

Medway Housing Authority Year 4 Agency Plan

May 15, 2003 Submission to HUD

PHA Plans (MA157v04)

5-Year Plan for Fiscal Years 2003 - 2007

Annual Plan for Fiscal Year 2003

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

PHA Plan Agency Identification

PHA Name: Medway Housing Authority

PHA Number: MA157

PHA Fiscal Year Beginning: (mm/yyyy) 07/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

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

B. Goals

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

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

PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

The MHA will consider the possibility of establishing a non-profit in the future to potentially create additional affordable housing in the community.

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) *

** The MHA is a High Performer with a PHAS Advisory Score of 94.*

- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices*

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

** The MHA does not have a Section 8 program.*

The MHA will consider the possibility of establishing a non-profit in the future to potentially create additional affordable housing in the community.

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

PHA Goal: Provide an improved living environment

Objectives:

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

** The MHA coordinates its public housing security efforts with the Medway police department.*

*** The MHA coordinates closely with the local Council on Aging.*

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2003

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

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

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

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

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

iii. Annual Plan Table of Contents [24 CFR Part 903.7 9 (r)]

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

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Attachments

FY 2003 Capital Fund Annual Statement and Five-Year Action Plan	MA157d01
Year 3 Agency Plan Progress Report	MA157d02
Names and Addresses of RAB Members	MA157d03
RAB and Public Hearing Comments on Year 4 Plan	MA157d04
FY 2002 CFP Performance & Evaluation Report	MA157d05
FY 2001 and FY 2000 CFP Performance & Evaluation Reports	MA157d06

Required Attachments:

- Admissions Policy for Deconcentration * **The MHA is exempt from the 12/22/00 Final Rule to Deconcentrate Poverty and Promote Integration in Public Housing as it operates only one general occupancy, family public housing development (MA 157-1).**
- FY 2003 Capital Fund Program Annual Statement** **The FY 2003 Capital Fund Annual Statement and Five-Year Action Plan are presented as an Attachment File (MA157d01).**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)*** **The MHA is not troubled nor at risk of being troubled.**

Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5-Year Action Plan (**Attached as MA157d01**)
- 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		
Applicable & On Display	Supporting Document	Applicable Plan Component
YES	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
YES	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
YES	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
N/A	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
YES	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
YES	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
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
YES	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
YES	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
YES	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
YES	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
YES	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
YES	Pet Policies and Procedures	Annual Plan: Pets
YES	Conversion Analysis	Annual Plan: Conversions of Public Housing
YES	Census 2000 Summary File 3 for Medway	Annual Plan: Housing Needs
YES	Community Service Policy	Annual Plan: Community Service & Self-Sufficiency
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	408	5	5	5	5	5	5
Income >30% but <=50% of AMI	383	5	5	5	5	5	5
Income >50% but <80% of AMI	390	3	3	3	5	3	3
Elderly	473	3	3	3	5	3	3
Families with Disabilities	45	*	*	*	*	*	*
White	1,133	*	*	*	*	*	*
Black	7	*	*	*	*	*	*
Asian	7	*	*	*	*	*	*
Hispanic	57	*	*	*	*	*	*
Pacific Islander	7	*	*	*	*	*	*
Other and Multi-Race	27	*	*	*	*	*	*

* *Relative Impact on Housing Needs according to Disability and Race/Ethnicity are more related to Income than Other factors. For example, a Family with Disabilities or Black Household with Income <=30% of AMI would have the same Housing Needs Impact scores (4s and 5s) as All Households with Incomes <= 30% of AMI.*

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 ***Commonwealth of Massachusetts***
Indicate year: ***2001-2005***
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset: ***Census 2000 Summary File 3 for Medway***
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
DHCD Community Profile Report

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (FAMILY)			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	27	100%	4
Extremely low income <=30% AMI	21	78%	2
Very low income (>30% but <=50% AMI)	5	19%	2
Low income (>50% but <80% AMI)	1	3%	0
Families with children	26	97%	4
Elderly families	1	3%	0
Families with Disabilities	0	3%	0
White	20	74%	4
Black	4	15%	0
American Indian/Asian/Pacific Islander/Other	0	0%	0
Hispanic	3	11%	0
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A		
2 BR	15	56%	4
3 BR	11	41%	
4 BR	1	3%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? Almost 2 Years (since June 2001)			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing (**ELDERLY**)
 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	42	100%	8
Extremely low income <=30% AMI	28	67%	3
Very low income (>30% but <=50% AMI)	9	21%	3
Low income (>50% but <80% AMI)	5	12%	2
Families with children	0	0%	0
Elderly families	28	67%	8
Families with Disabilities	14	33%	0
White	38	90%	8
Black	1	2%	0
American Indian/Asian/Pacific Islander/Other	3	8%	0
Hispanic	0	0%	0
Characteristics by Bedroom Size (Public Housing Only)			
IBR	42	100%	8

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

If yes:

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

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

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

Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

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

The MHA will consider the possibility of establishing a non-profit in the future to potentially create additional affordable housing in the community.

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

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

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

* ***Meet minimum HUD Targeting by serving 40% <= 30% AMI.***

** ***MHA will support and encourage work through 1.) Flat rent rates; 2.) Phased Income Disregard.***

Note: During the Year 3 Agency Plan, the MHA admitted 4 new family households- 2 < 30% AMI and 2 > 30% AMI. Additionally, during Year 3, 14 households (7 families, 7 elderly) opted for flat rents.

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

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

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

* ***MHA will support and encourage work through: 1.) Flat rent rates; 2.) Phased Income Disregard.***

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

MHA will afford federal elderly the current state Income Disregard.

Note: During Year 3, 5 elderly households availed themselves of this income disregard incentive.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

MHA will maintain accessibility of existing accessible units.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

MHA does not have a Section 8 Housing Program.

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund (based on year 2002)	\$84,124	
b) Public Housing Capital Fund (FFY 2003)	\$115,844	
c) HOPE VI Revitalization	---	
d) HOPE VI Demolition	---	
e) Annual Contributions for Section 8 Tenant-Based Assistance	---	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	---	
g) Resident Opportunity and Self-Sufficiency Grants	---	
h) Community Development Block Grant	---	
i) HOME	---	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only)		
a. FY 2002 Public Housing Capital Fund	---	Public Housing Capital Improvements
3. Public Housing Dwelling Rental Income (based on year 2002)	\$381,000	Public Housing Operations
4. Other income (Interest)	\$20,000	Public Housing Operations
4. Other income (Excess Utilities)	\$4,483	Public Housing Operations
5. Non-federal sources (list below)		
TOTAL RESOURCES	\$605,451	See Above

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(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)

** MHA verifies eligibility for admission when they are within three vacancies, depending on circumstances.*

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)

** MHA uses CORI to screen criminal or drug-related activity.*

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

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

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

** Local police do State CORI and Federal NCIC requests for the MHA.*

(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)

** MHA maintains one waiting list for family units and one list for elderly units at its one (MA157-1) development.*

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

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

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

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

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

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

** Although the MHA maintains one waiting list for family units and one list for elderly, in some cases a family would be allowed to be on a waiting list for different bedroom sizes.*

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

- 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)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers*
* If necessary to achieve income targeting.
- Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

a. Yes No:* 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?

* **The MHA is exempt from the 12/22/00 Final Rule to Deconcentrate Poverty and Promote Integration in Public Housing as it operates only one general occupancy, family public housing development (MA 157-1).**

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

**MHA will monitor the 40% Income Target (for those <=30% MRI) on an annual basis.*

Note: During the Year 3 Agency Plan, the MHA admitted 4 new family households-2 < 30% AMI and 2 > 30% AMI.

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)
MHA will monitor the 40% Income Target (for those <=30% MRI) on annual basis (See Note above).

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

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

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

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

B. Section 8

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

The MHA does not have a Section 8 program.

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)

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

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0
 \$1-\$25
 \$26-\$50 (**\$50**)

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

* *MHA has an extreme hardship provision.*

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) *

* ***MHA has enacted a Phased-Income Disregard Program.***

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

Note: During the Year 3 Agency Plan, 14 households (7 family, 7 elderly) opted for flat rents. The MHA's flat rent structure will continue unchanged for Year 4.

B. Section 8 Tenant-Based Assistance

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

The MHA does not have a Section 8 Program.

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

The MHA is both High Performing and Small and is NOT required to complete this Section.

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

The MHA is a High Performing PHA and is NOT required to complete this Section.

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (MA157d01)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (MA157d01)

-or-

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

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities [24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

Component 10 (B) Voluntary Conversion Initial Assessments

- a) How many of the PHA’s developments are subject to the Required Initial Assessments? **One—MA 157-1 (Mahan Circle). However, only the family portion of this development is subject to the assessment. This conversion assessment was completed and submitted as part of the Year 3 Plan and is on-display.**

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)? **The elderly portion of MA 157-1.**

c) How many Assessments were conducted for the PHA's covered developments? **One--An initial assessment has been conducted for the family portion of MA 157-1. This initial assessment relied on existing data including an analysis of prorated capital fund and operating costs as compared to the Section 8 voucher cost. The analysis was prepared using the June 22, 2001 HUD Final Rule (66 FR 4476) on Voluntary Conversions-Required Initial Assessments. Refinements to this assessment will be conducted as HUD issues further guidance and clarification.**

This conversion assessment was completed and submitted as part of the Year 3 Plan and is on-display.

d) Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None**

Development Name	Number of Units
Not Applicable	Not Applicable

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

The MHA does not have a Section 8 Program and is a High Performing PHA—Skip to Component 12.

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

The MHA is High Performing/Small and is NOT required to complete this Section other than the required Community Service Statement, which is included under Section 12.D. It should be noted, however, that the MHA has hired a part-time Social Worker to work with both its federal family and elderly/disabled public housing residents.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?
If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
 Information sharing regarding mutual clients (for rent determinations and otherwise)
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 Jointly administer programs
 Partner to administer a HUD Welfare-to-Work voucher program
 Joint administration of other demonstration program
 Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

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
--

The Medway Housing Authority's Community Service Policy for Federal Housing Developments was adopted as part of the Medway Housing Authority's FY 2001 HUD Agency Plan. Prior to its implementation, HUD suspended Community service requirements as part of the FY 2002 Appropriations Act. In FY 2003, as part of the FY 2003 Appropriations Act, HUD has reinstated Community Service requirements. The Medway Housing Authority will reinstitute this policy per HUD guidance. The Medway Housing Authority's Community Service Policy for Federal Housing Developments is both on-file and on-display as part of its FY 2003 (Year 4) Agency Plan.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

The MHA is High Performing/Small and NOT participating in PHDEP; therefore, the MHA is NOT required to complete this Section—Skip to Component 15. It should be noted, however, that the Town of Medway has assigned a Liaison Police Officer to the MHA.

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

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

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

2. What information or data did the PHA 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/anti drug programs
- Other (describe below)

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The MHA has Pet Policies and Procedures for its developments. These Pet Policies and Procedures were provided as part of the Year 2 Plan submission to HUD and remain active and are on-display.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

The MHA is High Performing/Small and is NOT required to complete this Section.

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

RAB Comments on Agency Plan are provided as file attachment MA157d04.

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name) **MA157d04**
 - 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)

** Mary C. Anderson, 308 Mahan Circle, is the current MHA federal public housing resident on the MHA Board of Commissioners. Her term expires in May of 2005.*

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)

** Elected or State appointed.*

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**

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)

Statement of Consistency with Consolidated Plan

The Medway Housing Authority (MHA) considers all of its programs and services to be consistent with the Consolidated Plan of the Commonwealth of Massachusetts.

In its state and federal housing programs, the MHA serves 209 households of low-income, providing the following types of affordable housing: 70 units of federal elderly/disabled housing; 30 units of federal family housing; 94 units of state elderly/disabled housing; 11 units of state special needs housing; and 4 units of state rental assistance. With the low-moderate income focus of the Consolidated Plan, the MHA plays a major role in its community by serving only extremely low, very low, and low income households and offers this housing to all major population groups—families, the elderly, and the disabled. The MHA works with local, state, and federal agencies on issues and programs affecting the low-income population it serves and will continue to do so in the future.

Furthermore, the lead agency for the Massachusetts' Consolidated Plan is the Department of Housing and Community Development (DHCD), which is also the state's lead agency for state-assisted public housing. Given that the MHA administers 100 units of state-assisted public housing and rental assistance, DHCD and the MHA are in regular contact on issues affecting housing for low-income households.

D. Other Information Required by HUD

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

Significant Amendment or Substantial Deviation/Modification to the Plan

The Medway Housing Authority (MHA) considers one or more of the following to be a *Significant Amendment or Substantial Deviation/Modification* to an already submitted Agency Plan:

1. Discretionary changes in rent determination or waiting list preferences.
2. A decision to undertake an Elderly/Disabled Designated Housing Plan (DHP).
3. A change in any open Annual Capital Fund Program (CFP) that modifies or changes the work items by greater than 20% of the total grant amount.
4. Establishment of new and/or substantively revised policies and procedures that have not previously been submitted as part of the current or previous years' Agency Plans.
5. Any major reduction in funding ($\geq 20\%$) from HUD for the CFP.
6. Any other substantive activities undertaken that have a major affect on resident households (e.g., the conversion of public housing units to Section 8 vouchers).

In the case where there is a *Significant Amendment or Substantial Deviation/Modification* to an already submitted Agency Plan, the MHA will:

- a. Consult with the Resident Advisory Board.
- b. Review consistency of the change with the Massachusetts' Consolidated Plan.
- c. Allow a 45-day public review period of the amendments, modifications, and deviations.
- d. After the public review period, conduct an open meeting for Board approval of the amendments, modifications, and deviations.
- e. Resubmit the Agency Plan to HUD with the amendments, modifications, and deviations.

Attachments

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

Attachments Submitted Electronically with Plan

- Attachment 1:** FY 2003 Capital Fund Program Annual Statement and 5-Year Action Plan (“MA157d01”)
- Attachment 2:** Year 3 Agency Plan Progress Report (“MA157d02”)
- Attachment 3:** Names and Addresses of RAB Members (“MA157d03”)
- Attachment 4:** RAB and Public Hearing Comments on Year 4 Plan (“MA157d04”)
- Attachment 5:** FY 2002 Capital Fund Program Performance & Evaluation Report (“MA157d05”)
- Attachment 6:** FY 2001 and FY 2000 Capital Fund Program Performance & Evaluation Reports (“MA157d06”)

Certifications Submitted in Hard Copy form

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

* Consolidated Plan Certification NOT required under PIH 2000-43. MHA is a Small PHA.

Medway Housing Authority PHA Plans

Electronic File Attachment 1 (MA157d01)

The MHA's Capital Fund Program Annual Statement for FY 2003 and the 5-Year Action Plan for 2003-2007 are attached.

Annual Statement/Performance and Evaluation Report

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

PHA Name: Medway	Grant Type and Number Capital Fund Program Grant No: MA06P15750103 Replacement Housing Factor Grant No:	Federal FY of Grant: 7/1/03
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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 Soft Costs	-			
	Management Improvements Hard Costs	-			
4	1410 Administration	-			
5	1411 Audit	-			
6	1415 Liquidated Damages	-			
7	1430 Fees and Costs	\$11,520			
8	1440 Site Acquisition	-			
9	1450 Site Improvement	-			
10	1460 Dwelling Structures	\$104,324			
11	1465.1 Dwelling Equipment—Nonexpendable	-			
12	1470 Nondwelling Structures	-			
13	1475 Nondwelling Equipment	-			
14	1485 Demolition	-			
15	1490 Replacement Reserve	-			
16	1492 Moving to Work Demonstration	-			
17	1495.1 Relocation Costs	-			
18	1499 Development Activities	-			
19	1502 Contingency	-			
20	Amount of Annual Grant: (sum of lines 1-19)	\$115,844			
21	Amount of line 19 Related to LBP Activities	-			
22	Amount of line 19 Related to Section 504 compliance	-			
23	Amount of line 19 Related to Security –Soft Costs	-			
24	Amount of Line 19 related to Security—Hard Costs	-			
25	Amount of line 19 Related to Energy Conservation Measures	-			
26	Collateralization Expenses or Debt Service	-			

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

PHA Name: Medway		Grant Type and Number Capital Fund Program Grant No: MA06P15750103 Replacement Housing Factor Grant No:				Federal FY of Grant: 7/1/03			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work	
MA 157-1	New Kitchen Cabinets		1460	Lump Sum	\$104,324				
MA 157-1	A&E Fees		1430	Est.	\$11,520				
TOTAL ALL	See Above Items				\$115,844				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Medway						<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY 2004	Work Statement for Year 3 FFY 2005	Work Statement for Year 4 FFY 2006	Work Statement for Year 5 FFY 2007	
157-1	See Annual Statement	\$115,844	\$115,844	\$115,844	\$115,844	
Total CFP Funds (Est.)		\$115,844	\$115,844	\$115,844	\$115,844	
Total Replacement Housing Factor Funds		N/A	N/A	N/A	N/A	

Medway Housing Authority PHA Plans

Electronic File Attachment 2 (MA157d02)

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

Medway Housing Authority

Year 3 (FFY 2002) Agency Plan Progress Report

- 1. Continued the flat rent structure initially implemented in Year 1. The flat rent structure will continue unchanged for Year 4. In Year 3, 14 households (7 families, 7 elderly) took advantage of the flat rent program.**
- 2. Continued the exclusion from rent determination for the first \$135.00 per week in employment income for tenants 62 or older in the Year 3 Plan. This exclusion will continue for the Year 4 Plan. In Year 3, 5 elderly households took advantage of the elderly income disregard program.**
- 3. During Year 3, the MHA fully completed its FY 2000 and FY 2001 Capital Fund Program at the MA 157-1 development. Improvements completed included: the New Elevator and Paving and Parking Lot improvements.**
- 4. During Year 3, the MHA admitted 4 new resident households in the family portion of the MA 157-1 development. Two (2) of these households had income < 30% AMI and two (2) of the households had income > 30% AMI.**
- 5. During Year 3, the MHA hired a part-time Social Worker to assist with the needs of its family, elderly, and disabled households.**
- 6. During Year 3, the Town of Medway assigned a Police Liaison Officer to the MHA.**

Medway Housing Authority PHA Plans

Electronic File Attachment 3 (MA157d03)

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

Name	Address
Judi Lapan	102 Maple Lane
Michelle Mahoney	129 Maple Lane
John Bouchard	129 Maple Lane
Jenni Holl	135 Maple Lane
Barbara Creamer	118 Maple Lane
Debbie Gibson	111 Maple Lane
Jeanne Doherty	108 Maple Lane
Norma Sylvester	124 Maple Lane
Susan and Brian Cox	110 Maple Lane
Eileen Cullen	105 Maple Lane
Laura Kitch	116 Maple Lane
Bill Sheppard	101 Maple Lane
Greg Keiser	103 Maple Lane
Betty Jackson	114 Maple Lane
Marilyn Walsh	112 Maple Lane
Lorraine and Christine Kelly	106 Maple Lane
Carol Cunningham	125 Maple Lane
Melony Ballard	133 Maple Lane
Leo McCarthy	131 Maple Lane
Heidi McGann	117 Maple Lane

Medway Housing Authority PHA Plans

Electronic File Attachment 4 (MA157d04)

Comments received during the RAB Meeting and Public Hearing are as follows:

April 23, 2003 RAB Meeting

Twenty-two (22) residents attended the Resident Advisory Board (RAB) Meeting on April 23rd. While there was a general discussion of the overall plan, particularly the reinstatement on the Community Service requirement, RAB members were generally pleased with the MHA's Plan. Specific RAB comments were directed at their appreciation for the continuation of the flat rents (at an unchanged level) and the on-going income disregard for the elderly.

There were no recommendations for changes to the Plan.

May 14, 2003 Public Hearing

Neither RAB members nor members of the general public attended the May 14th Public Hearing.

Medway Housing Authority PHA Plans

Electronic File Attachment 5 (MA157d05)

The MHA's FY 2002 Capital Fund Program Performance and Evaluation Report is attached.

Annual Statement/Performance and Evaluation Report

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

PHA Name: Medway	Grant Type and Number Capital Fund Program Grant No: MA06P15750102 Replacement Housing Factor Grant No:	Federal FY of Grant: 7/1/02
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 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 Soft Costs	-			
	Management Improvements Hard Costs	-			
4	1410 Administration	-			
5	1411 Audit	-			
6	1415 Liquidated Damages	-			
7	1430 Fees and Costs	\$14,000		\$9,650	0
8	1440 Site Acquisition	-			
9	1450 Site Improvement	-			
10	1460 Dwelling Structures	\$126,794		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	1499 Development Activities	-			
19	1502 Contingency	-			
20	Amount of Annual Grant: (sum of lines 1-19)	\$140,794		\$9,650	0
21	Amount of line 19 Related to LBP Activities	-			
22	Amount of line 19 Related to Section 504 compliance	-			
23	Amount of line 19 Related to Security –Soft Costs	-			
24	Amount of Line 19 related to Security—Hard Costs	-			
25	Amount of line 19 Related to Energy Conservation Measures	-			
26	Collateralization Expenses or Debt Service	-			

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

PHA Name: Medway		Grant Type and Number Capital Fund Program Grant No: MA06P15750102 Replacement Housing Factor Grant No:				Federal FY of Grant: 7/1/02			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MA 157-1	New Kitchen Cabinets in Elderly portion of Development		1460	Lump Sum	\$126,794				Pre-Construction
MA 157-1	A&E Fees		1430	Est.	\$14,000				Pre-Construction
TOTAL ALL	See Above Items				\$140,794				

Medway Housing Authority PHA Plans

Attachment 6 (MA157d06)

The MHA's FFY 2001 and FFY 2000 Capital Fund Program Annual Performance and Evaluation Reports are attached.

Annual Statement/2001
 Performance and Evaluation Report
 Part I: Summary
 Capital Fund Program

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

MA157

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

PHA Name: Medway Housing Authority	Capital Fund Grant Number MA06P15750101	FFY Grant 2001
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- Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report 12/31/02

Line No.	Summary By Development Account	Total Estimated Cost		Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	0	0	0	0
2	1406 Operations (May not exceed 10% of line 20)	0	0	0	0
3	1408 Management Improvements (20%)	0	0	0	0
4	1410 Administration (10%)	0	0	0	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	0	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	147,887	88,088	88,088	88,088
10	1460 Dwelling Structure	0	59,799	59,799	59,799
11	1465.1 Dwelling Equipment - Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used for Development	0	0	0	0
19	1502 Contingency (May not exceed 8% of line 19)	0	0	0	0
20	Amount of Annual Grant (Sum of Lines 2-18)	147,887	147,887	147,887	147,887
21	Amount of Line 20 Related to LBP Activities	0	0	0	0
22	Amount of Line 20 Related to Section 504 Compliance	0	0	0	0
23	Amount of Line 20 Related to Security	0	0	0	0
24	Amount of Line 20 Related to Energy Conservation	0	0	0	0

Signature of Executive Director and Date X	Signature of Public Housing Director & Date X
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Facsimile form HUD-52837 (9/98) ref. Handbook 7485.3 (Previous edition is obsolete)

(2) To be completed for the Performance and Evaluation Report.

MA 157-1	New Elevator	1460	\$59,799	\$59,799	0	\$59,799	\$59,799	Fully Expended
	Paving Parking Lot	1450	\$88,088	\$88,088	0	\$88,088	\$88,088	Fully Expended

Signature of Executive Director and Date X	Signature of Public Housing Director & Date X
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
(2) To be completed for the Performance and Evaluation Report.

MA 157-1	12/31/01		12/31/01	6/30/02		6/30/02	Fully Completed
Signature of Executive Director and Date X				Signature of Public Housing Director & Date X			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
(2) To be completed for the Performance and Evaluation Report.

Annual Statement/2000
 Performance and Evaluation Report
 Part I: Summary
 Capital Fund Program

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

MA157

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

PHA Name: Medway Housing Authority	Capital Fund Grant Number MA06P15750100	FFY Grant 2000
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report 12/31/02

Line No.	Summary By Development Account	Total Estimated Cost		Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	0	0	0	0
2	1406 Operations (May not exceed 10% of line 20)	1,0000	0	1,0000	1,0000
3	1408 Management Improvements (20%)	0	0	0	0
4	1410 Administration (10%)	0	0	0	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	12,0000	0	12,0000	12,000
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structure	0	0	0	0
11	1465.1 Dwelling Equipment - Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	94,105	0	94,105	94,105
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used for Development	0	0	0	0
19	1502 Contingency (May not exceed 8% of line 19)	0	0	0	0
20	Amount of Annual Grant (Sum of Lines 2-18)	107,105	0	107,105	107,105
21	Amount of Line 20 Related to LBP Activities	0	0	0	0
22	Amount of Line 20 Related to Section 504 Compliance	0	0	0	0
23	Amount of Line 20 Related to Security	0	0	0	0
24	Amount of Line 20 Related to Energy Conservation	0	0	0	0

Signature of Executive Director and Date X	Signature of Public Housing Director & Date X
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Facsimile form HUD-52837 (9/98) ref. Handbook 7485.3 (Previous edition is obsolete)

(2) To be completed for the Performance and Evaluation Report.

MA 157-1	New Elevator	1470	\$94,105		\$94,105	\$94,105	Fully Expended
	A&E Costs	1430	\$12,000		\$12,000	\$12,000	Fully Expended
	Operations	1406	\$1,000		\$1,000	\$1,000	Fully Expended

Signature of Executive Director and Date	Signature of Public Housing Director & Date
X	X

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
(2) To be completed for the Performance and Evaluation Report.

MA 157-1	6/30/01		6/30/01	6/30/02		6/30/02	Fully Completed
Signature of Executive Director and Date X				Signature of Public Housing Director & Date X			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
(2) To be completed for the Performance and Evaluation Report.

Annual Statement/2000
 Performance and Evaluation Report
 Part I: Summary
 Capital Fund Program

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

MA157

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

PHA Name: Medway Housing Authority	Capital Fund Grant Number MA06P15750100	FFY Grant 2000
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- Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement/Revision Number
 Performance and Evaluation Report for Program Year Ending
 Final Performance and Evaluation Report 12/31/02

Line No.	Summary By Development Account	Total Estimated Cost		Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	0	0	0	0
2	1406 Operations (May not exceed 10% of line 20)	0	0	0	0
3	1408 Management Improvements (20%)	0	0	0	0
4	1410 Administration (10%)	0	0	0	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	0	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structure	0	0	0	0
11	1465.1 Dwelling Equipment - Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	38,318	0	38,318	38,318
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used for Development	0	0	0	0
19	1502 Contingency (May not exceed 8% of line 19)	0	0	0	0
20	Amount of Annual Grant (Sum of Lines 2-18)	38,318	0	38,318	38,318
21	Amount of Line 20 Related to LBP Activities	0	0	0	0
22	Amount of Line 20 Related to Section 504 Compliance	0	0	0	0
23	Amount of Line 20 Related to Security	0	0	0	0
24	Amount of Line 20 Related to Energy Conservation	0	0	0	0

Signature of Executive Director and Date X	Signature of Public Housing Director & Date X
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Facsimile form HUD-52837 (9/98) ref. Handbook 7485.3 (Previous edition is obsolete)

(2) To be completed for the Performance and Evaluation Report.

MA 157- 1	New Elevator	1470	\$38,318			\$38,318	\$38,318	Fully Expended
Signature of Executive Director and Date X					Signature of Public Housing Director & Date X			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
(2) To be completed for the Performance and Evaluation Report.

MA 157-1	6/30/01		6/30/01	6/30/02		6/30/02	Fully Completed
Signature of Executive Director and Date X				Signature of Public Housing Director & Date X			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
(2) To be completed for the Performance and Evaluation Report.

