

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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PHAPlans  
5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2003

**NOTE: THIS PHA PLAN TEMPLATE (HUD50075) IS TO BE  
COMPLETED IN ACCORDANCE WITH INSTRUCTIONS  
LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHAName: FranklinCountyRegionalHousingandRedevelopment  
Authority**

**PHANumber: MA094**

**PHAFiscalYearBeginning: 10/2003**

**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(listbelow)

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
[24CFRPart903.5]

**A.Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
  
- The PHA's mission is: **The FCRRHA exists to ensure the availability of affordable, safe, decent and sanitary housing for low and moderate income households and individuals. The Authority accomplishes this by the creative use and effective administration of State and Federal housing programs in a manner that best meets the housing needs of its service area. The Authority serves all of Franklin County, working with the private sector, local elected officials and other local housing authorities.**

**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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS**. (Quantifiable measures would include targetss such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

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

PHAGoal:Expandthesupplyofassistedhousing  
Objectives

Applyforadditionalrentalvouchers: **FCRHRAwillapply  
foradditionalrentalvoucherswheneveravailableandappropriate.**

Reducepublichousingvacancies:

Leverageprivateorotherpublicfundstocreateadditional  
housingopportunities:

Acquireorbuildunitsordevelopments

Other **Thoughtsnon -profit,RuralDevelopment,Inc.,  
theFCRHRAbuildsnewhomesforlowandmoderateincome  
familiesusingamodifiedself -helphousingprogram.Lowcost  
mortgagesareavailablethroughUSDARuralDevelopment.**

PHAGoal:Improvethqualityofassistedhousing  
Objectives:

Improvepublichousingmanagement:(PHASscore)

Improvevouchermanagement:(SEMA Pscore) **FCRHRA  
willmaintainitsatisfactorySEMAPscore.**

Increasecustomersatisfaction:

Concentrateoneffortstoimprovespecificmanagement  
functions:(list;e.g.,publichousingfinance;  
voucherunitinspections) **MTCsreportingandrent  
reasonableness**

Renovateormodernizepublichousingunits:

Demolishordisposeofobsoletepublichousing:

Providereplacementpublichousing:

Providereplacementvouchers:

Other:(listbelow)

PHAGoal:Increaseassistedhousingchoices

Objectives:

Providevoucher mobilitycounseling: **Alltenant -based  
clientswillcontinuetobebriefedregardingmobilityoptionsand  
benefits.**

Conduct outreach efforts to potential voucher landlords **FCRHRA will continue to participate in meetings of the local landlord business association; has and will continue to maintain an updated “Fact Sheet for Landlords” to keep landlords abreast of new changes in the Section 8 program. All landlords, new and existing, are routinely invited to attend private and/or client briefing sessions to enhance their program knowledge. In addition to the HRA’s involvement with the local landlord business association, the HRA formed a Landlord Advisory Committee of its own and quarterly informational meetings are held at the HRA for the benefit of all area landlords, social service agencies, advocacy groups and state agencies.**

Increase voucher payment standards **FCRHRA has and will continue to increase voucher payment standards to keep up with rental market changes for all towns throughout its jurisdiction.**

Implement voucher homeownership program: **FCRHRA currently works cooperatively with the Greenfield Housing Authority to operate our joint Section 8 Homeownership Program.**

Implement public housing or other homeownership programs:

Implement public housing site -based waiting lists:

Convert public housing to vouchers:

Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Implement public housing security improvements:

- Designated developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract support services to improve assistance recipients' employability:
- Provide or attract support services to increase independence for the elderly or families with disabilities.
- Other: (list below) **Through FCRHRA's Family Self Sufficiency Program, families are encouraged to attain self-sufficiency by achieving their agreed upon goals.**

**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:(listbelow) **FCRHRAwillcontinuetooperateteits tenant-basedprograminfullcompliancewithallegal opportunitylawsandregulations.**

**OtherPHAGoalsandObjectives: (listbelow)**

1. **To manageFCRHRA'stenant -basedprogramefficientlyand effectivelytoensureastandard -performerratingunder SEMAP.**
  - **To sustainutilizationrateofatleast95%.**
  - **TocontinuetooperateasuccessfulHomeOwnership Program.**
  - **ToincreaseheavailabilityofProjectBasedunitsin FranklinCounty**

**AnnualPHAPlan  
PHAFiscalYear2003  
[24CFRPart903.7]**

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,including highlightsofmajorinitiativesanddiscretionarypolicies,thePHAhas includedintheAnnualPlan.

**Theannualplandetailstheneedsforhousingassistanceandthe policiesimplementedbytheFranklinCountyRegionalHousingand RedevelopmentAuthority(FCRHRA)inoperatingitsSection8**

**Housing Choice Voucher Program. The FCRHRA applied for three allocations and received only one allocation of 57 fair share vouchers. Our application for Main Stream disability vouchers was turned down and to date we have not received word on the most recent Fair Share application. The FCRHRA will continue to apply for additional vouchers as the opportunity avails. In addition to the extensive outreach that is currently in place, the FCRHRA has expanded its outreach effort to include offering a routine informational meeting to local landlords, social service agencies, advocacy groups and state agencies. The meetings occur on a quarterly basis, and they are organized and conducted by the Leased Housing Staff for landlords and all interested social service and advocacy groups. All parties are invited to attend these informational meetings concerning various housing topics of popular interest. The most recent meeting focused on tenants screening and eviction procedural education. The group plays a major role in the selection of meeting topics. As a result of these meetings, we continue to see an increase in participation in the Section 8 program from new landlords & property management companies.**

**The FCRHRA continues to monitor all rental market areas within its jurisdiction and utilize the 110% of the FMR standards for all towns in our area and 120% for the one town in our service area that falls within a metropolitan area.**

**FCRHRA is also proud of its FSS program, which is a joint effort of the Greenfield Housing Authority (GHA) and FCRHRA. The FSS program participant population has grown substantially and the program has proven itself very successful. Due to the success of the FSS program, in 2002, the FCRHRA joined the GHA to form a Housing Choice Voucher Homeownership program that is offered to all FSS participants. The administrative plan and program tools are currently in place and to date, two families have purchased homes and several others are in various stages of homeownership.**

### **Annual Plan Table of Contents**

**[24 CFR Part 903.79(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

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**Attachments**

- Attachment A – FCRHRA Organizational Chart
- Attachment B – Certification of Consistency with the Consolidated plan
- Attachment C – FCRHRA Residency Advisory Board Members
- Attachment D – Section 8 Homeownership Capacity Statement
- Attachment E – Progress in meeting the 5 -year plan’s mission & Goals statement

Attachment F – Resident Membership on the FCRHRA Governing Board

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 **FCRHRA’s jurisdiction includes 26 towns in Franklin County. Only one, the Town of Sunderland, is in a metropolitan area. Sunderland is a college town, located within the “Five College” western Massachusetts area that is considered a very desirable housing location. The quality of the housing within this area does not portray it as an area of poverty and minority concentration. It is a very sought after area for people who wish to avail themselves of better job and educational opportunities. It is also one of few towns within rural Franklin County where public transportation is available. In 1998, the FCRHRA received a waiver from HUD to exceed the FMR/Payment Standard by 20%. To date, the FCRHRA continues to use that approval.**

**(No attachment provided.)**

- FY2000 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

PHA Management Organizational Chart **Attachment A:**  
**FCRHRA Organizational Chart (Filename: MA014a01.xls) Note:**  
**file is a Powerpoint document.**

- FY2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

### **Supporting Documents Available for Review**

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

**List of Supporting Documents Available for Review**

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

**1.StatementofHousingNeeds**

[24CFRPart903.79(a)]

**A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA**

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.

| <b>Housing Needsof FamiliesintheJurisdiction<br/>ByFamilyType</b> |                     |                                      |                    |                     |                                      |             |                            |
|---|---------------------|--------------------------------------|--------------------|---------------------|--------------------------------------|-------------|----------------------------|
| <b>FamilyType</b>   | <b>Ove<br/>rall</b> | <b>Affo<br/>rd-<br/>abili<br/>ty</b> | <b>Sup<br/>ply</b> | <b>Qua<br/>lity</b> | <b>Acc<br/>ess-<br/>ibilit<br/>y</b> | <b>Size</b> | <b>Loc<br/>a-<br/>tion</b> |
| Income<=30%ofAMI  | 71,856              | 5                                    | 5                  | 5                   | 3                                    | 3           | 3                          |
| Income>30%but<=50%ofAMI   | 127,616             | 5                                    | 5                  | 5                   | 3                                    | 3           | 3                          |
| Income>50%but<80%ofAMI  | N/A                 | 3                                    | 4                  | 3                   | 3                                    | 3           | 3                          |
| Elderly   | 63,000              | 4                                    | 2                  | 2                   | 2                                    | 1           | 3                          |
| FamilieswithDisabilities  | Data not available  | 5                                    | 5                  | 5                   | 5                                    | 5           | 5                          |
| Black/Non-Hisp  | 25,929              | 5                                    | 5                  | 5                   | 3                                    | 3           | 3                          |
| Hispanic  | 39,18               | 5                                    | 5                  | 5                   | 3                                    | 3           | 3                          |

| <b>Housing Needs of Families in the Jurisdiction<br/>By Family Type</b> |         |               |        |         |               |      |          |
|---|---------|---------------|--------|---------|---------------|------|----------|
| Family Type   | Overall | Affordability | Supply | Quality | Accessibility | Size | Location |
|   | 1       |               |        |         |               |      |          |
| White & other   | 82,317  | 5             | 5      | 5       | 3             | 3    | 3        |
|   |         |               |        |         |               |      |          |

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 DHCD 5 - year plan 2000 - 2005

Indicate year:

U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

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

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

|                                      | # of families                                      | % of total families   | Annual Turnover |
|--------------------------------------|--|---|-----------------|
| Waiting list total                   | 1599   |   |                 |
| Extremely low income <=30% AMI       | <b>**This information is currently unavailable</b> | <b>**The HRA recently transferred to a new software program that resulted in the loss of this data previous to Nov. of 2002</b> |                 |
| Very low income (>30% but <=50% AMI) | <b>This information is currently unavailable</b>   | “   |                 |
| Low income (>50% but <80% AMI)       | (0) not eligible on section 8                      |   |                 |
| Families with children               | 176  | 11%   |                 |
| Elderly families                     | 37   | .023%   |                 |
| Families with Disabilities           | 534  | 33%   |                 |
| White                                | 1140   | 71%   |                 |
| Black/non-hispanic                   | 181  | 11%   |                 |
| American Indian                      | 11   | .006%   |                 |

| <b>Housing Needs of Families on the Waiting List</b>  |    |       |  |
|---|----|-------|--|
| Hispanic  | 13 | .008% |  |
| Asian 153.095%  |    |       |  |
| Other   |    |       |  |
|   |    |       |  |
| 1BR   |    |       |  |
| 2BR   |    |       |  |
| 3BR   |    |       |  |
| 4BR   |    |       |  |
| 5BR   |    |       |  |
| 5+BR  |    |       |  |
| 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 type="checkbox"/> No  |    |       |  |
| <input type="checkbox"/> Yes  |    |       |  |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes |    |       |  |

### **C. Strategy for Addressing Needs**

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

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resource 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 -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates 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
- Employment admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below) **FCRHRAserves non -elderly/disabled single individuals**

**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

- Employment admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below) **FCRHRAserves non -elderly/disabled single individuals**

**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 voucher targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below) **We are currently preparing an application for 50 Mainstream Disability Vouchers; working closely with advocacy groups and state agencies serving and representing people with disabilities.**

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24CFR Part 903.79(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 supportives services, Section 8 tenant-based assistance, Section 8 supportives services or other.

| <b>Financial Resources:<br/>Planned Sources and Uses</b> |                   |                     |
|--|-------------------|---------------------|
| <b>Sources</b>   | <b>Planned \$</b> | <b>Planned Uses</b> |
| <b>1. Federal Grants (FY2000 grants)</b>                 |                   |                     |

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                              |                   |                     |
|---|-------------------|---------------------|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b> |
| a) Public Housing Operating Fund  | N/A               |                     |
| b) Public Housing Capital Fund  | N/A               |                     |
| c) HOPEVI Revitalization  | N/A               |                     |
| d) HOPEVI Demolition  | N/A               |                     |
| e) Annual Contributions for Section 8 Tenant -Based Assistance                        | 2,270,116.33      |                     |
| 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               |                     |
| i) HOME   |                   |                     |
| Other Federal Grants (list below)   |                   |                     |
|   |                   |                     |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>             | -0-               |                     |
|   |                   |                     |
|   |                   |                     |
| <b>3. Public Housing Dwelling Rental Income</b>                                       | -0-               |                     |
|   |                   |                     |
|   |                   |                     |
| <b>4. Other income (list below)</b>   | -0-               |                     |
|   |                   |                     |
|   |                   |                     |

| <b>Financial Resources:<br/>Planned Sources and Uses</b> |                   |                     |
|--|-------------------|---------------------|
| <b>Sources</b>   | <b>Planned \$</b> | <b>Planned Uses</b> |
| <b>4. Non-federal sources</b> (list below)               | -0-               |                     |
|  |                   |                     |
|  |                   |                     |
| <b>Total resources</b>                                   | 2,270,116.33      |                     |
|  |                   |                     |
|  |                   |                     |

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

#### **A. Public Housing**

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

#### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing?

(select all that apply)

When families are within a certain number of being offered a unit:

(state number)

When families are within a certain time of being offered a unit:

(state time)

Other: (describe)

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

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe)

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through a nNCIC -authorized source)

**(2) Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

In what circumstances will transfer 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 reprisal 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Householdsthatcontributetomeetingin comerequirements (targeting)
- Thosepreviouslyenrolledineducational,training,orupward mobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Relationshipofpreferencetoincometargetingrequirements:

- ThePHAappliespreferenceswithinincometiars
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHA willmeetincometargetingrequirements

**(5) Occupancy**

a.Whatreferencematerialscanapplicantsandresidentsusetooobtain informationabouttherulesofoccupancyofpublichousing(selectall thatapply)

- ThePHA -residentlease
- ThePHA'sAdmissionsand(Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource(list)

b.HowoftenmustresidentsnotifythePHAofchangesinfamily composition? (selectallthatapply)

- Atanannual reexaminationandleaserenewal
- Anytimefamilycompositionchanges
- Atfamilyrequestforrevision
- Other(list)

**(6)DeconcentrationandIncomeMixing**

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 development 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: PHA that do not administer section 8 are not required to complete sub -component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

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

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

Other(listbelow) **HistoryoffraudinpublicorSection8 housing,whereinformationisavailabletoFCRHRA.**

**InadditiontorequestingCORIhistoryonallapplicants17&over, theFCRHRAcurrentlyscreensallnewapplicantsfromtheageof6 &abovefor SexOffenderRecords.**

b.  \*Yes  No:DoesthePHArequestcriminalrecordsfromlocal lawenforcementagenciesforscreeningpurposes?

**\*ForSORIrecordsonly**

c.  Yes  No:DoesthePHArequestcriminalrecordsfromState lawenforcementagenciesforscreeningpurposes?

d.  Yes  No:DoesthePHAaccessFBIcriminalrecordsfromthe FBIforscreeningpurposes?(eitherdirectlyor throughanNCIC -authorizedsource)

e.Indicatewhatkindsofinformationyousharewithprospective landlords?(selectallthatapply)

Criminalordrug -relatedactivity

Other(describellow) **Currently,theFCRHRAsharesprior tenanthistoryinFCRHRA -ownedstate -aidedpublichousingand currentaddressoftenant.**

## (2)WaitingListOrganization

a. Withwhichofthefollowingprogramwaitinglistsisthesection8 tenant-basedassistancewaitinglistmerged?(selectallthatapply)

None

Federalpublichousing

Federalmoderaterehabilitation

Federalproject -basedcertificateprogram

Otherfederalorlocalprogram(listbelow)

b. Wheremayinterestedpersonsapplyforadmissiontosection8tenant basedassistance?(selectallthatapply)

PHAmainadministrativeoffice

Other(listbelow)

**(3)SearchTime**

a.  Yes  No:Doest hePHAgiveextensionsonstandard60 -day periodtosearchforaunit?

Ifyes,statecircumstancesbelow: **Duetothelackofaffordableand suitablehousing,initialvouchersareissuedforafull120dayperiod. Ifaclientcandemonstratethats/hehasactivelypursuedahousing searchbutcannotfindaunit,orthats/hehasafamilyhardship,the FCRHRAwillalsograntone60dayextensionforatotalof180days andbeyondforspecialaccommodations.**

**(4)AdmissionsPreferences**

a.Incometarget ing

Yes  No:DoesthePHAplantoexceedthefederaltargeting requirementsbytargetingmorethan75%ofallnew admissionstothesection8programtofamiliesator below30%ofmedianareaincome?

b.Preferences

1.  Yes  No:HassthePHAestablishedpreferencesforadmissionto section8tenant -basedassistance?(otherthandateand timeofapplication)(ifno,skiptosubcomponent (5) **Specialpurposesection8assistanceprogram s)**

2.WhichofthefollowingadmissionpreferencesdoesthePHAplanto employinthe comingyear?(selectallthatapplyfromeitherformer Federalpreferencesorother preferences)

FormerFederalpreferences

- InvoluntaryDisplacement(Disaster,GovernmentAction,Actionof HousingOwner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rent is>50percentofincome)

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 reprisal 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 points 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

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

Other preferences (select all that apply)

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

\*Previous to the new rule, FCRHRA submitted a request for HUD approval that was reviewed and verbally approved based on the FCRHRA's ability to demonstrate compliance with non-discrimination and equal opportunity requirements. Our current policy was established in April of 2002 in accordance with the Housing Choice Voucher program guidebook; residency preferences are permitted and no longer require HUD approval.

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

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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 admission to any special purpose section 8 program administered by the PHA contained? (select all that apply)

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

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

- Through published notices
- Other (list below) **Contact relevant social service programs, state agencies, non-profits, advocacy groups and other housing authorities/agencies.**

**4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent setting policies for income based rent in public housing. Income based rents are set at

the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub component (2)) -

---or---

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

**b. Minimum Rent**

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

- For increases in earned income
- Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> 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 - 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
- Anytime the family experiences an income increase
- Anytime 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)

**B. Section 8 Tenant -Based Assistance**

Exemptions: PHA 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 **(for 24 towns in Franklin County)**
- Above 110% of FMR (if HUD approved; describe circumstances below) **Town of Sunderland falls within the Springfield, MA SMSA, but the rental market in the town is driven up by its proximity to the “Five-College Area” of Amherst and Northampton, MA.**

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 repayment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below) **The FCRHRA routinely reevaluates its payment standards when it is recognized that at least 40% of its client population is paying greater than 30% of their family's monthly adjusted income for their rental shares.**

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 burden of assisted families
- Other (list below) **Changes in rental market**

## (2) Minimum Rent

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

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

- b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below) **All "0" income voucher participants are advised of their option to file for a hardship exemption to avoid the \$25 minimum requirement. In addition, all "0" income participants are required to report in writing, their "0" income status on a regular monthly basis.**

**5. Operations and Management**

[24CFR Part 903.79(e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

| <b>Program Name</b>   | <b>Units or Families Served at Year Beginning 2003</b> | <b>Expected Turnover</b> |
|---|--|--------------------------|
| Public Housing  | N/A  |                          |
| Section 8 Vouchers  | 579  | 2%                       |
| Section 8 Certificates  | N/A  |                          |
| Section 8 Mod Rehab   | N/A  |                          |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | N/A  |                          |
| Public Housing Drug Elimination Program (PHDEP)                     | N/A  |                          |
|   |  |                          |

|  |   |  |
|--|---|--|
| Other Federal Programs (list individually) | We continue to apply for any and all available vouchers |  |
|  |   |  |
|  |   |  |

**C. Management and Maintenance Policies**

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

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

(2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24CFR Part 903.79(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 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices 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(listbelow)

**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 24CFR982?

If yes, list addition to federal requirements below:

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

PHA main administrative office  
 Other(listbelow)

**7. Capital Improvement Needs**

[24CFR Part 903.79(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: PHA that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long -term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end

of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

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

-or-

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

### **(2) Optional 5 -Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

### **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 HOPEVI 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 HOPEVI 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 HOPEVI 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 HOPEVI 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**

[24CFR Part 903.79(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.)

| <b>Demolition/Disposition Activity Description</b>  |
|---|
| 1 a. Development name:<br>1 b. Development (project) number:  |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission:<br>(DD/MM/YY)   |
| 5. Number of units affected:<br>6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><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**

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

| <b>Designation of Public Housing Activity Description</b> |
|---|
| 1 a. Development name:                                    |
| 1 b. Development (project) number:                        |

|   |
|---|
| <p>2.Designationtype:</p> <p>Occupancybyonlytheelderly <input type="checkbox"/></p> <p>Occupancybyfamilieswithdisabilities <input type="checkbox"/></p> <p>Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities <input type="checkbox"/></p> |
| <p>3.Applicationstatus(selectone)</p> <p>Approved;includedinthePHA'sDesignationPlan <input type="checkbox"/></p> <p>Submitted,pendingapproval <input type="checkbox"/></p> <p>Plannedapplication <input type="checkbox"/></p>                     |
| <p>4.Datethisdesignationapproved,submitted,orplannedforsubmission:<br/>(DD/MM/YY)</p>   |
| <p>5.Ifapproved,willthisdesignationconstitutea(selectone)</p> <p><input type="checkbox"/>NewDesignationPlan</p> <p><input type="checkbox"/>Revisionofapreviously -approvedDesignationPlan?</p>  |
| <p>6. Numberofunitsaffected:</p> <p>7.Coverageofaction(selectone)</p> <p><input type="checkbox"/>Partofthedevelopment</p> <p><input type="checkbox"/>Totaldevelopment</p>   |

**10. ConversionofPublicHousingtoTenant -BasedAssistance**

[24CFRPart903.79(j)]

ExemptionsfromComponent10;Section8onlyPHAsarenotrequired to completethissection.

**A.AssessmentofReasonableRevitalizationPursuantto section202 oftheHUDFY1996HUDAppropriationsAct**

1. Yes No: HaveanyofthePHA'sdevelopmentsor portionsofdevelopmentsbeenidentifiedbyHUDor thePHAascoveredundersection202oftheHUD FY1996HUDAppropriationsAct?(If“No”,skipto component11;if“yes”,completeoneactivity descriptionforeachidentifieddevelopment,unless eligible to completeastreamlinedsubmission.PHAs completingstreamlinedsubmissionsmayskip to component11.)

2. Activ ityDescription

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.

| <b>Conversion of Public Housing Activity Description</b>  |
|---|
| 1a. Development name:<br>1b. Development (project) number:  |
| 2. What is the status of the required assessment?<br><input type="checkbox"/> Assessment underway<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)<br><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)<br><input type="checkbox"/> Conversion Plan in development<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><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)<br><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: )<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )<br><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent<br><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units |

Other:(describe below)

**B.ReservedforConversionspursuanttoSection22oftheU.S. HousingActof1937**

**C.ReservedforConversionspur suanttoSection33oftheU.S. HousingActof1937**

**11.HomeownershipProgramsAdministeredbythePHA**

[24CFRPart903.79(k)]

**A.PublicHousing**

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequired tocomplete11A.

1.  Yes  No: DoesthePHAadministeranyhomeownership programsadministeredbythePHAunderanapproved section5(h)homeownershipprogram(42U.S.C. 1437c(h)),oranapprovedHOPE Iprogram(42U.S.C. 1437aaa)orhasthePHAappliedorplantoapplyto administeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32ofthe U.S.HousingActof1937(42U.S.C.1437z -4).(If “No”,skiptocomponent11B;if“yes”,completeone activitydescriptionforeachapplicableprogram/plan, unleseligibletocompleteastreamlinedsubmission dueto **smallPHA** or **highperformingPHA** status. PHAscompletingstreamlinedsubmissionsmayskip tocomponent11B.)

2.ActivityDescription

Yes  No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**Public HousingAssetManagementTable?(If“yes”,skipto

component 12. If "No", complete the Activity Description table below.)

| <b>Public Housing Homeownership Activity Description<br/>(Complete one for each development affected)</b>  |
|--|
| 1 a. Development name:<br>1 b. Development (project) number:   |
| 2. Federal Program authority:<br><input type="checkbox"/> HOPEI<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey II I<br><input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)           |
| 3. Application status: (select one)<br><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>   |
| 5. Number of units affected:<br>6. Coverage of action: (select one)<br><input type="checkbox"/> Part of the development<br><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: In conjunction with a neighboring PHA, Greenfield Housing Authority (GHA), the FCRHRA has established a Home Ownership program that is being offered to FSS participants on a first come, first served basis. FCRHRA also offers a first time home buyer counseling program. The FCRHRA continues to work cooperatively with the GHA to gather community support for the home ownership program.

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 home ownership 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:

**The FCRHRA will offer the Section 8 Homeownership option to all current and new participants of the FSS program.**

**12. PHA Community Service and Self -sufficiency Programs**

[24 CFR Part 903.79(l)]

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

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or

target supportives 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 programsto 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 home ownership option participation
- Preference/eligibility for section 8 home ownership 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.)

| <b>Services and Programs</b>   |                         |   |   |  |
|--|-------------------------|---|---|--|
| Program Name & Description (including location, if appropriate)  | Estimated Size          | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office/PHA main office/other provider name) | Eligibility (public housing or section 8 participants or both) |
| <i>The Learning Center provides a wider range of education programs; eg: English as a second language, computer training, enrichment opportunities, life skills, parenting, self-esteem, mediation, college info. health, enrichment activities and conflict resolution, etc</i> | <i>6-12 per session</i> | <i>Self select</i>  | <i>TLC at Oak Courts, Greenfield, MA</i>                        | <i>Section 8 FSS participants</i>                              |
| Case Management, individualized personal coaching regarding goals, job skills,   | One on one              | Required to participate   | Greenfield Housing Authority @ Elm Terrace,                     | FSS Only   |

|  |            |                         |   |                                   |
|--|------------|-------------------------|---|-----------------------------------|
| education, etc.                              |            |                         | Greenfield, MA  |                                   |
| FCRHRA First Time Homebuyers Workshop        | One on one | Required to participate | FCRHRA office at 42 Canal Rd. Turners Falls, MA   | Open to the public for a \$30 fee |
| FSS Mini - grant fund for emergency expenses | 5          | no                      | FSS administrative office at the Greenfield Housing Authority, through community foundation | FSS only                          |
|  |            |                         |   |                                   |
|  |            |                         |   |                                   |
|  |            |                         |   |                                   |
|  |            |                         |   |                                   |
|  |            |                         |   |                                   |
|  |            |                         |   |                                   |

**(2) Family Self Sufficiency program/s**

a. Participation Description

| <b>Family Self Sufficiency (FSS) Participation</b> |   |  |
|--|---|--|
| Program  | Required Number of Participants<br>(start of FY2000 Estimate) | Actual Number of Participants<br>(As of: DD/MM/YY) |
| Public Housing                                     |   |  |
| Section 8  | 10  | 32 participants as of 3/31/03                      |

b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS

Action Plan address the steps the PHA plan to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

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

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

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

### 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

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

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

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

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

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

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

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

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

1. List the crime prevention activities the PHA has undertaken or plan 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 -risky 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

PHA eligible for FY2000 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 FY2000 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

#### **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

#### **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

#### **16. Fiscal Audit**

[24CFR Part 903.79(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?

5.  Yes  No: If yes, how many unresolved findings remain? \_\_\_\_  
Have responses to any unresolved findings been submitted to HUD?

If not, when are they due (state below)?

#### **17. PHA Asset Management**

[24CFR Part 903.79(q)]

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

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

**18. Other Information**  
 [24CFR Part 903.79(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 as Attachment (Filename)
  - 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.)

**3. Description of Resident Election Process**

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

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

**b. Eligible candidates: (select one)**

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

c. Eligible voters: (select all that apply)

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

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: **(Commonwealth of Massachusetts Plan for Franklin County, written by the MA Department of Housing and Community Development)**

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

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

Other: (list below)

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

**The consolidated plan of the jurisdiction states that there is a need for additional affordable housing because of the low incomes of wage earners in Western Massachusetts. Therefore, the consolidated plan supports FCRHRA's application for additional incremental units of Section 8 vouchers and special programs meeting the needs of people with disabilities. To support FCRHRA's efforts, the Commonwealth of MA also provides additional state resources, including the Massachusetts Rental Voucher Program, the Housing Innovation Fund, state tax credits for the creation of housing for low income families, etc.**

#### **D. Other Information Required by HUD**

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

### Attachments

- Attachment A –Organizational Chart
- Attachment B –Certification by State of FCRHRA’s Consistency with the Consolidated Plan
- Attachment C –Membership of the Resident Advisory Board
- Attachment D –Section 8 Homeownership Capacity Statement
- Attachment E –Progress in Meeting the 5 -Year Plan’s Mission & Goals
- Attachment F –Resident Membership on the PHA Governing Board
- Attachment G –PHA Certification of Compliance with the PHA Plans & Related Regulations

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

**PHA Plan  
Table Library**

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

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

Capital Fund Grant Number      FFY of Grant Approval:      (MM/YYYY)

Original Annual Statement

| Line No. | Summary by Development Account                      | Total Estimated Cost |
|----------|---|----------------------|
| 1        | Total Non -CGP Funds                                |                      |
| 2        | 1406 Operations                                     |                      |
| 3        | 1408 Management Improvements                        |                      |
| 4        | 1410 Administration                                 |                      |
| 5        | 1411 Audit  |                      |
| 6        | 1415 Liquidated Damages                             |                      |
| 7        | 1430 Fees and Costs                                 |                      |
| 8        | 1440 Site Acquisition                               |                      |
| 9        | 1450 Site Improvement                               |                      |
| 10       | 1460 Dwelling Structures                            |                      |
| 11       | 1465.1 Dwelling Equipment - Nonexpendable           |                      |
| 12       | 1470 Non Dwelling Structures                        |                      |
| 13       | 1475 Non Dwelling Equipment                         |                      |
| 14       | 1485 Demolition                                     |                      |
| 15       | 1490 Replacement Reserve                            |                      |
| 16       | 1492 Moving to Work Demonstration                   |                      |
| 17       | 1495.1 Relocation Costs                             |                      |
| 18       | 1498 Mod Used for Development                       |                      |
| 19       | 1502 Contingency                                    |                      |
| 20       | <b>Amount of Annual Grant (Sum of lines 2 - 19)</b> |                      |
| 21       | Amount of line 20 Related to LBP Activities         |                      |

|    |   |  |
|----|---|--|
| 22 | Amountofline20RelatedtoSection504<br>Compliance       |  |
| 23 | Amountofline20RelatedtoSecurity                       |  |
| 24 | Amountofline20RelatedtoEnergyConservation<br>Measures |  |

**AnnualStatement**  
**CapitalFundProgram(CFP)PartII:SupportingTable**

| Development<br>Number/Name<br>HA-Wide<br>Activities | GeneralDescriptionofMajor<br>WorkCategories | Developmen<br>tAccount<br>Number | Total<br>Estimated<br>Cost |
|---|---|----------------------------------|----------------------------|
|   |   |                                  |                            |

**AnnualStatement**  
**CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

| Development<br>Number/Name<br>HA-Wide<br>Activities | AllFundsOb ligated<br>(QuarterEndingDate) | AllFundsExpended<br>(QuarterEndingDate) |
|---|---|---|
|   |   |   |

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

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

| <b>Optional 5 -Year Action Plan Tables</b>                                    |  |                            |                                   |                       |  |
|---|--|----------------------------|-----------------------------------|-----------------------|--|
| <b>Development Number</b>   | <b>Development Name (or indicate PHA wide)</b> | <b>Number Vacant Units</b> | <b>% Vacancies in Development</b> |                       |  |
|   |  |                            |                                   |                       |  |
| <b>Description of Needed Physical Improvements or Management Improvements</b> |  |                            |                                   | <b>Estimated Cost</b> | <b>Planned Start Date (HA Fiscal Year)</b> |
|   |  |                            |                                   |                       |  |

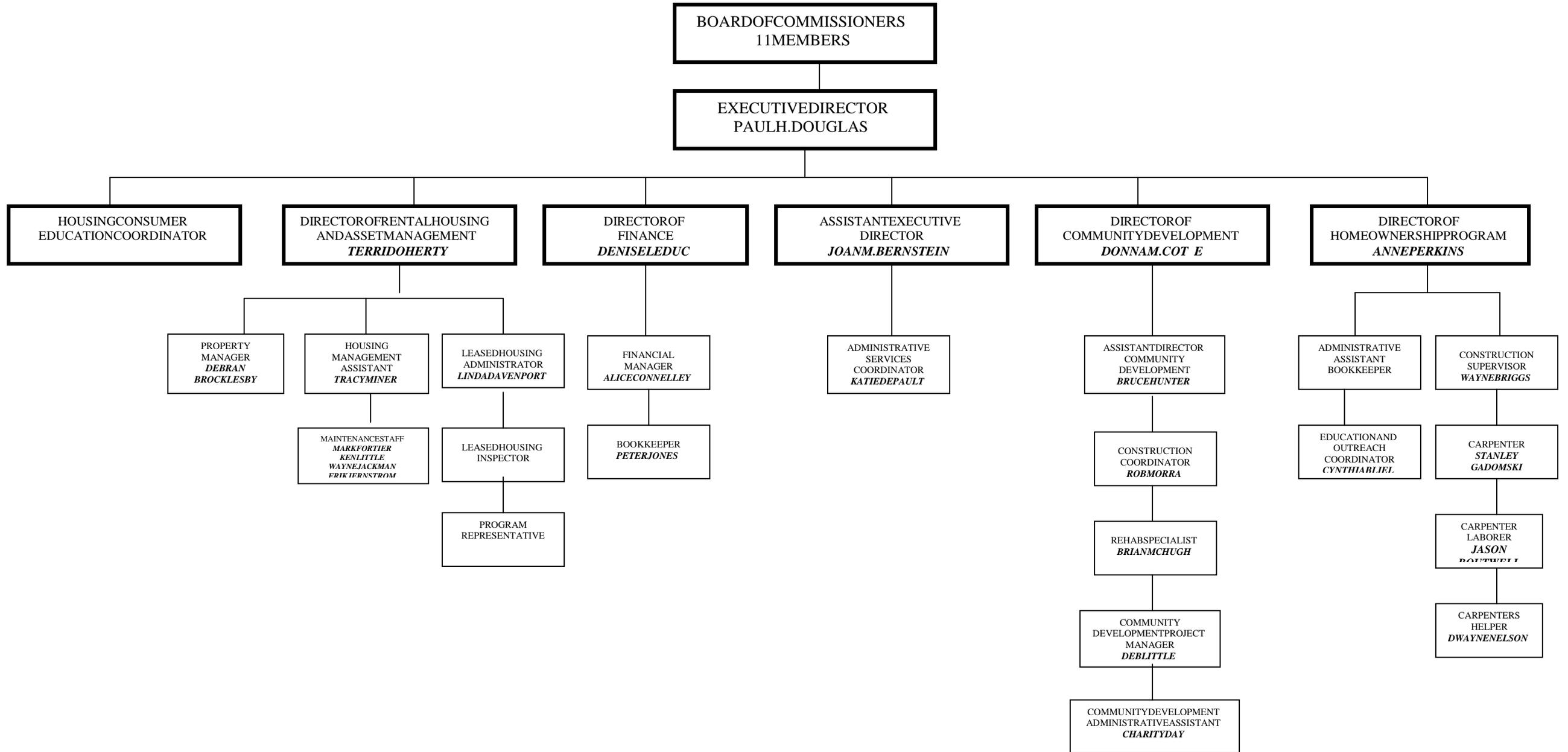
|   |  |  |
|---|--|--|
|   |  |  |
| <b>Totalestimatedcostovernext5years</b> |  |  |



|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

# ORGANIZATIONAL CHART

## FRANKLIN COUNTY REGIONAL HOUSING AND REDEVELOPMENT AUTHORITY





**FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT  
AUTHORITY**

42 CANAL RD • P O Box 30 • TURNERS FALLS, MA 01376

Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

email:tdoherty@fcrhra.org

**AttachmentB**

**CertificationbyStateorLocalOfficialofPHAPlan'sConsistencywiththe  
ConsolidatedPlan**

*ThiscertificationwillbesenttoDHCDuponcompletionofthefinaldraftofthe  
annualplanupdatefor2003*

Rental Assistance • Housing Development • Housing Management • Community Development  
Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure

Equal Housing Opportunity



**FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT  
AUTHORITY**

42 CANAL RD • P O Box 30 • TURNERS FALLS, MA 01376  
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289  
email:tdoherty@fcrhra.org

**ATTACHMENT C**

**SECTION 8 HOUSING CHOICE VOUCHER RESIDENCY ADVISORY  
BOARD MEMBERS**

**Carolyn Chandler  
164 Montague City Road  
Turners Falls, MA 01376**

**Olivia Connor  
27 Hadley Road  
Apt. 185  
Sunderland, MA 01375**

**Evelyn Martin Gore  
287 Williamsburg Road  
Conway, MA 01341**

**Joan Scott  
16 K Street  
Turners Falls, MA 01376**

**Carole Webb  
1551 Main Street  
Athol, MA 01331**

Rental Assistance • Housing Development • Housing Management • Community Development  
Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure

Equal Housing Opportunity



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email:tdoherty@fcrhra.org

**ATTACHMENT D –Section 8 Homeownership Capacity Statement**

In addition to those rental assistance & public housing programs typically administered by a public housing authority, the Franklin County Regional Housing & Redevelopment Authority (HRA) currently administers CDBG housing rehabilitation projects, homebuyer counseling programs, community development municipal assistance, rehab financing, homeownership and public infrastructure programs in the 26 town Franklin County region. The HRA's non-profit affiliate, Rural Development Inc., offers first-time homebuyer programs as well as new construction and self-help housing programs for lower income buyers.

The HRA continues to operate its Section 8 Homeownership Program in conjunction with the Greenfield Housing Authority (GHA) to offer homeownership to Family Self-Sufficiency (FSS) participants. A participant must be a Section 8 recipient in good standing for a minimum of one year and, (with the exception of disabled applicants who otherwise meet all other program requirements) must be ready to graduate from the FSS program and meet all of the program qualifications as outlined in the HRA & GHA's Homeownership Obligation Statements, and Administrative Plan.

The Administrative plan for the Homeownership programs specifies all of the program requirements necessary to implement the program. The program is currently up and running with positive support from area banks, loan companies, realtors, appraisers, advocacy groups, and etc.

As a part of the program requirements, all Homeownership Program participants are required to attend and successfully complete the HRA's First Time Homebuyer Educational Workshops prior to purchasing their home as well as post-purchase counseling after they've become homeowners. To be eligible for the Homeownership program a participant must meet the minimum income requirements as outlined under HUD's First Time Homebuyer definition.

Rental Assistance • Housing Development • Housing Management • Community Development  
Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure

**In addition, with the exception of elderly households or families comprised of a person with a disability, at least one adult in the family must be employed and have been employed for at least one year prior to participation.**

**The families are encouraged to use their FSS escrow earnings to secure a down payment and they are required to obtain mortgage financing on their own from lenders using generally accepted private sector underwriting standards. HRA will make payments directly to the mortgage lender. In addition, the HRA will require that a family maintain (for a period of five years) an escrow account of \$3,000 for unforeseen house system repairs; for single individuals who receive SSI or SSDI a \$1,000 escrow is required and for a family where one or both adults is a person with a disability receiving SSI or SSDI a \$1,500 escrow is required.**

**Through our relationship with the GHA, we have benefited from the addition of a part-time position of assistant to the current FSS Coordinator. To date, one Section 8 homeownership closing has transpired; the homeowner used a USDA/RD mortgage. We currently have two other clients whose paperwork is in process for a mortgage closing.**

**We continue to hold informational program briefings on a regular as needed basis with individuals who are ready to begin the program process as well as with groups of current FSS participants who have expressed an interest in the program. To date, four homeownership vouchers have been issued that will expire 365 days from the date of issuance.**



**FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT  
AUTHORITY**

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**ATTACHMENTE**

**Progress in Meeting the 5 -Year Plan's Mission & Goals**

To remain consistent with its goal to ensure the availability of affordable, safe, decent and sanitary housing for low -income households and individuals, the Franklin County Regional Housing & Redevelopment Authority (HRA) will continue to apply for additional vouchers as the opportunity avails. The HRA applied for and received 57 fair share allocation vouchers in 2002. The HRA was not successful in receiving vouchers from the most recent application opportunities. In its continued effort to gain additional resources to meet housing needs in its jurisdiction, the HRA plans to submit an application for the most current RFS for disability voucher that is available.

The HRA currently has a total of 1,338 applicants on its waiting list and of that number 529 are disabled individuals who would greatly benefit from the availability of these vouchers. Requests for information regarding the waiting list status are made from individuals as well as clinical support and advocacy agencies on a daily and on -going basis. More often than not, the requests for housing assistance are expressed as desperate attempts to affordably house this high population of both currently homeless or at risk of homelessness. We hope to hear positively from our efforts.

The HRA continues to monitor all rental market areas within its jurisdiction and to utilize the 110% of the FMR standards for all towns in our area and 120% for our single Town of Sunderland that falls within the metropolitan area. The Authority's equal opportunity efforts to offer housing assistance throughout all of the towns of Franklin County and Amherst are recognized by the success of our program participants in their ability to lease up in all areas of the various communities and townships. The HRA has been able to achieve and sustain a high rating on the SEMAP score and to date we have a 100% lease -up rating.

The HRA recently purchased a new computer software program that offers an on-going ability to preview and correct errors prior to submission to HUD. This

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has resulted in a lower error rate. HRA's rent reasonableness system is in place and used on a non-going basis. In addition to the rental information gathered from local housing developments and newspapers, all participating landlords are routinely requested to provide rental information concerning their unassisted units.

To expand its outreach efforts, the HRA works very closely with real landlords, social service agencies, advocacy groups and state agencies. As a part of this outreach, quarterly informational meetings are held and all parties are invited to attend. The various groups involved select the meeting topics and the meetings have been well attended as a result. Some of the topics include: eviction procedures, lead paint laws, housing discrimination, etc.

The results of these meetings have proven very positive for us in a variety of ways. Through the reputation and trust that we have developed, we have recognized a substantial increase in program participation from new landlords and property management companies. Some of the benefits include successfully placing "at risk" clients in housing where they may not have otherwise secured housing on their own, either because of poor rental history or the lack of sufficient funds for security deposit, last month's rent etc.; locating affordable housing units that are not typically advertised; and locating units that have been deleted.

The Authority briefs new applicants on a regular routine basis and offers on-going mobility and program counseling options. The HRA is also proud of its FSS program, which is a joint effort with the Greenfield Housing Authority (GHA). The FSS program participation has grown from an initial allocation of 10 to a current enrollment of 34 and the program has proven itself very successful. Due to the success of the FSS program, in 2002, the HRA joined the GHA to establish our Housing Choice Voucher Homeownership program. Through this positive working relationship with the GHA, both programs continue to work very well.

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**theGHAandformedaHousingChoiceVoucherHomeownershipprogramthat  
iscurrentlybeingofferedtoallFSSparticipants.**



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**Resident Membership on the PHA Governing Board**

**The Franklin County Regional Housing & Redevelopment Authority (HRA) is a PHA that only administers Section 8 and therefore qualifies for the “small PHA exception.” At this time we do not have a current voucher holder serving on our Board. One current Commissioner was a recipient of Section 8 assistance. She relinquished her assistance for an opportunity to accept a job with housing included and she has since purchased a house. She is a strong advocate for low-income renters. We do not ask former recipients to step down because their situation has improved.**

**To establish a list of prospective program participants, the HRA will, in accordance with the regulation and through the Resident Advisory Board, solicit interest from our Section 8 clientele. Due to the uniqueness of the HRA’s regional status, we have an eleven-member board of Commissioners as opposed to a typical five-member board. Two of the eleven slots are allocated for state government appointees and nine are to be filled from local county government appointments. Regulations mandate that local county government appointments limit commissioner representation to one commissioner member from any one Franklin County town within the 25-town region of the HRA. As a result, vacant commissioner seats are frequently difficult to fill due to the lack of interest from the towns that are not currently represented. Many of our small towns have little to no rental housing, which means there are no Section 8 voucher holders in many towns.**

**Through the Resident Advisory Board, the HRA currently solicits interest for participation to the Board of Directors from the Section 8 client population. A list will be established and all interested parties will be considered upon our notice of the availability of a slot in the party’s town of residence that is not currently represented by another Commissioner member.**

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