

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

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Small PHA Plan Update  
Wayland Housing Authority

Annual Plan for Fiscal Year: 2003

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

## PHA Plan Agency Identification

**PHAName:** Wayland Housing Authority

**PHANumber:** MA101

**PHAFiscalYearBeginning:(mm/yyyy)** 07/2003

### PHA Plan Contact Information:

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Email(if available): WaylandHousing@Hotmail.com

### 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

### 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
- Main administrative office of the local, county or State government
- Public library
- PHA website
- Other (list below)

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

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

### PHA Programs Administered :

- Public Housing and Section 8       Section 8 Only       Public Housing Only

**Annual PHA Plan**  
**Fiscal Year 20 03**  
 [24CFR Part 903.7]

**i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

<b>Contents</b>	<b><u>Page#</u></b>
<b>Annual Plan</b>	
i. Executive Summary (optional)	1
ii. Annual Plan Information	1
iii. Table of Contents	1
1. Description of Policy and Program Changes for the Upcoming Fiscal Year	2
2. Capital Improvement Needs	2
3. Demolition and Disposition	3
4. Homeownership: Voucher Homeownership Program	3
5. Crime and Safety: PHDEP Plan	3
6. Other Information:	4
A. Resident Advisory Board Consultation Process	4
B. Statement of Consistency with Consolidated Plan	4
C. Criteria for Substantial Deviations and Significant Amendments	5
<b>Attachments</b>	
<input checked="" type="checkbox"/> Attachment A: Supporting Documents Available for Review	
<input checked="" type="checkbox"/> Attachment B: Capital Fund Program Annual Statement	
<input checked="" type="checkbox"/> Attachment C: Capital Fund Program 5 Year Action Plan	
<input type="checkbox"/> Attachment__: Capital Fund Program Replacement Housing Factor Annual Statement	
<input type="checkbox"/> Attachment__: Public Housing Drug Elimination Program (PHDEP) Plan	
<input checked="" type="checkbox"/> Attachment D: Resident Membership on PHA Board or Governing Body	
<input checked="" type="checkbox"/> Attachment E: Membership of Resident Advisory Board or Boards	
<input checked="" type="checkbox"/> Attachment F: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	
<input checked="" type="checkbox"/> Attachment G: Statement of Progress in Meeting the 5 -Year Plan, Mission and Goals.	
<input checked="" type="checkbox"/> Attachment H: Voluntary Conveyance Initial Assessments.	
<input checked="" type="checkbox"/> Attachment I: Required Attachment I: Membership of the Resident Advisory Board or Boards	

**ii. Executive Summary**

[24CFR Part 903.79(r)]

At PHA option, provide a brief overview of the information in the Annual Plan

The Wayland Housing Authority has prepared this plan in compliance with the Housing Quality and Work Responsibility Act and the U.S. Department of Housing and Urban Development regulations.

The WHA has completed a review of its policies to ensure compliance with statutory and regulatory regulations. Revisions have been made to policies and procedures where appropriate. Among other changes, the following revisions and additions to plans have been accomplished or are in process:

- Income Targeting.
- Increased occupancy by working families.
- Increased utilization of the Section 8 Housing Choice Voucher Program.

**1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

- Implementation of HUD Income Targeting Policy.

**2. Capital Improvement Needs**

[24CFR Part 903.79(g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A.  Yes  No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ \_\_\_\_\_

C.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

**(1) Capital Fund Program 5 - Year Action Plan**

The Capital Fund Program 5 - Year Action Plan is provided as Attachment B

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

The Capital Fund Program Annual Statement is provided as Attachment C

**3.D Demolition and Disposition**

[24CFR Part 903.79(h)]

Applicability: 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 next component; if "yes", complete one activity description for each development.)

**4. Voucher Homeownership Program**

[24CFR Part 903.79(k)]

A.  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 next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

**5. Safety and Crime Prevention: PHDEP Plan**

[24CFR Part 903.7(m)]

Exemptions Section 8 Only PHAs may skip to the next component PHA eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A.  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_

C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24 CFR Part 903.79(r)]

**A. Resident Advisory Board (RAB) Recommendations and PHA Response**

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 attached at Attachment (Filename) \_\_\_\_\_ E

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

- The PHA changed portions of the PHA Plan in response to comments. A list of these changes is included:
  - Yes  No: below
  - Yes  No: at the end of the RAB Comments in Attachment \_\_F\_\_.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment \_\_\_\_\_.
- Other: (list below)

**B. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)

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

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

3. PHA Requests for support from the Consolidated Plan Agency

Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

**C. Criteria for Substantial Deviation and Significant Amendments**

**1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5 -year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5 -year Plan:

The WHA will consider the following as the standard of substantial deviation to the 5 -year plan:

- Implementation of a policy or goal that exceeds more than three years over schedule.

B. Significant Amendment or Modification to the Annual Plan:

- None

## Attachment A Supporting Documents Available for Review

PHAs are to 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
NA	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Schedule of flat rents offered each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
NA	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
NA	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
NA	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH99 -52(HA).	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and /or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
NA	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHA participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHA participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Pet Policy

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

PHA Name: Wayland Housing Authority  FY2000 Capital Fund Program	Grant Type and Number Capital Fund Program: MA06P10150100 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: FY2000
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 12/31/2002     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	5,000.00	9,701.94	9,701.94	9,701.94
4	1410 Administration	20,000.00	2,475.69	2,475.69	2,475.69
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		1,930.00	1,930.00	1,930.00
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00	3,100.00	3,100.00	3,100.00
10	1460 Dwelling Structures	92,877.00	110,669.37	110,669.37	110,669.37
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	127,877	127,877.00	127,877.00	127,877
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures	109,877	113,877	113,877	113,877

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHAName: Wayland Housing Authority		<b>Grant Type and Number</b> Capital Fund Program#: MA06P10150100 Capital Fund Program Replacement Housing Factor#:				Federal FY of Grant: 2000		
FY 2000 Capital Fund Program								
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MA101 -C	Management Improvements	1408		5,000	9,701.94	9,701.94	9,701.94	Complete
MA101 -C	Administration Accounting Fees and Salaries, Architect/Engineer	1410		20,000	2,475.69	2,475.69	2,475.69	Complete
		1430		0	1,930.00	1,930.00	1,930.00	Complete
MA101 -005	Site Improvements Drainage Line for Sump at 106 Main Street	1450		10,000	3,100.00	3,100.00	3,100.00	Complete
MA101 -005	CVA Roof Replacement	1460		92,877	110,669.37	110,669.37	110,669.37	Complete

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

PHA Name: Wayland Housing Authority		<b>Grant Type and Number</b>					Federal FY of Grant: 2000
FY 2000 Capital Fund Program		Capital Fund Program #: MA06P10150100					
		Capital Fund Program Replacement Housing Factor #:					
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA101 -C	9/30/02		6/30/02	9/30/04	06/01/03		Harsh Winter Delayed Roof HVAC Installation



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

PHA Name: Wayland Ho using Authority  FY2001 Capital Fund Program	Grant Type and Number Capital Fund Program: MA06P10150101 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant:  FY2001
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 12/31/2002     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations		56,585.91	0	0
3	1408 Management Improvements	9,338	2,393.85	2,393.85	2,393.85
4	1410 Administration	5,000	500.00		0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	6,000	3,448.86	3,278.86	3,278.86
8	1440 Site Acquisition				
9	1450 Site Improvement	15,000	0	0	0
10	1460 Dwelling Structures	85,000	57,018.75	5,947.63	5,947.63
11	1465.1 Dwelling Equipment — Nonexpendable	10,000	10,390.63	10,390.63	10,390.63
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	130,338	130,338.00	54,190.63	54,190.63
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Wayland Housing Authority  FY2001 Capital Fund Program			<b>Grant Type and Number</b> Capital Fund Program #: MA06P10150101 Capital Fund Program Replacement Housing Factor #:			<b>Federal FY of Grant:</b> 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MA101 -C	Operations	1406		0	56,585.91			
MA101 -C	Office PC Upgrade	1408		9,338	2,393.85	2,393.85	2,393.85	
MA101 -C	Administration	1410		5,000	500.00			
MA101 -C	Architect/Engineer/Fees	1430		6,000	3,448.86	3,278.86	3,278.86	
MA101 -002	206 Main St. Exterior Repairs: Exterior door, porch replacement	1460		0	7,018.75	5,947.63	5,947.63	
MA101 -005	CV A Roof Replacement	1460		0	50,000.00			
MA101 -005	CV A Emergency Generator Replacement	1465		0	10,390.63	10,390.63	10,390.63	
MA101 -002	Family Exterior Painting	1460		15,000	0			
MA101 -005	CV A Walkway Paving Driveway Signage	1450		10,000	0			
MA101 -002	Family Landscape Planting	1450		5,000	0			
MA101 -005	CV A Exterior Painting	1460		5,000	0			
MA101 -005	CV A Interior Hallway Painting	1460		5,000	0			
MA101 -005	CV A Common Hallway Rug Replacement	1460		30,000	0			
MA101 -005	CV A Kitchen Counter/Spigot Replacement	1460		30,000	0			
MA101 -005	CV A Replace Entry Intercom System	1460		10,000	0			

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (C FP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHAName: Wayland Housing Authority		<b>Grant Type and Number</b> Capital Fund Program#: MA06P10150101 Capital Fund Program Replacement Housing Factor#:				Federal FY of Grant: 2001	
FY2001 Capital Fund Program							
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA101 -C	6/30/03			6/30/05			

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

PHAName: Wayland Housing Authority FY2002 Capital Fund Program	Grant Type and Number Capital Fund Program: MA06P10150102 Capital Fund Program Replacement Housing Factor Grant No: _____	Federal FY of Grant: FY2002
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 12/31/02     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	10,000		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	8,700		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement			0	0
10	1460 Dwelling Structures	78,119		0	0
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	96,819		0	0
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures	96,819			



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

PHAName: Wayland Housing Authority		Grant Type and Number Capital Fund Program #: MA06P10150102 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 2002
FY2002 Capital Fund Program							
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA101 -C	6/30/04			6/30/06			

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

PHAName:	Grant Type and Number Capital Fund Program: MA06P10150103 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	7,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	78,122			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2 - 19)	95,122			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				





# Capital Fund Program Five - Year Action Plan

## Part I: Summary

PHAName Wayland Housing Authority		<input type="checkbox"/> Original 5 - Year Plan <input checked="" type="checkbox"/> Revision No: 1			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHAFY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHAFY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHAFY: 2006	Work Statement for Year 5 FFY Grant: 2005 PHAFY: 2006
106 Main Street (005)		95,122			95,122
Family Sites (002 -009)			95,122	95,122	
HA wide (101 -C)					
CFPFunds Listed for 5 -year planning		95,122	95,122	95,122	95,122
Replacement Housing Factor Funds		0	0	0	0

Capital Fund Program Five - Year Action Plan

**Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 04 PHAFY: 04			Activities for Year: 3 FFY Grant: 05 PHAFY: 05		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	Cochituate Village Apartments(005)	Window Replacement	95,122	Family Scattered Sites MA101 -002, 009	Heating System Upgrades	80,122
<b>Annual Statement</b>					Tree Removal	15,000
	Total CFPEstimated Cost		\$95,122			95,122

Capital Fund Program Five - Year Action Plan

**Part II: Supporting Pages — Work Activities**

Activities for Year 1	Activities for Year: 4 FFY Grant: 06 PHAFY: 06			Activities for Year: 5 FFY Grant: 07 PHAFY: 07		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	Family Scattered Sites (MA101 ,002)	222 Commonwealth Road Conversion	95,122	Cochituate Village Apartments (MA101 -005)	Expand CVA Community Room/Office Area	
<b>Annual Statement</b>						
	Total CFPEstimatedCost		\$95,122			95,122

**Required Attachment D: Resident Member on the WHA Governing Board**

1.  Yes  No: Does the WHA governing board include at least one member who is directly assisted by the WHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Marie Zaniboni

B. How was the resident board member selected: (select one)?

- Elected
- Appointed

C. The term of office is (include the date term expires): 2003

2. A. If the WHA governing board does not have at least one member who is directly assisted by the WHA, why not?

- the WHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis
- the WHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of governing board member: Martin Nichols

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Governor Romney

**Required Attachment E: Membership of the Resident Advisory Board or Boards**

WHA Board of Commissioners Name & Office	Date of Election or Appointment	Term of Office	Date of Expiration of Term of Office	Race/Sex
Robert Dolan, Vice Chair 39 Marshall Terrace Wayland, MA 01778 H: 358 -5246	Elected 4/92	5 Years	4/97 4/02	White Male
Dr. Martin Nichols 11 Hickory Hill Road Wayland, MA 01778 H: (508) 3 58-2407 Governor's Appointee	Appointed 11/9/01		10/21/03	White Male
Charles Raskin, Chair 19 Parkland Drive Wayland, MA 01778 H: (508) 655 -1336	Elected 7/93 4/94 4/99	1 Year 5 Years 5 Years	4/94 4/99 4/04	White Male
Susan Weinstein 279 Concord Road Wayland, MA 01778 H: (508) 358 -0227 W: (508) 460 -9333	Elected 4/00	1 Year	4/91-4/92 4/92-4/98 4/00-4/01	White Female
Marie Zaniboni, Tenant Representative 106 Main Street Wayland, MA 01778 H: (508) 653 -4748	Elected 6/97 4/98	1 Year 5 years	4/98 4/03	White Female

List members of the Resident Advisory Board or Boards:

Resident Advisory Board Members:

- Corrine Corliss
- Marina Delrio
- Norma Dutton
- Dorothy Kohler
- Grace Lavin

The WHA regularly advertises for volunteers to serve on the R.A.B. in the "W.H.A.'s News" newsletters (Section 8, Family Scattered Sites and Cochituate Village Apartments Elderly Housing).

**Attachment F:** Comments of Resident Advisory Board or Boards & Explanation of WHA Response

March 13, 2003

The Resident Advisory Board is displeased with the renovation work to date at the Cochituate Village Apartments.

Residents want to be sure that the new windows at the CVA will be operable for elderly persons and weather tight.

Residents asked to review the proposed countertop replacement. Since this renovation will occur in their individual units, they have preferences on color and type.

**Attachment G: Statement of Progress in Meeting the WHA 5 - Year Plan Mission and Goals.**

**Goal:** Expand the supply of assisted housing.

The WHA developed affordable housing at 130 Plain Road in Wayland for first time homeownership under the state's Local Initiative Program. The four -acre parcel was purchased by the town for open space and affordable housing purposes. The unit was completed in December 2002.

**WHA Goal:** Improve the quality of assisted housing.

The WHA continues to meet HUD housing quality and management standards. This year, the WHA received \$96,919 from the HUD Capital Fund Program for capital improvements to its housing assets. The FY 2002 financial audit indicated no findings.

**WHA Goal:** Increase assisted housing choices.

The WHA performed outreach to potential voucher landlords producing newsletters to real estate and apartment rental agencies. The WHA was successful in securing a 20% Fair Market Rent exemption voucher it administers to more accurately reflect local market conditions to assist Section 8 participants secure rental housing. The WHA has sent an annual brochure to potential landlords and real estate agents in order to promote the Section 8 program and to educate professionals in the real estate industry..

**WHA Goal:** Provide an improved living environment.

The WHA has implemented a "Flat Rent" policy to retain working families with high incomes in public housing.

**WHA Goal:** Promote self -sufficiency

The WHA has received funding for a Family Self -Sufficiency Caseworker to work to improve tenant employability. The WHA has developed affordable housing for first time buyers.

**WHA Goal:** Ensure Equal Opportunity in Housing for all Americans

The WHA has undertaken affirmative measures to ensure access to assisted housing to all Americans regardless of race, color, religion, national origin, sex, familial status, sexual orientation and disability. Occupancy and participation of assisted units meet or exceeds affirmative action requirements. The WHA is in compliance with HUD Fair Housing Audits. The diversity of WHA residents and admission rates exceed requirements.

**Attachment H Voluntary Conversion Initial Assessments**

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 2
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 1
- c. How many Assessments were conducted for the PHA's covered developments? 1
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
None	

**Certification**

In accordance with §972.200(b), the WHA certifies that it has reviewed each development's operations as public housing; considered the implications of converting the public housing to tenant based assistance; and concluded that conversion of the development is inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described at §972.200(c).

The WHA considered each covered development and determine, based on factors such as cost, ability to occupy the development, cost and/or workability of vouchers in the community that voluntary conversion may be appropriate or inappropriate. The assessment is non-binding and does not require a market study or detailed cost calculations.

The WHA has examined the cost benefit of conversion to tenant based program and have concluded that it is more efficient and cost effective to manage this program project based.



**Required Attachment I: Membership of the Resident Advisory Board  
or Boards**

The WHA sent a notice to residents in the Cochituate Village Apartments and Family Public Housing Units asking for volunteers to serve on the Resident Advisory Board.

Resident Advisory Board Members:

Corrine Corliss  
Marina Delrio  
Norma Dutton  
Dorothy Kohler  
Grace Lavin

**Required Attachment J: Public Notice**

**PUBLIC NOTICE OF PUBLIC HEARING**

WHA Agency Plan  
March 13, 2003 at 4:00 p.m.  
Wayland Housing Authority Office  
106 Main Street  
Wayland, MA

The Wayland Housing Authority will hear comments on a proposed update of its annual and five-year plan for its federal public housing programs. This is an annual plan that provides comprehensive information about the WHA's goals, policies and operations. Copies of the proposed plan are available at the WHA office or call V/TTY: (508) 655-6310.