accountant	
Administrative Assistant	Laurel Woodbury
Director of Maintenance	Jim Vahey
Assistant Director of Maintenance	John DiFazio
Administrative Assistant	Karen Faulling
Modernization Coordinator	Cliff Ageloff
Mechanic/Labor 'C'	Timothy Stevens
Mechanic/Labor 'C'	Dennis Bossie
Mechanic/Labor 'D'	Christopher Berg
Maintenance Aide	Lee Panzner

Beverly Housing Authority PHA Plans

Attachment 11 (MA044d11)

Attached is the BHA's Statement on "Small PHA" Exception to Resident Membership on the Board of Commissioners.

Beverly Housing Authority 's Statement on "Small PHA" Exception to Resident Membership on the Board of Commissioners

The Beverly Housing Authority (BHA) has five (5) Commissioners: four (4) are appointed by the Mayor and one (1) is appointed by the Governor). The BHA is eligible for "small PHA" exception to the required Resident Membership on the Board of Commissioners requirement as follows:

- (a) The BHA has 168 units of public housing, less than the 300 public housing unit threshold;
- (b) Every year, the BHA will provide reasonable notice to the resident advisory board (RAB) during the Agency Plan process of the opportunity for residents to serve on the governing board;
- (c) Within a reasonable time of being notified, the BHA will inform residents who wish to participate on the governing board of the process to be followed with the City and the State in order to be considered for such appointment; and
- (d) The BHA will repeat this notification to the resident advisory board every year during the Agency Plan process.