

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

PHA Plans

Annual Plan for Fiscal Year 2004

LOWELL HOUSING AUTHORITY

**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: Lowell Housing Authority

PHA Number: MA 001

PHA Fiscal Year Beginning: (10/2004)

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)

Annual PHA Plan
PHA Fiscal Year 2004
[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 (b)]

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.

[**Note:** Even though PIH Notice 99-51 eliminates the requirement for an Executive Summary the LHA has included one].

The major goals of the agency are to continue initiatives which address the need to attract and retain working families with decent incomes and enable non-working or under employed residents to benefit from LHA programs; and to continue to pursue plans for creating a better living environment for the elderly, especially frail elderly and the disabled, focusing on those with disabilities requiring extensive and intensive supportive services. These plans include pursuing designation of one remaining development for elderly only, (four have been approved) development of assisted living, more intensive supportive service programs for special needs groups of the elderly, single non-elderly persons and families and the allocation of Section 8 certificates to not-for-profits who can provide superior services for certain disabled sub-populations by the creation of small project based developments.

Our Youth Activities Program in partnership with other non-profits in the community continues to offer educational, recreational and inspirational activities to our youth population. By broadening their experience I believe the youth will be better able to fulfill their future goals.

In addition, the agency intends to address the need to expand the regional effort to provide affordable housing rather than increase the supply within Lowell itself. One of the strategies already developed is to expand the homeownership program through the use of the Section 8 Certificate Homeownership option. This will continue (five houses have been purchased) in the pilot phase. We anticipate a minimum of two more participants utilizing the Section 8 Program. Finally, the agency will continue efforts to redevelop the state aided Julian Steele development (all of the residents have been relocated) which affects the operations of the agency and thus the

federal programs. The demolition was completed in February and the construction phase is anticipated to begin in May of this year.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 ®]

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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Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- A. Admissions Policy for Deconcentration
- B. FY 2004 Capital Fund Program Annual & Replacement Housing Fund Statement
- C. Most Recent Board-approved Operating Budget

Optional Attachments:

- D. Capital Fund Program 5 Year Action Plan
- E. LHA Staffing and Org Chart
- F. Required Initial Conversion Assessment Revision
- G. RAB Membership List
- Other (List below, providing each attachment name)
 - H. Comments of Resident Advisory Board or Boards
 - I. Pet Policies
 - J. Progress Report (Year Four)
 - K. Mandatory Community Service and Self-Sufficiency Policy
 - L. Section 8 Homeownership Capacity Statement
 - M. Assessment of Site Based Waiting List Demographics
 - N. Pest Control Policy
 - O. Policy and Procedures for Physical Inspections
 - P. Amendment to HCV Administrative Plan
 - Q. Certifications

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	<u>Supporting Document</u>	Applicable Plan Component
•	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
•	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
•	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
•	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
•	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
•	Public Housing Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
•	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	<u>Supporting Document</u>	Applicable Plan Component
•	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
•	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
•	Schedule of ceiling rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
•	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
•	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
•	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
•	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
•	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
•	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
•	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
•	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
•	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
•	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
•	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
•	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
•	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
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
•	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

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							
Family Type	Overall [2000]	Affordability (Cost >50% Income) [2000]	Supply	Quality [2000]	Accessibility	Size	Location
Income <= 30% of AMI	8,077	3433		5735			
Income >30% but <=50% of AMI	5,316	590		3120			
Income >50% but <80% of AMI	6,688	181		2080			
Elderly with Income <= 30% of AMI	2,567	1062		1591			

Housing Needs of Families in the Jurisdiction							
Family Type	Overall [2000]	Affordability (Cost >50% Income) [2000]	Supply	Quality [2000]	Accessibility	Size	Location
Elderly Income >30% but <=50% of AMI	1,452	119		448			
Elderly Income >50% but <80% of AMI	1,135	24		180			
Families with Disabilities							
Hispanic with Income <= 30% of AMI	1,661			1199			
Hispanic Income >30% but <=50% of AMI	832			514			
Hispanic Income >50% but <80% of AMI	760			291			
African-American with Income <= 30% of AMI	208			134			
African-American Income >30% but <=50% of AMI	178			126			
African-American Income >50% but <80% of AMI	230			81			
Asian							
Frail Elderly							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Federal Public Housing		
<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	5,059		4%
Extremely low income <=30% AMI	4,735	94%	
Very low income (>30% but <=50% AMI)	303	6%	
Low income (>50% but <80% AMI)	21	1%	
Families with Children	2,752	54%	
Elderly families	674	13%	
Disabled Elderly	0	0%	
Non-Elderly Families with Physical Disabilities	1,847	37%	
Non-Elderly Families with Other Disabilities			
White	1,892	37%	
Black	241	5%	
Hispanic	2,022	40%	
Asian	898	18%	
1BR	227	45%	
2 BR	2340	46%	
3 BR	351	7%	
4 BR	82	2%	

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"/> Federal Public Housing			
<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
5 BR	10	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Note that the list is closed for 3 & 4 BRs and has been for those unit sizes for 66 months.			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the 3&4 BR 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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes in case of disasters			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Federal Public Housing			
<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	332		3%
Extremely low income <=30% AMI	308	92%	
Very low income (>30% but <=50% AMI)	22	6%	
Low income (>50% but <80% AMI)	2	0%	
Families with children	236	71%	
Elderly families	12	3%	
Families with disabilities	96	28%	
White	125	37%	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Federal Public Housing		
<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
African-American	39	11%	
Hispanic	145	43%	
American Indian	2	0%	
Asian	21	6%	
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)? 44 mos			
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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes in case of disasters			

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.

The key strategy is to ensure that a maximum number of units are occupied. The other strategy is to encourage and participate in development of low and moderate income housing opportunities for households in surrounding towns. In this respect the major tool has to be certificates and vouchers including homeownership instruments.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)
 - Develop a new outreach or marketing program aimed at working families
 - Create a pilot program for decentralized marketing and management

Use skipping to ensure a growth in the number of families in this income range, living in public housing but by monitoring monthly, avoiding admitting less than 40% of families with median incomes less than 30%.

Use skipping to ensure a growth in the number of families in this income range, utilizing Section 8/Vouchers but by monitoring monthly, avoiding admitting less than 75% of families with median incomes less than 30%.

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)
- Develop assisted living for the elderly

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)
 - Create opportunities for special purpose project based Section 8 development for disabled populations in need of a supportive service housing environment who currently living in public housing, by setting aside a number of Section 8 certificates for not-for-profits.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

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 2002 grants)		
a) Public Housing Operating Fund	5,154,134	
A. Public Housing Capital Fund	3,470,120	
B. HOPE VI Revitalization	0	
C. HOPE VI Demolition	0	
D. Annual Contributions for Section 8 Tenant-Based Assistance	12,870,658	
E. Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
a) Resident Opportunity and Self-Sufficiency Grants	0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
b) Community Development Block Grant	14,000	
c) HOME	0	
Other Federal Grants (list below)	0	
FSS Coordinator Grant	62,500	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund Program	4,173,111	
Replacement Housing Fund	71,442	
ROSS Grant	68,635	
3. Public Housing Dwelling Rental Income		
Federal Low Rent Public Housing	5,100,000	
4. Other income (list below)		
Investment Income(Federal)	30,000	
Other Income	120,000	
4. Non-federal sources (list below)		
State Low Rent Public Housing	995,000	
Unrestricted Investment Income (State)	4,500	
Total resources	32,134,100	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 ©]

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:

No verification, other than mail notification of placement on the waiting list, is made at initial application for waiting lists which are open. Within six months of an applicant likely to receive an offer of a unit, an applicant will be notified in writing to schedule an appointment to commence the final application process including verification.

Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- Verification of preference claims or status

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)

The agency is in the process of securing authorization to check federal records.

(2)Waiting List Organization

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

- The LHA will continue to use a community-wide list
- Sub-jurisdictional lists
- Other (describe)

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

- PHA Leasing and Occupancy Office, 285 Salem St. Lowell
- Each LRPH Site
- 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?

Nine (9).

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)?

3. Yes No: May families be on more than one list simultaneously

If yes, how many lists?

Any and all

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 Leasing and Occupancy Office, 285 Salem St. Lowell
- 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)
 - The Lowell Housing Authority website

(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
- Other:

For family applicants there is one offer only (verified medical exceptions are made).

For elderly applicants there can be three offers made.

In all cases the number of offers applies as if there was a single agency wide waiting list, irrespective of how many waiting lists a household is on.

In all cases anyone claiming status priority preferences and refusing the first offer, shall be placed into the non-preference (time and date) location on the waiting list.

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?

During the period of October 1, 2002 through September 30, 2003, 89% of all LRPB admissions were of families at 30% of median income or below. The remaining 11% admissions of LRPB families were between 31% and 80% of median 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)

There are three classes of transfers – Administrative or emergency situations; over/under housed; and good cause. Good cause or tenant choice must be evaluated and approved. Emergency transfers have only one offer. All others can have two offers. Medical reasons are an exception to the limitation on offers.

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)
 - Involuntarily displaced from a dwelling unit in the municipality of Lowell
 - Residents of Julian Steele Apartments
 - Residents required to move because of modernization.

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.

All Date and Time within the following ranked priorities –

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 Ranked preference(s) (list below)
 - #1. Involuntarily displaced from a dwelling unit in the municipality of Lowell
 - #2. Working head of household or working spouse (who has averaged 20 hours of work a week for at least six months), or person 62 years old or older or a person unable to work because of the extent of their disability
 - #3. A legal resident of Lowell or a person working in Lowell an average of 20 hours a week or more or a person with a job offer to work in Lowell with a minimum of 20 hours a week of work
 - #4. A victim of domestic violence as verified by a Court or law enforcement agency.
 - #5. A veteran as verified by the Department of Veteran Affairs

Note: Each of the preferences carries different weights which are added together for actual preference weighting. The maximum points which can be received is 600.

4. Relationship of preferences to income targeting requirements:

- The PHA will apply preferences within income tiers utilizing skipping patterns
- Not applicable

(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 Administrative Plan
- The LHA intends to develop briefing seminars and other visual and written materials for applicants

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?

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

Site based waiting lists were adopted in October 2002.

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional targeted 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 at targeted developments

Other (list below)

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

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

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

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

Temple Street (MA 1-7)

B. Section 8

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

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)
 Rental history
 Verification of preference claims or status

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)

The agency is in the process of securing authorization to check federal records.

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

- Criminal or drug-related activity
 Other (describe below)
 Tenant's Current Address
 Name and Address of the Current Landlord
 Name and Address of the Tenant's prior Landlord

(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?

Extensions take into account whether the family has made due diligence in finding a unit, whether there are medical or other circumstances which have affected the family's ability to find a unit, a reasonable expectation that an extension will result in success, and whether a family has requested an extension previously.

(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?

During the period of October 1, 2002 through September 30, 2003, 79% of all Section 8 Vouchers issued were to families at 30% of median income or below. The remaining 21% were issued to families between 31% and 80% of median 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.

All Date and Time plus the following ranked priorities

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)
 - #1. Involuntarily displaced from a dwelling unit in the municipality of Lowell
 - #2. Households which reside within the City of Lowell and participate in a non-Federal subsidy program whom are at risk of displacement due to changes in the affordability requirements, administrative delivery system or level of subsidy available for specific programs.
 - #3. Working head of household or working spouse (who has averaged 20 hours of work a week for at least six months), or person 62 years old or older or a person unable to work because of the extent of their disability
 - #4. A legal resident of Lowell or a person working in Lowell an average of 20 hours a week or more or a person with a job offer to work in Lowell with a minimum of 20 hours a week of work

- #5. A victim of domestic violence as verified by a Court or law enforcement agency.
- #6. A veteran as verified by the Department of Veteran Affairs

Note: Each of the preferences carries different weights which are added together for actual preference weighting. The total number of points which can be earned is 600.

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 when the wait list is opened for two weeks or less

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:

(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)

(6) Project Based Section 8 Assistance Programs

The LHA intends to set aside up to 20% of its Section 8 vouchers for project based developments serving special needs and other families with urgent needs. During Agency Plan Year 4, the Lowell Housing Authority (LHA) intends to initiate a Section 8 Project-Based Assistance (PBA) Program with the goal of eventually allocating up to the full 20% of the baseline units in the LHA’s voucher program. The LHA intends to operate this PBA Program in accordance with Section 232 of the FY 2001 VA-HUD Appropriations Act; HUD’s Guidance Materials; and any

waivers or exceptions thereto that may be required. At this time, the LHA has only identified 45 units of this authority that will be utilized in conjunction with the redevelopment of the Concord Meadows development as authorized under Massachusetts General Laws Chapter 193 of the Acts of 2000. All 45 of these rental units will be reserved for households with incomes in the 0-50% of Area Median Income (AMI) range. Although no specific properties have been identified, the LHA also intends to commit another 100 units of PBA authority to be used in tandem with the City of Lowell's Division of Planning and Development (DPD) housing programs in order to promote additional rental housing affordable to households in the 0-50% of Area Median Income (AMI) range. It is anticipated that an RFP or similar competitive solicitation will be issued for these units in the future, as required.

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

Currently it is set at \$50

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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)_____
- Other (list below)

If at a subsequent period in time it is discovered that there was as unreported increase in income, there will be a retroactive calculation of the rent.

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?

Initially the focus will be on exploring the idea and then if feasible and desired, it will be implemented.

(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)

The LHA conducted a market study focusing on properties which were similar in type, amenities, location and condition.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

Funds are reserved in the ACC using the payment standard in effect when the LHA's application for a funding increment is approved. There is one payment standard for each fair market rent area within its jurisdiction, based on bedroom size. It is not less than 80% of the published FMRs (when payment standard is adopted) and not more than 110% of the FMR and the community wide accepted rent. The standards in effect in October 2003 are \$750 (0BR) \$969 (1BR), \$1,171 (2BR), \$1,467 (3BR), \$1,640 (4BR), \$1,885 (5+ BR). They can be adjusted by Affordability Adjustments which are developed annually.

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)

* Note that the LHA is exploring lower payment standards if HCV budget cutbacks continue.

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) Census tract 3114 is the only approved tract for the higher rent payment standard.

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

It is set at \$50 currently

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)

Note: Even as a high performer, the LHA is choosing to provide information in 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:

As is common in Massachusetts, the Lowell Housing Authority manages both Federal and State funded and regulated housing developments. As much as permitted by regulation, the agency has combined regulations and operating procedures. The major areas in which procedures differ concern modernization programs (there is no formula funding of modernization for state aided developments) and changes issuing from the Quality Housing and Work Responsibility Act of 1998, such as preferences in admission.

The Agency has a five member Board of Commissioners, with one appointed by the Governor and the other four appointed by the city Manager of Lowell with City council concurrence. There is an Executive Department including senior staff of a Chief Executive Officer/Executive Director. Division Directors and staff of the Leasing & Occupancy Dept. are also included in the Executive Department. There is one other department, the Facilities Management Department . This is headed by a Deputy Director.

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Federal Public Housing	1,638	196
State Public Housing	231	N/A
Section 8 Vouchers	1246	36
Section 8 Certificates	Combined with vouchers	
Section 8 Mod Rehab	0	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	N/A
Public Housing Drug Elimination Program (PHDEP)	Discontinued N/A	N/A
Other Federal Programs		
New Approach Anti-Drug Program	N/A	N/A
ROSS Supportive Services Program	1,422	N/A
CDBG Youth Programs	350	N/A

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.

Public Housing Maintenance and Management: (list below)

- Low Rent Public Housing Administrative Plan
- Equal Opportunity Housing Plan
- Collective Bargaining Agreement
- Pet Policies
- Grievance Procedure
- Criminal Offender Record Information Policy
- Annual Reexamination Review for Federal Projects
- Model Safety Policy
- Rent Collection Policy
- Investment Policy
- Waterbed Policy

- Air Conditioning Policy
- Fence Policy
- Eviction Procedure
- Fire Damaged Apartment Policy
- Employee Privacy Policy
- Disposition Policy
- Capitalization Policy
- Procurement Policy
- Personnel Policy
- By-Laws of the Authority
- Inventory Control Policy
- Rental and Occupancy Policy
- LEP Policy
- Pest Eradication Policy (See Attachment N)
- Community Service Policy (See Attachment K)

- Section 8 Management: (list below)
- Section 8 Administrative Plan
- Family Self-Sufficiency Action Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B.

-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 D

-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:

1-12, 1-14 Scattered Sites

1-3 Bishop Markham

- 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:

Note: The LHA has developed a mixed financing plan for a State-aided public housing development which anticipates use of some Federal resources including relocation resources. It also intends to explore the use of bond financing for the acquisition, development and redevelopment of housing including one or more of its LRPB developments.

- 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:

It is developing a triplex (3 units) of LRPB as part of George Flanagan (MA 1-2) scheduled for completion in December 2004.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 82-96 Lewis Street, and 27-45 O’Brien Terrace, Lowell
1b. Development (project) number: MA06P001001
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(1/03)</u>
5. Number of units affected: 18
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 8/04 b. Projected end date of activity: 12/05

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	Bishop Markham Village
1b. Development (project) number:	MA 1-3
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 checked="" type="checkbox"/> 75:25
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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(8/31/04)</u>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	399
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name:	Faulkner Street
1b. Development (project) number:	MA 1-4
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 checked="" type="checkbox"/> 75:25
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(12/07/01)</u>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	27
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Father Norton Manor 1b. Development (project) number: MA 1-5
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 checked="" type="checkbox"/> 75:25
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (12/07/01)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 112 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Francis Gatehouse Mill 1b. Development (project) number: MA 1-11
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 checked="" type="checkbox"/> 75:25
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (12/07/01)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 90 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Archambault Towers 1b. Development (project) number: MA 1-6
2. Designation type:

Designation of Public Housing Activity Description	
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 checked="" type="checkbox"/> 75:25
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input checked="" type="checkbox"/>
Submitted, pending approval	<input checked="" type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(12/07/01)</u>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 189	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79(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

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.)

See Attachment F: "Required Initial Conversion Assessment"

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: North Common Village	

1b. Development (project) number: MA1-1
2. What is the status of the required assessment? <input checked="" 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)

Conversion of Public Housing Activity Description
1a. Development name: Bishop Markham Village 1b. Development (project) number: MA1-3
2. What is the status of the required assessment? <input checked="" 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
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <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

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.)

1. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If

“yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

If yes, list criteria below:

These are delineated in the Section 8 Administrative Plan and will be further elaborated as the program is developed. Also see Homeownership Capacity Statement (Attachment L).

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.

A. PHA Coordination with the Welfare (TANF) Agency

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? 11/6/2000

The Lowell Housing Authority has coordinated a cooperative agreement with the Department of Transitional Assistance. We have developed a good working relationship through which we are able to obtain information for income verification, service availability, and client sanctioning actions.

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)

The LHA intends to explore additional avenues of cooperation in the coming year.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Program				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Computer Lab Public Access	10	Ongoing M – F 10 - 12	Mercier Center	FSS/PH
Middlesex Community College (Degree and Certificate Programs)		As needed	Off site	FSS/PH
University of MA at Lowell (Degree Programs)		As needed	Off site	FSS/PH
Lowell Adult Education (ESL and GED Programs)		As needed	Off Site	FS/PH
Earned Income Tax		January –	Mercier Center	FSS/PH

Services and Program				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Credit Program		April 15th	LHA Casey Family Ser. IRS	Low Income Residents of The City.
Free Income Tax Preparation/EFILE		January – April 15 th	Mercier Center LHA Casey Family Ser. IRS	FSS/PH Low Income Residents of The City.
Middlesex Community College Links Program		Spring & Fall	MCC Bedford Campus	FSS/PH
Resume Development & Employment Programs		Ongoing	FSS Department	FSS/PH
Access to Jobs Joint Employment Program (D'Youville Senior Care, Coalition for a Better Acre, Lowell Boy's & Girl's Club, The Club	6 - 10	Ongoing	Worksites throughout the City of Lowell.	PH
SuitAbility (Business Clothing)		As needed	Off site	FSSPH
New Beginnings (Computer Training and Budgeting)		As needed	Westminster Village/Lowell	FS/PH
Financial Literacy Seminar	30	Voluntary	Mercier Center LHA Casey Family Enterprise Bank	FSS/PH
FSS FLEET Loan Program	3	Voluntary	Consumer Credit FSS/Fleet Bank	FSS
United Planning Committee	20	Ongoing	LHA Resident Councils Casey Family	PH
Informational Employment	30	Voluntary	FSS Department	FSS/PH

Services and Program				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Opportunities (FSS Staff)		Ongoing		
Credit Counseling and Repair Seminar (FSS Staff)	50	Voluntary Ongoing	FSS Department	FSS/PH
Homeownership Opportunities & Applications (FSS Staff)	Ongoing	Voluntary Ongoing	FSS Department	FSS/PH
Project Genesis Home Buyer Training Program (Merrimack Valley Housing Partnership)	60	Voluntary Ongoing	Off Site	FSS/PH
Homebuyer Assistance (RFDC)	60 +	Voluntary	FSS Department	FSS/PH
		As needed Ongoing	Resident Counsel Community Rooms	PH
Public Housing Resident Counsel FSS Seminars		As needed Ongoing	Resident Counsel Community Rooms	PH
Textile Museum Scholarship Program	2	As needed	American Textile Museum	
Voter Registration	100	Ongoing	FSS Dept.	PH & S8
Meditation Classes	15	Weekly	Mercier Center	PH
Day Care Placements	5	Ongoing	Little Sprouts Day Care	PH & S8
UMASS Lowell Summer Nutritional Programs	25	Summer	Mercier Center	PH
LHA Newsletter	1800	Quarterly	FSS Dept.	PH

LHA Provider's Network	15	Quarterly	FSS Dept.	PH & S8
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(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 1/1/2004)
Public Housing	N/A	N/A
Section 8	50	49

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

D. Reserved for Community Service Requirement pursuant to section 12© of the U.S. Housing Act of 1937 See Attachment K

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 PHDEP program has been discontinued and rolled into the Capital Fund Program

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)
There are a few perceived problems in one family development and two elderly developments

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)

North Common, Bishop Markham, Archambault Towers, George Flanagan

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)
 - Police Substation

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

North Common, Bishop Markham, Archambault Towers, George Flanagan

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)
 - Fingerprinting

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

North Common, George Flanagan, Bishop Markham, Archambault Towers, Scattered Sites, Archie Kenfick Manor (State program)

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: No attached plan

14. PET POLICY

[24 CFR Part 903.7 9 (n)]

The LHA has two separate pet policies (See Attachment I for full policies).

The Elderly Developments Pet Policy permits household pets. In general the regulation permits licensed, neutered pets such as a dog, cat, bird, fish, rodent or turtle which are registered with the LHA. In addition, the policy permits the Authority to intervene when pets are neglected or cause problems to the property or other tenants.

The Family Developments Pet Policy permits licensed, neutered pets such as a dog, cat, bird, fish, rodent or turtle which are registered with the LHA. No pets with a profile of aggression (Doberman Pinchers, Rotweilers etc.) or a danger to others (such as poisonous snakes etc.) are permitted at all in any family units. The pet cannot exceed 20 pounds in one weight and families are limited to one dog or cat per family.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)
 - Assessments of sub-population markets and neighborhood markets.

- Not-for-Profit management of disabled developments using Section 8 certificates in a project based new development.
- Supportive service contracts to third party providers for on site service programs and development of neighborhood service centers within developments.
- Consolidation of all financial accounting under GAAP and the development of asset value of LHA holdings and the potential leverage of these for development of new affordable housing.
- Development of personnel assets through tuition credits and reimbursements, training opportunities and through increasing skill standards for new hires.
- Exploration of bond financing for the redevelopment of existing LRPH projects and/or the acquisition/development of replacement mixed income housing.

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 (b)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment H
- 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. See Attachment H
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)
Note: Selection of RAB members is described in Attachment G

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

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

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

The resident councils at each development submit one but no more than three names and these are then forwarded to the City Manager who after interviews, selects a resident who is then approved by City Council.

3. Description of Resident Election Process

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

Ms. Constance Achin, a resident of Archie Kenfick Manor, is the Tenant Representative on the Board of Commissioners and her current 5 year term expires 12/28/05.

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Lowell

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)

- Developing assisted living opportunities for the elderly
- Expanding affordable housing opportunities in the region
- Deconcentrating poverty concentrations, reducing poor housing conditions, especially in the Acre, where the LHA has its largest public housing concentrations.
- Supporting the development of alternative housing opportunities with specialized services for the disabled through project based Section 8 programs

Other: (list below)

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

- Use of HOME and CDBG funds to expand the supply of affordable housing in the region.
- Use of CDBG funds to partner with the LHA in the development of Project Based Section 8 housing.
- Use of HOME and CDBG funds to partner with the LHA in the provision of supportive services and housing opportunities for persons of extremely low income.
- Use of CDBG funds to operate youth programs with the LHA.
- Coordination of CDBG funding for lead based paint removal and remediation.
- Use of CDBG and HOME funds to stabilize the neighborhoods in which there is an excessive concentration of poverty, including some in which there are LHA developments.

D. Other Information Required by HUD

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

1. Follow-up plan to the Resident Survey and Satisfaction Survey

The Resident survey results for FY 2003 have been published and we received a score of 9 out of a possible 10 points. The LHA continues to take action to develop and implement policies for the benefit of our residents and intends to continue to follow actions to address issues raised in the FY 2003 survey.

- A staff person has been assigned to work with Resident Councils to conduct meetings/surveys to ascertain areas of concern/dissatisfaction.
- To enhance communication management staff is encouraged to attend and support resident organization meetings.
- A greater emphasis will be placed on the Implementation Plan, (Quarterly Newsletters, RAB Meetings, Postings, etc., will be publicized and site specific). Property Managers and their staff will work to ensure residents are aware of the importance of completing and returning the Resident Satisfaction Survey.
- Residents are encouraged to help maintain common areas and hallways clean and free of debris.
- Residents are urged to report residents who violate and/or visitors who dirty or deface common areas and hallways.
- Aggressively pursue preventative maintenance programs by encouraging residents to report small problems before they escalate into major maintenance problems.
- In addition weekly development tours are conducted by management staff to identify and address problem areas such as common areas, parking areas, yards, etc.
- Maintain the current pest control procedure.
- Purchase additional equipment to combat graffiti throughout the developments.
- In addition to in-house labor, pursue the services of the Middlesex County Community Work Program to improve curb appeal and exterior/interior building conditions.
- Developed and implemented a Fence Policy to standardize the use of exterior fencing.
- Developed and implemented an Air Conditioner Policy common to all developments to address safety and well being of residents.

- Increase frequency of parking lot tours to address abandoned and/or illegally parked vehicles.
- Aggressively pursue eviction of lease violation of resident responsibilities.
- Initiated, trained and supported Neighborhood Watch Patrols.
- Provide office space for police precinct and encourage residents to report concerns to police officer on duty as well as property managers.
- Initiated an “Officer Friendly” program where LHA police knock on 10 resident doors daily to introduce themselves and offer assistance. If residents are not home officers will leave a packet of information and a business card.
- Expanded resident communications by implementing a phone bank with Public Safety staff, making day and evening phone calls to our residents, gathering information for surveys and explaining Public Safety programs.
- Surveyed and addressed all resident parking areas for adequate lighting.

2. LHA Progress in Meeting the Mission and Goals Described in the Agency Five Year Plan

See Attachment J

3. Basic Criteria used in Determining Substantial Deviation

The LHA has determined that a substantial deviation will only occur if a formal vote of the Board of Commissioners is required for any changes to the Low Rent Public Housing Administrative Plan and the Section 8 Administrative Plan.

4. Basic Criteria used in Determining a Significant Amendment or Modification

The LHA has determined that a significant amendment or modification will only occur if a formal vote of the Board of Commissioners is required for any changes to the Capital Fund Plan or the Drug Elimination Plan which has a budgetary consequence greater than 25% and which requires a vote of the Board of Commissioners. In addition, any plan to implement a decision to demolish or dispose of a development or to designate a development as elderly only or disabled only, which already requires a hearing and Board approval process as well as HUD approval, will be considered a significant amendment or modification to the PHA Plan.

ATTACHMENTS

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

List of Attachments

Required Attachments:

- A. Admissions Policy for Deconcentration
- B. FY 2004 Capital Fund Program Annual & Replacement Housing Fund Statement
- C. Most Recent Board-approved Operating Budget

Optional Attachments:

- D. Capital Fund Program 5 Year Action Plan
- E. LHA Staffing and Org Chart
- F. Required Initial Conversion Assessment Revision
- G. RAB Membership List
- Other (List below, providing each attachment name)
 - H. Comments of Resident Advisory Board or Boards
 - I. Pet Policies
 - J. Progress Report (Year Four)
 - K. Mandatory Community Service and Self-Sufficiency Policy
 - L. Section 8 Homeownership Capacity Statement
 - M. Assessment of Site Based Waiting List Demographics
 - N. Pest Control Policy
 - O. Policy and Procedures for Physical Inspections
 - P. Amendment to HCV Administrative Plan
 - Q. Certifications

Attachment A: Deconcentration Analysis and Admissions Policy for De-Concentration

Site	Average			Avg Income Per Development	Does LHA Develop Fall b/w Ranges
	Total PHA Avg Income	85% of PHA Wide Avg Income (Avg x .85)	115% of PHA Wide Avg Income (Avg x 1.15)		
MA 1-1	14,470	12,300	16,641	13,730	Yes
MA 1-2	14,470	12,300	16,641	14,040	Yes
MA 1-7	14,470	12,300	16,641	24,220	No
MA 1-12	14,470	12,300	16,641	17,554	No
MA 1-14	14,470	12,300	16,641	15,626	Yes

MA 1-7 Average falls above range
MA 1-12 Average falls above range

The PHA has reviewed the analysis and has determined that its admissions preferences in its deconcentration policy will address the situations at Harold Hartwell Court (MA 1-7) and Scattered Sites (MA 1-12). The LHA will monitor it quarterly and if the situation remains it will review the skipping technique ensuring that households with incomes below the combined average will be given first preference for vacancies at both of these developments.

The following is an extract from the Low Rent Public Housing Administrative Plan, approved by the Board on April 10th, 2001 which applies to this issue:

Policies on Selection and Admission of Applicants from Waiting List

Subsequent to verification of the information provided in the full application, LHA will group the applications into two tiers.

Tier 1 will include all applicants with incomes that do not exceed 30 % of median income for the Lowell area (NOTE: Families in this income category are termed Extremely Low-Income (ELI) families).

Tier 2 will include all applicants with incomes that exceed 30 % of median income but do not exceed 80 % of median income for the area (Such families are termed Low-Income Families).

Within each tier, families with local preferences will be listed first. Those preference-holders meeting the ranking preference described in Chapter 4. B. will be filed first by

earliest date of pre-application, followed by preference-holders not meeting the ranking preference ordered by earliest date of pre-application.

In order to assure that the statutory income-targeting requirement that “not less than 40 % of the families admitted to a PHA’s LRPH program during the PHA fiscal year from the PHA waiting list be ELI families”, 4 of the initial 10 referrals to briefings shall be families on the waiting list who are Tier I families and 6 of the initial 10 referrals to briefings shall be Tier 2 families that are preference-holders. If there is not a sufficient number of Tier 2 preference-holders, one or more of the referrals which were to be initially Tier 2 families will Tier I preference-holders.

In addition, if the agency’s deconcentration analysis indicates that there are any developments which require targeted selection of below average or above average income families then a further tiering of applications will be done.

Tier 3 will include all covered applicants whose incomes are less than 85% of the average income of all covered families.

Tier 4 will include all covered applicants whose incomes are more than 115% of the average income of all covered families.

As units become available for any covered development under the deconcentration analysis, then in addition to the targeting tiers and procedures, skipping will be applied to admit only those applicants who are also in Tier 3 or Tier 4 as may be required.

Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement # _____		
Performance and Evaluation Report for Period Ending:			<input checked="" type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Revised (5)	Revised (6)	Obligated	Expended	
1	Total non-CFP Funds	0	0	0	0	
	1406 Operations	0	0	0	0	
3	1408 Management Improvements Soft Costs	168,516	168,516	168,516	168,516	
	Management Improvements Hard Costs	0	0	0	0	
4	1410 Administration	361,938	361,938	361,938	361,938	
5	1411 Audit	0	0	0	0	
6	1415 Liquidated Damages	0	0	0	0	
7	1430 Fees and Costs	165,000	165,000	165,000	165,000	
8	1440 Site Acquisition	0	0	0	0	
9	1450 Site Improvement	0	0	0	0	
10	1460 Dwelling Structures	2,843,594	2,843,594	2,843,594	2,843,594	
11	1465.1 Dwelling Equipment – Nonexpendable	0	0	0	0	
12	1470 Nondwelling Structures	0	0	0	0	
13	1475 Nondwelling Equipment	49,661	49,661	49,661	49,661	
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	

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Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
---------------------------------------	---	------------------------------

Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement #____
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Revised (5)	Revised (6)	Obligated	Expended
17	1495.1 Relocation Costs	30,678	30,678	30,678	30,678
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines. . .)	3,619,387	3,619,387	3,619,387	3,619,387
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	0	0	0	0
	Amount of line XX Related to Security – Soft Costs	0	0	0	0
	Amount of line XX Related to Security – Hard Costs	0	0	0	0
	Amount of line XX related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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 Gary K. Wallace, Executive Director

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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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
				Original	Revised	Funds Obligated	Funds Expended	
HA/wide	Operations	1406	all		0		0	
HA/wide	Management Improvements	1408	all		168,516		168,516	Complete
HA/wide	Admin. Salaries – Benefits - CFP	1410	all		361,938		361,938	Complete
HA/wide	A/E Contracts-Consultant Services	1430	all		165,000		165,000	Complete
HA/wide	Non-dwelling Equipment Truck for Rehab Crew, Equipment and Tools	1475	All		49,661		49,661	Complete
HA/wide	Relocation Costs for MA 1-5 and MA 1-12/MA 1-14	1495.1			30,678		30,678	Complete
MA 1-5/FNM	Kitchen/Bathroom Renovations	1460	112 units		2,179,076		2,179,076	Complete
MA 1-1/NCV	Heating Repairs/Vacuum Pumps	1460	524 units		118,441		118,441	Complete
MA 1-12/ Scattered Sites	Unit Refurbishment/Forced Labor Account-Materials for Units Designed and Supervised by LHA Staff	1460	45 units		325,595		325,595	Complete
MA 1-14/Scattered Sites	Unit Refurbishment/Forced Labor Account-Materials for Units Designed and Supervised by LHA Staff	1460	60 units		220,482		220,482	Complete
	TOTAL				3,619,387		3,619,387	

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 Gary K. Wallace, Executive Director

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Development Number Name/HA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA/wide 1408	9/30/02			1/30/04			
HA/wide 1410	9/30/02			1/30/04			
HA/wide 1430	9/30/02			1/30/04			
HA/wide 1475	9/30/02			1/30/04			
HA/wide 1495.1	9/30/02			1/30/04			
MA 1-5/FNM	9/30/02			1/30/04			
MA 1-1/NCV	9/30/02			1/30/04			
MA 1-12/ Scattered Sites	9/30/02			1/30/04			
MA 1-14/ Scattered Sites	9/30/02			1/30/04			

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 Gary K. Wallace, Executive Director

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Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150100			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # _____ <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	0			
	Management Improvements Hard Costs	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment – Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			

Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150100			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # <u> </u> <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
18	1499 Development Activities	33,868			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines)	33,868			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 Compliance				
	Amount of line XX Related to Security – Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150100	Federal FY of Grant: 2000
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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
				Original	Revised	Funds Obligated	Funds Expended	
HA/Wide	Replacement Housing	1499	All	33,868				
	TOTAL			33,868				

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 Gary K. Wallace, Executive Director

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Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement # _____	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/04				<input type="checkbox"/> 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				
	1406 Operations	300,000	300,000	300,000	300,000
3	1408 Management Improvements Soft Costs	200,000	201,948	201,948	201,948
	Management Improvements Hard Costs			0	0
4	1410 Administration	370,135	370,135	370,135	370,135
5	1411 Audit			0	0
6	1415 Liquidated Damages			0	0
7	1430 Fees and Costs	188,270	188,270	188,270	188,270
8	1440 Site Acquisition			0	0
9	1450 Site Improvement	280,094	281,513	281,513	281,513
10	1460 Dwelling Structures	1,922,088	1,922,088	1,922,088	1,300,653
11	1465.1 Dwelling Equipment – Nonexpendable	5869	2502	0	0
12	1470 Nondwelling Structures	70,262	70,262	70,262	70,262
13	1475 Nondwelling Equipment	355,359	355,359	355,359	279,199
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

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Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement #____					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	9274	9274	9274	9274
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines. . .)	3,701,351	3,701,351	3,698,850	3,001,254
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security – Soft Costs				
	Amount of line XX Related to Security – Hard Costs				
	Amount of line XX related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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Gary K. Wallace, Executive Director

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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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
				Original	Revised	Funds Obligated	Funds Expended	
HA/wide	Operations	1406	all	300,000	300,000	300,000	300,000	complete
HA/wide	FSS Programs and Services-Training-Security	1408	all	200,000	201,948	201,948	201,948	complete
HA/wide	Administration	1410	all	370,135	370,135	370,135	370,135	complete
HA/wide	A/E Contracts-Consultant Services	1430	all	188,270	188,270	188,270	188,270	complete
HA/wide	Site Improvements-Sidewalks, Parking, Green Space, Fencing	1450	all	80,094	81,514	81,514	81,514	complete
HA/wide	Dwelling Equipment-Stoves, Refrigerators, Air Conditioning	1465.1	all	5,869	2501	0	0	
HA/wide	Computer Equipment	1475	all	0	0	0	0	deferred
HA/wide	Relocation for Rehab of Units at All Developments	1495.1	all	9,274	9,274	9,274	9,274	complete
HA/wide	Contingency	1502	all					deferred
N.C.V. 1-1	Site work mailboxes for walkup buildings	1450	524units	200,000	200,000	200,000	200,000	complete
Bishop Markham Village/MA 1-3	Congregate Rehab	1460	20 units	163,767	163,767	163,767	0	awarded
N.C.V. 1-1	Demolition	1485	2-bldgs.	0	0	0	0	deferred
G.W.F. 1-2	New Canopy Over Loading Dock	1470	1-bldg.	47,289	47,289	47,289	47,289	complete
G.W.F. 1-2	Office Space-Property Manager	1470	166-units	22,973	22,973	22,973	22,973	complete

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 Gary K. Wallace, Executive Director

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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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
				Original	Revised	Funds Obligated	Funds Expended	
Scattered Site Housing/ MA 1-12	Unit Rehab	1460	45 units	318,321	318,321	318,321	134,670	On-going
Scattered Site Housing/ MA 1-12	Roof Replacement	1460	12 bldgs.	250,000	250,000	250,000	250,000	completed
Scattered Site Housing/ MA 1-14	Unit Rehab	1460	60 units	325,000	325,000	325,000	50,984	On-going
Scattered Site Housing/ MA 1-14	Roof Replacement	1460	18 bldgs.	250,000	250,000	250,000	250,000	completed
MA 1-3 B.M.V	Replace Trash Compactors	1475	9 bldgs.	279,213	279,213	279,213	279,199	completed
MA 1-5 F.N.M	Replace Trash Compactors	1475	1 bldg.	50,764	50,764	50,764	0	completed
MA 1-6 D.A.T	Replace Trash Compactors	1475	1 bldg.	25,382	25,382	25,382	0	completed
MA 1-1 N.C.V	Intercom System for All Walkup Buildings	1460	13 bldgs.	200,000	200,000	200,000	200,000	completed
MA 1-2 G.W.F.	Hot Water System	1460	166 units	125,000	125,000	125,000	125,000	completed
MA 1-5 F.N.M.	Replace Heating System	1460	112 units	290,000	290,000	290,000	290,000	completed
	Totals;			3,701,351	3,701,351	3,698,850	3,001,254	

HUD 50075

 Gary K. Wallace, Executive Director

 Date

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

PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001	
Development Number Name/HA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA/wide 1406	9/30/03			9/30/05			
HA/wide 1408	9/30/03			9/30/05			
HA/wide 1410	9/30/03			9/30/05			
HA/wide 1430	9/30/03			9/30/05			
HA/wide 1450	9/30/03			9/30/05			
HA/wide 1460	9/30/03			9/30/05			
HA/wide 1465.1	9/30/03			9/30/05			
HA/wide 1470	9/30/03			9/30/05			
HA/wide 1475	9/30/03			9/30/05			
HA/wide 1495.1	9/30/03			9/30/05			

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 Gary K. Wallace, Executive Director

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Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150101			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # _____ <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	0			
	Management Improvements Hard Costs	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment – Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			

Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150101			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # <u> </u> <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
18	1499 Development Activities	34,621			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines)	34,621			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 Compliance				
	Amount of line XX Related to Security – Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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Gary K. Wallace, Executive Director

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150101	Federal FY of Grant: 2001
---------------------------------------	---	------------------------------

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Replacement Housing	1499	All	34,621				
	TOTAL			34,621				

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 Gary K. Wallace, Executive Director

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Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # _____						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/04 <input type="checkbox"/> 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					
	1406 Operations	150,000	150,000			
3	1408 Management Improvements Soft Costs	276,216	280,000	143,352	143,352	
	Management Improvements Hard Costs			0	0	
4	1410 Administration	361,557	361,557	361,557	209,477	
5	1411 Audit			0	0	
6	1415 Liquidated Damages			0	0	
7	1430 Fees and Costs	225,000	250,000	208,941	208,941	
8	1440 Site Acquisition			0	0	
9	1450 Site Improvement	100,000	75,000	0	0	
10	1460 Dwelling Structures	2,200,000	2,004,012	1,672,161	561,045	
11	1465.1 Dwelling Equipment – Nonexpendable	15,000	5,000	0	0	
12	1470 Nondwelling Structures	150,000	465,000	465,000		
13	1475 Nondwelling Equipment	62,796	10,000	0	0	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					

HUD 50075

Gary K. Wallace, Executive Director

Date

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement # <u> </u>	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/04				<input type="checkbox"/> Final Performance and Evaluation Report	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	75,000	15,000	0	0
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines. . .)	3,615,569	3,615,569	2,851,011	1,100,304
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security – Soft Costs				
	Amount of line XX Related to Security – Hard Costs				
	Amount of line XX related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
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
				Original	Revised	Funds Obligated	Funds Expended	
HA/wide	Operations	1406	all	150,000	150,000			
HA/wide	Management Improvements FSS Programs and Services	1408	all	276,216	280,000	143,352	143,352	On-going
HA/wide	Admin. Salaries – Benefits - CFP	1410	all	361,557	361,557	361,557	209,477	On-going
HA/wide	A/E Contracts-Consultant Services	1430	all	225,000	250,000	208,941	208,941	On-going
HA/wide	Site Improvements-Sidewalks, Parking, Green Space, Fencing	1450	all	100,000	75,000	0	0	On-going
HA/wide	Dwelling Equipment-Stoves, Refrigerators, Air Conditioning	1465.1	all	15,000	5,000	0	0	
HA/wide	Computer Equipment	1475	all	62,796	10,000	0	0	
HA/wide	Relocation for Rehab of Units at All Developments	1495.1	all	75,000	15,000	0		
HA/wide	Contingency	1502	all		0	0	0	
North Common Village/ MA 1-1	Heating System Conversion	1460	524 units	1,000,000	0			Deferred to 2003 Budget
North Common Village/MA 1-1	Roof Replacement (final building)	1460	2-bldgs.	0	0	0	0	Deferred
George Flanagan Development/MA 1-2	Maintenance and Utility Building	1470	all	150,000	465,000	465,000	0	On-going
Bishop Markham Village/MA 1-3	Heating Conversion and Upgrade	1460	9-bldgs.	250,000	40,850	40,850	40,850	On-going
Bishop Markham Village/MA 1-3	Convert Units to Handicapped	1460	12 units	125,000	300,000	300,000	238,884	On-going
Bishop Markham Village/MA 1-3	Refurbish Complete Congregate Space	1460	20 units	300,000	650,000	650,000	0	Contract Awarded
Fr. Norton Manor/ MA 1-5	Roof Replacement	1460	112 units	0	331,851	0	0	On-going Transferred from 2003 Budget

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

PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150102 Replacement Housing Factor Grant No:					Federal FY of Grant: 2002	
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
				Original	Revised	Funds Obligated	Funds Expended	
Dewey Archambault Towers/MA 1-6	Front Lobby Rehab	1460	189 units	0	281,311	281,311	258,800	Completed Transferred from 2003 Budget
Dewey Archambault Towers/MA 1-6	Hot Water Conversion	1460	189 units	125,000	0	0	0	Deferred to Future Budget
Scattered Site Housing/MA 1-12	Complete Rehab of Units	1460	45 units	200,000	200,000	200,000	0	On-going
Scattered Site Housing/ MA 1-14	Complete Rehab of Units	1460	60 units	200,000	200,000	200,000	0	On-going
TOTALS:				3,615,569	3,615,569	2,851,011	1,100,304	

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 Gary K. Wallace, Executive Director

 Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Development Number Name/HA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA/wide 1406	9/30/04			9/30/06			
HA/wide 1408	9/30/04			9/30/06			
HA/wide 1410	9/30/04			9/30/06			
HA/wide 1430	9/30/04			9/30/06			
HA/wide 1460	9/30/04			9/30/06			
HA/wide 1465.1	9/30/04			9/30/06			
HA/wide 1470	9/30/04			9/30/06			
HA/wide 1475	9/30/04			9/30/06			
HA/wide 1495.1	9/30/04			9/30/06			

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 Gary K. Wallace, Executive Director

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Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150102			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # _____ <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	0			
	Management Improvements Hard Costs	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment – Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			

Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150102			Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # <u> </u> <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report						
18	1499 Development Activities	39,716				
19	1502 Contingency	0				
	Amount of Annual Grant: (sum of lines)	39,716				
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 Compliance					
	Amount of line XX Related to Security – Hard Costs					
	Amount of line XX Related to Energy Conservation Measures					
	Collateralization Expenses or Debt Service					

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Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150102	Federal FY of Grant: 2002
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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
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Replacement Housing	1499	All	39,716				
	TOTAL			39,716				

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 Gary K. Wallace, Executive Director

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Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # <u> </u> <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	125,000	0	0	0
3	1408 Management Improvements Soft Costs	200,000	0	0	0
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	288,819	0	0	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	200,000	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	200,000	0	0	0
10	1460 Dwelling Structures	782,361	0	0	0
11	1465.1 Dwelling Equipment – Nonexpendable	25,000	0	0	0
12	1470 Nondwelling Structures	94,012	0	0	0
13	1475 Nondwelling Equipment	948,000	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

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Gary K. Wallace, Executive Director

Date

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # _____ <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	25,000	0	0	0
18	1499 Development Activities	0			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines. . .)	2,888,192	0	0	0
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	0	0	0	0
	Amount of line XX Related to Security – Soft Costs	0	0	0	0
	Amount of line XX Related to Security – Hard Costs	0	0	0	0
	Amount of line XX related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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
				Original	Revised	Funds Obligated	Funds Expended	
HA/wide	Operations	1406	all	125,000				
HA/wide	FSS Programs and Services-Training-Security	1408	all	200,000				
HA/wide	Administration	1410	all	288,819				
HA/wide	A/E Contracts-Consultant Services	1430	all	200,000				
HA/wide	Site Improvements-Sidewalks, Parking, Green Space, Fencing	1450	all	200,000				
HA/wide	Dwelling Equipment-Stoves, Refrigerators, Air Conditioning	1465.1	all	25,000				
HA/wide	Non-Dwelling Structures Maintenance Building-Stock and Storage-Work Space	1470	all	94,012				
HA/wide	Relocation for Rehab Units	1495.1	all	25,000				
North Common Village Development/MA 1-1	Heating Upgrade	1475	524 units	602,639				Deferred from 2002
George W. Flanagan Development/MA 1-2	Heating Upgrade	1475	166 units	172,681				
Bishop Markham Village/MA 1-3	Heating Upgrade	1475	399 units	172,680				
Bishop Markham Village/MA 1-3	Congregate Rehab	1460	20 units	0				Deferred to 2002
Faulkner Street Development/MA 1-4	Door and Floor Replacement	1460	28 units	0				Deferred to Future Budget
Father Norton Manor/ MA 1-5	Roof Replacement	1460	112 units	0				Deferred to 2002
Fr. Norton Manor / MA 1-5	Interior Painting and Hallway Redesign	1460	1 bldg.	125,000				

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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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
				Original	Revised	Funds Obligated	Funds Expended	
Scattered Site Housing/ MA 1-12	Unit Rehab	1460	45 units	200,000				
Scattered Site Housing/ MA 1-12	Exterior Building Rehab	1460	12 bldgs.	128,681				
Scattered Site Housing/ MA 1-14	Unit Rehab	1460	60 units	200,000				
Scattered Site Housing/ MA 1-14	Exterior Building Rehab	1460	18 bldgs.	128,680				
TOTALS:				2,888,192				

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 Gary K. Wallace, Executive Director

 Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Development Number Name/HA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA/Wide 1406	9/30/05			9/30/07			
HA/wide 1408	9/30/05			9/30/07			
HA/ wide 1410	9/30/05			9/30/07			
HA/wide 1430	9/30/05			9/30/07			
HA/wide 1450	9/30/05			9/30/07			
HA/wide 1460	9/30/05			9/30/07			
HA/wide 1465.1	9/30/05			9/30/07			
HA/wide 1470	9/30/05			9/30/07			
HA/wide 1475	9/30/05			9/30/07			
HA/wide 1495.1	9/30/05			9/30/07			

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Gary K. Wallace

Date

Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # <u> </u> <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/04 <input type="checkbox"/> 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				
	1406 Operations	50,000	0	0	0
3	1408 Management Improvements Soft Costs	50,000	0	0	0
	Management Improvements Hard Costs			0	0
4	1410 Administration	58,193	0	0	0
5	1411 Audit			0	0
6	1415 Liquidated Damages			0	0
7	1430 Fees and Costs	50,000	0	0	0
8	1440 Site Acquisition			0	0
9	1450 Site Improvement	100,000	0	0	0
10	1460 Dwelling Structures	170,000	0	0	0
11	1465.1 Dwelling Equipment – Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	103,735	0	0	0
13	1475 Nondwelling Equipment		0	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

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Gary K. Wallace, Executive Director

Date

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00150203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # _____ <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines. . .)	581,928			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security – Soft Costs				
	Amount of line XX Related to Security – Hard Costs				
	Amount of line XX related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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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
				Original	Revised	Funds Obligated	Funds Expended	
HA/wide	Operations	1406	all	50,000				
HA/wide	FSS Programs and Services-Training-Security	1408	all	50,000				
HA/wide	Administration	1410	all	58,193				
HA/wide	A/E Contracts-Consultant Services	1430	all	50,000				
HA/wide	Site Improvements-Sidewalks, Parking, Green Space, Fencing	1450	all	100,000				
HA/wide	Non-Dwelling Maintenance Building- Storage-Workspace-MA 1-2	1470	all	103,735				
Dewey Archambault Towers/MA 1-6	Front Lobby and Manager's Office Space -Residents Community and Services	1460	all	170,000				
	TOTAL			581,928				

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 Gary K. Wallace, Executive Director

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P00150203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Development Number Name/HA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA/wide 1406	2/13/06			2/13/08			
HA/wide 1408	2/13/06			2/13/08			
HA/wide 1410	2/13/06			2/13/08			
HA/wide 1430	2/13/06			2/13/08			
HA/wide 1450	2/13/06			2/13/08			
HA/wide 1470	2/13/06			2/13/08			
HA/wide 1460	2/13/06			2/13/08			

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 Gary K. Wallace, Executive Director

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Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150103			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # _____ <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	0			
	Management Improvements Hard Costs	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment – Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			

Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150103			Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # <u> </u> <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report						
18	1499 Development Activities	31,726				
19	1502 Contingency	0				
	Amount of Annual Grant: (sum of lines)	31,726				
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 Compliance					
	Amount of line XX Related to Security – Hard Costs					
	Amount of line XX Related to Energy Conservation Measures					
	Collateralization Expenses or Debt Service					

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Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MA06R00150103	Federal FY of Grant: 2003
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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
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Replacement Housing	1499	All	31,726				
	TOTAL			31,726				

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 Gary K. Wallace, Executive Director

 Date

Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # ___ <input type="checkbox"/> Performance and Evaluation Report for Period Ending <input type="checkbox"/> 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	125,012			
3	1408 Management Improvements Soft Costs	250,000			
	Management Improvements Hard Costs				
4	1410 Administration	347,012			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	200,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	200,000			
10	1460 Dwelling Structures	1,444,096			
11	1465.1 Swelling Equipment-Nonexpendable	50,000			
12	1470 Nondwelling Structures	804,000			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

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Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # _____ <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	50,000			
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines...)	3,470,120			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security – Soft Costs				
	Amount of line XX Related to Security – Hard Costs				
	Amount of line XX related to Energy Conservation Measures				
	Collateralizations Expenses or Debt Service				

HUD 50075

Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
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
				Original	Revised	Funds Obligated	Funds Expended	
HA-wide	Operations	1406	All	125,012				
HA-wide	Management Improvements FSS Programs and Services- Training – Security Equipment	1408	All	250,000				
HA-wide	Administration	1410	All	347,012				
HA-wide	Fees and Costs	1430	All	200,000				
HA-wide	Site Improvements	1450	All	200,000				
HA-wide	Dwelling Equipment	1465.1	All	50,000				
HA-wide	Relocation for Rehab.	1495.1	All	50,000				
NCV/MA 1-1	Heating Upgrade	1460	524 units	869,096				
FNM/MA1-5	Interior Halls & Entrance	1460	112 units	75,000				
Scattered Sites/ MA 1-12	Unit Rehab & Exterior of Buildings	1460	45 units	250,000				
Scattered Sites/ MA 1-14	Unit Rehab & exterior of Buildings	1460	60 units	250,000				
HA-wide	New Administrative Building	1470	All	804,000				
	Total:			3,470,120				

HUD 50075

 Gary K. Wallace, Executive Director

 Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Development Number Name/HA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-wide items	9/06			9/08			
NCV/MA 1-1 1460	9/06			9/08			
FNM/MA 1-5 Interior Halls	9/06			9/08			
MA 1-12/ Scattered Sites	9/06			9/08			
MA 1-14/ Scattered Sites	9/06			9/08			
Administration Building	9/06			9/08			

HUD 50075

 Gary K. Wallace, Executive Director

 Date

Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # _____ <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	0			
	Management Improvements Hard Costs	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment – Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			

Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lowell Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement # <u> </u> <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
18	1499 Development Activities	31,726			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines)	31,726			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 Compliance				
	Amount of line XX Related to Security – Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

HUD 50075

Gary K. Wallace, Executive Director

Date

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

PHA Name: Lowell Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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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
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Replacement Housing	1499	All	31,726				
	TOTAL			31,726				

HUD 50075

 Gary K. Wallace, Executive Director

 Date

Operating Budget

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

OMB Approval No. 2577-0026(exp. 10/31/97)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and System, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600, and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addresses.

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No:	b. FY Ending 9/30/2004	c. No. of months(check one) <input checked="" type="checkbox"/> 12 mos <input type="checkbox"/> other (specify)	d. Type of HUD assisted project(s) <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing <input type="checkbox"/> HA-Owned Mutual Help Homeownership <input type="checkbox"/> PHA/IHA Leased Rental Housing <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership <input type="checkbox"/> PHA/IHA Leased Homeownership
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) LOWELL HOUSING AUTHORITY			
f. Address (city, state, zip code) 350 MOODY STREET LOWELL , MASS. 01853-0060			

g. ACC Number NY433	h. PAS/LOCCS Project No. MA-001-001-04S	i. HUD Field Office BOSTON,MA
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j. No. of Dwelling Units 1,638	k. No. of Unit Months Available 19,656	m. No. of Projects 10
--	--	---------------------------------

Line No.	Acct No.	Description (1)	Actuals Last Fiscal Yr. 2002 PUM (2)	Requested Budget Estimates				
				or Actual		PHA/IHA Estimates		HUD Modifications
				Budget 2003 PUM (3)	Current PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total	Break-Even Amount(sum of lines 010 thru 030)						
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental	N/A	255.66	256.92	5,050,000		
080	3120	Excess Utilities			0.00			
090	3190	Nondwelling Rental			0.00			
100	Total	Rental Income (sum of lines 070,080, and 090)		255.66	256.92	5,050,000		
110	3610	Interest on General Fund Investments		1.81	1.78	35,000		
120	3690	Other Income		23.11	6.36	125,000		
125	3690.1	Operating Transfer In - 2002 Cap.Fund			23.07	453,497		
130	Total	Operating Income(sum of lines100,110,and 120)	0.00	280.58	288.13	5,663,497		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries		76.70	74.50	1,464,438		
150	4130	Legal Expense		3.93	3.82	75,000		
160	4140	Staff Training		0.36	0.51	10,000		
170	4150	Travel		1.43	1.54	30,181		
180	4170	Accounting Fees			0.31	6,000		
190	4171	Auditing Fees		0.30	0.36	7,000		
200	4190	Other Administrative Expenses		17.83	17.07	335,602		
210	Total	Administrative Expense (sum of lines 140 thru 200)	0.00	100.55	98.10	1,928,221		
Tenant Services:								
220	4210	Salaries		4.53	4.98	97,895		
230	4220	Recreation, Publications and Other Services		2.61	3.71	72,950		
240	4230	Contract Costs, Training and Other		0.22	0.25	4,935		
250	Total	Tenant Services Expense (sum of lines 220 thru 240)	0.00	7.36	8.94	175,780		
Utilities:								
260	4310	Water		28.89	32.48	638,495		
270	4320	Electricity		49.79	55.90	1,098,839		
280	4330	Gas		80.59	81.40	1,600,000		
290	4340	Fuel			0.00			
300	4350	Labor		6.95	8.54	167,899		
310	4390	Other utilities expense			0.00			
320	Total	Utilities Expense (sum of line 260 thru line 310)	0.00	166.22	178.33	3,505,233		

Name of PHA/IHA LOWELL HOUSING AUTHORITY			Fiscal Year Ending 9/30/2004				
Line No.	Acct No.	Description (1)	Actuals Last Fiscal Yr. 2002 PUM (2)	Estimates or Actual Requested Budget Estimates			
			Current Budget 2003 PUM (3)	PHA/IHA Estimates		HUD Modifications	
				PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation:							
330	4410	Labor		93.28	90.43	1,777,494	
340	4420	Materials		16.20	17.81	350,000	
350	4430	Contract Costs		22.44	23.41	460,100	
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	0.00	131.92	131.64	2,587,594	
Protective Services:							
370	4460	Labor					
380	4470	Materials					
390	4480	Contract Costs					
400	Total	Protective Services Expense (sum of lines 370 to 390)	0.00	0.00	0.00	0	
General Expense:							
410	4510	Insurance		21.05	22.83	448,758	
420	4520	Payments in Lieu of Taxes		5.51	7.94	156,000	
430	4530	Terminal Leave Payments		0.08	2.05	40,270	
440	4540	Employee Benefit Contributions		76.40	70.41	1,384,003	
450	4570	Collection Losses		0.70	1.02	20,000	
460	4590	Other General Expense		0.00	0.00		
470	Total	General Expense(sum of lines 410 to 460)	0.00	103.74	104.24	2,049,031	
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	0.00	509.79	521.26	10,245,861	
Rent For Leased Dwellings:							
490	4710	Rents to Owners of Leased Dwellings	0.00		0.00		
500	Total	Operating Expense(sum of lines 480 and 490)	0.00	509.79	521.26	10,245,861	
Nonroutine Expenditures:							
510	4610	Extraordinary Maintenance		7.93	2.54	50,000	
520	7520	Replacement of Nonexpendable Equipment		7.88	4.68	92,000	
530	7540	Property Betterments & Additions			0.13	2,500	
535	4800	Depreciation		0.00	0.00		
540	Total	Nonroutine Expenditures (sum of lines 510,520, and 530)	0.00	15.81	7.35	144,500	
550	Total	Operating Expenditures(sum of line 500and540)	0.00	525.60	528.61	10,390,361	
Prior Year Adjustments:							
560	6010	Prior Year Adj. Affecting Residual Receipts					
Other Expenditures:							
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year					
580	Total	Operating Expenditures, including prior yr adj. and other expenditures (line 550 plus or minus line 560 plus line 570)	0.00	525.60	528.61	10,390,361	
590		Residual Receipts(or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	0.00	(245.02)	(240.48)	(4,726,864)	
HUD Contributions:							
600	8010	Basic Annual Contribution Earned - Leased Projects: Current Year			0.00		
610	8011	Prior Year Adjustments - (Debit) Credit			0.00		
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)	0.00	0.00	0.00	0	
630	8020	Contributions Earned - Op.Sub: - Cur.Yr. (before year-end adj.)		321.68	264.76	5,204,097	
640		Mandatory PFS Adjustments (net):		0.00	0.00	0	
650		Other (specify): PRO-RATION 5.30%		0.00	(14.03)	(275,817)	
660		Other (specify):		0.00	0.00		
670		Total YE Adj./Other (+ or - lines 640 thru 660)	0.00	0.00	(14.03)	(275,817)	
680	8020	Total Operating Subsidy - current year (line 630 plus or minus line 670)	0.00	321.68	250.73	4,928,280	
690	Total	HUD Contributions(sum of lines 620 and 680)	0.00	321.68	250.73	4,928,280	
700		Residual Receipts (or Deficit)(sum of line 590					

plus line 690). Enter here and on line 810

0.00

76.66

10.25

201,416

Name of PHA/IHA LOWELL HOUSING AUTHORITY			Fiscal Year Ending 9/30/2004
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		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	PHA/IHA-Leased Housing-Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	5,122,931	

Original X Revision No: 1

		Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End	
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE: 9/30/2002	1,977,751
790		Provision for Operating Reserve - Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input checked="" type="checkbox"/> Actual for FYE: 9/30/2003	897,435
800		Operating Reserve at End of Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input checked="" type="checkbox"/> Actual for FYE: 9/30/2003	2,875,186
810		Prov. for Operating Reserve - Requested Budget Year Estimated for FYE: 9/30/2004	201,416
820		Operating Reserve at End of Requested Budget Year Estimated for FYE: 9/30/2004	3,076,602
830		Cash Reserve Requirement- _____ % of line 480	60.06%

Comments:

PHA/IHA APPROVAL Name _____

Title __ Chairperson _____

Signature _____

Date _____

Field Office Approval Name _____

Title _____

Signature _____

Date _____

Operating Budget
 Schedule of Administration
 Expense Other Than Salary

**U.S. Department Of Housing
 and Urban Development**

Office of Public and Indian Housing

OMB Approval No.2577-0026(exp.10/31/97)

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Name of Housing Authority:		Locality:			Fiscal Year End:	
(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other	
1 Legal Expense(see Special Note in Instructions)	3,150	500		500	2,150	
2 Training (list and provide justification)					0	
3 Travel						
Trips to Conventions and Meetings(list and provide justification)	3,550	398		438	2,714	
Other Travel:						
4 Outside Areas of Jurisdiction	300	34		37	229	
5 Within Area of Jurisdiction	300	34		37	229	
6 Total Travel	4,150	466	0	512	3,172	
7 Accounting	16,200	3,000		3,780	9,420	
8 Auditing	3,510	960		2,550	0	
9 Sundry						
Rental of Office Space					0	
10 Publication	500	56		62	382	
11 Membership Dues and Fees(list organization and amount)	600	67		74	459	
12 Telephone,Fax, Electronic Communications	4,500	1,303		444	2,753	
13 Collection Agent Fees and Court Costs					0	
14 Administrative Services Contracts(List and Provide justification)					0	
15 Forms,Stationary and Office Supplies	5,000	560		617	3,823	
16 Other Sundry Expense (provide breakdown)	10,000	1,008		1,860	7,132	
17 Total Sundry	20,600	2,994	0	3,057	14,549	
18 Total Administrative Expense Other Than Salaries	47,610	7,920	0	10,399	29,291	

To the best of my Knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
 (18 U.S.C. 1001, 1010, 1012;31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

**OPERATING BUDGET
Summary of Budget Data
and Justifications**

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

OMB Approval No. 2577-0026 (Exp. 10/31/97)

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Name of Local Housing Authority: CHELSEA HOUSING AUTHORITY	Locality: CHELSEA, MA.	Fiscal Year Ending: 12/31/2003
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Operating Receipts

DWELLING RENTAL: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total LHA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite LHA Policy revisions economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by LHA and/or tenant.

RENT ROLL AS OF 08/01/2002	89,563	
NO. OF UNITS	340	
Avg. Monthly Rent Roll	263.42	
	1.03	x
	271.32	
	97%	x
P.U.M.	263.19	
Unit Months	4176	
TOTAL	\$1,099,100	

EXCESS UTILITIES: (NOT for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other." Under item 2, explain basis for determining excess utility consumption. For example: Gas; individual check meters at OH-100-1, proration of excess over allowance at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged:
- \bullet 0\ Gas
 - \bullet 0\ Electricity
 - \bullet 0\ Other-Specify

2. Comments:

TOTAL AMOUNT 0

NONDWELLING RENT: (NOT for Section 23 Leased housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: "Community Building Space-Nursery School-\$50 per month", etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	<u>Space Rented</u>	<u>To Whom</u>	<u>Rental Terms</u>
----	---------------------	----------------	---------------------

2. Comments:

TOTAL AMOUNT 0

INTEREST ON GENERAL FUND INVESTMENTS: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc, which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Average Monthly cash Balances	950,000
LESS \$10,000	(10,000)
	<u>940,000</u>
T-Bill Rate	3.40%
TOTAL INTEREST	<u><u>\$32,000</u></u>

OTHER COMMENTS ON ESTIMATES OF OPERATING RECEIPTS: Give comments on all other significant sources of income which will present a clear understanding of the LHA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing, explain basis for estimate of utility charges to tenants.

MISC CHARGES	10,000
TOTAL CHARGES	<u><u>\$10,000</u></u>

Operating Expenditures

SUMMARY OF STAFFING AND SALARY DATA:

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

- COLUMN (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566
- COLUMN (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time position is two. (8/10+7/10+5/10)
- COLUMN (3) Enter the portion of total salary expense shown in Column (5) or Column (6), Form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- COLUMN (4) Enter the portion of total salary expense shown in Column (5) or Column (6), Form HUD-52566, allocable to Section 23 Leased housing in management.
- COLUMN (5) Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, Allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- COLUMN (6) Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, Allocable to Section 8 Programs.

NOTE: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on Form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation-Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of Positions (1)	Equivalent Full-time Positons (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (3)	Section 23 Leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (4)
Administration-Nontechnical Salaries (1)			\$1,464,438			
Administration-Technical Salaries (1)						
Ordinary Maintenance and Operation-Labor (1)			\$1,777,494			
Utilities-Labor (1)						
Other (Specify) (e.g. Legal, etc.) (1)						
Extraordinary Maintenance Work Projects (2)						
Betterments and Additions Work Projects (2)						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in column (3) on the corresponding line above.

Carry forward to the appropriate line on HUD-52574, the amount of salary expense shown in Column (4) on the corresponding line above.

2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the LHA Staff, as shown on form HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite Prior HUD Concurrence in Proposed Staffing changes or present justification of such changes. Cite Prior HUD Concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

SEE SCHEDULE 1,464,438

TRAVEL, PUBLICATIONS, MEMBERSHIP DUES AND FEES, TELEPHONE AND FAX, AND SUNDRY: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain the basis for allocation of each element of these expenses.

4130	20,000
4150	5,156
4170	6,300
4171	7,000
4190	2,558

SEE SCHEDULE TOTAL 41,015

UTILITIES: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

Water & Sewer	247,531
Electricity	280,875
Gas	202,064
Oil	
Other	
TOTAL	<u>\$730,470</u>

SEE HUD form 52722-A

ORDINARY MAINTENANCE & OPERATION - MATERIALS: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current budget Year.

PER CURRENT EXPERIENCE
SEE SCHEDULE \$350,000

ORDINARY MAINTENANCE & OPERATION - CONTRACT COSTS: List each ordinary maintenance and operation for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

SEE SCHEDULE \$460,100

INSURANCE: Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current budget Year. Cite changes in coverage, premium rates, etc.

SEE SCHEDULE **\$448,758**

EMPLOYEE BENEFIT CONTRIBUTIONS: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

SEE SCHEDULE **\$1,384,003**

COLLECTION LOSSES: State the number of tenants accounts receivable to be written off and the number and total of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

To anticipate vacate tenants **\$20,000**

TOTAL **\$20,000**

EXTRAORDINARY MAINTENANCE, REPLACEMENT OF EQUIPMENT, and BETTERMENTS AND ADDITIONS: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget Year and for those future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

SEE NON-ROUTINE SCHEDULE HUD 52567

EXTRAORDINARY MAINTENANCE	50,000
REPLACEMENT OF EQUIPMENT	92,000
BETTERMENTS AND ADDITIONS	2,500
TOTAL	<u><u>\$144,500</u></u>

CONTRACTS: List all Contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operations (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year RBY/Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

Attachment D: Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Lowell Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/ HA-Wide	Year 1 2004	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2009
North Common Village/ MA 1-1	Annual Statement		\$869,096		
George W. Flanagan Development/MA 1-2		\$500,000			
Bishop Markham Village/MA 1-3			\$400,000	\$800,000	\$400,000
Faulkner Street Develop- ment/MA 1-4					
Fr. Norton Manor/ MA 1-5				\$400,000	\$400,000
Dewey Archambault Towers/MA 1-6		\$500,000		\$214,835	\$250,000
Harold Hartwell Court/ MA 1-7					
Francis Gatehouse Mill/ MA 1-11			\$100,000	\$325,000	\$900,000
Scattered Sites/MA 1-12		\$250,000	\$200,000	\$300,000	\$150,000
Scattered Sites/MA 1-14		\$250,000	\$200,000	\$300,000	\$150,000
HA-Wide		\$1,970,120	\$1,701,024	\$1,130,285	\$1,220,120
CFP Funds Listed for 5-year planning		\$3,470,120	\$3,470,120	\$3,470,120	\$3,470,120
Replacement Housing Factor Funds		\$31,720	\$31,720	\$31,720	\$31,720
TOTAL:		\$3,501,840	\$3,501,840	\$3,501,840	\$3,501,840

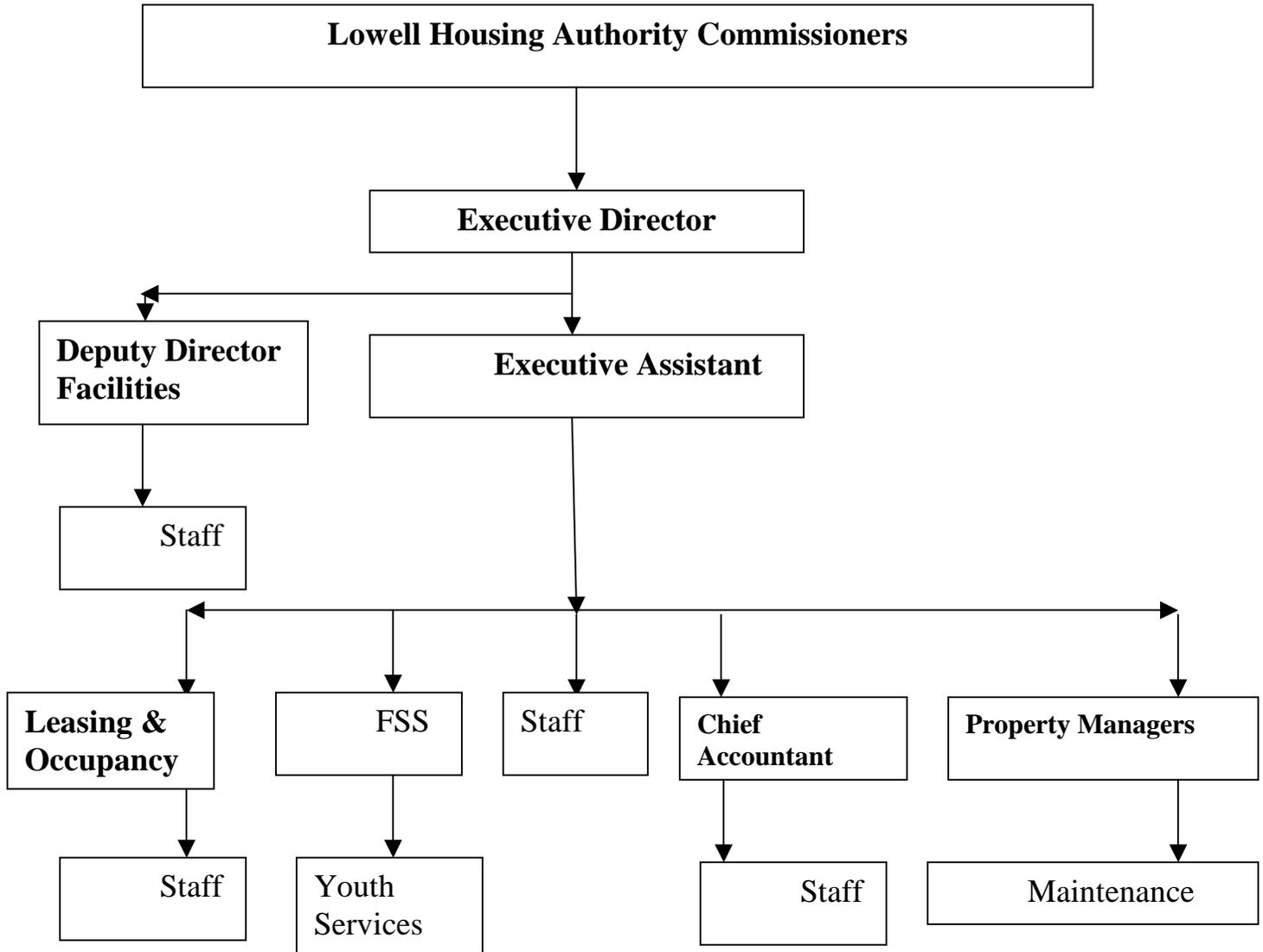
Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1 2004	Activities for Year FFY Grant: 2005 PHA FY: 2006			Activities for Year FFY Grant: 2006 PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	George W. Flanagan Development/MA 1-2	Heating Upgrade and Conversion	\$500,000	North Common Village/MA 1-1	Heating Upgrade and Conversion	\$869,096
	Dewey Archambault Towers/MA 1-6	Convert Administrative Office Space	\$500,000	Bishop Markham MA 1-3	Site Work, Sidewalks, Parking and Fencing	\$400,000
	Scattered Sites/MA 1-12	Unit Rehab and Exterior Buildings	\$250,000	Francis Gatehouse Mill/MA 1-11	Site Work, Sidewalks Parking and Fencing	\$100,000
	Scattered Sites/MA 1-14	Unit Rehab and Exterior Buildings	\$250,000	Scattered Sites/MA 1-12	Unit Rehab and Building Exteriors	\$200,000
	HA-Wide	1470/Youth Sports Building	\$744,096	Scattered Sites/MA 1-14	Unit Rehab and Building Exteriors	\$200,000
		1408/Management Improvement	\$250,000	HA-Wide	1410/Administration	\$347,012
		1410/Administration	\$347,012		1408/Management Improvements	\$200,000
		1406/Operations	\$129,012		1406/Operations	\$125,000
		1430/Fees and Costs	\$200,000		1465.1/Dwelling Equipment	\$50,000
		1450/Site Improvements	\$200,000		1475/Non-Dwelling Equipment (Elevator Upgrade)	\$929,012
		1465.1/Dwelling Equipment	\$50,000		1495.1/Relocation	\$50,000
		1495.1/Relocation	\$50,000			
	Total CFP Estimated Cost		\$3,470,120			\$3,470,120

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year 1 2004	Activities for Year FFY Grant: 2007 PHA FY: 2008			Activities for Year FFY Grant: 2008 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Bishop Markham Village/MA 1-3	Elevator Upgrade	\$600,000	Bishop Markham Village/MA 1-3	Generators	\$400,000
		Congregate Rehab	\$200,000			
	Fr. Norton Manor/ MA 1-5	Elevator Upgrade	\$400,000	Fr. Norton Manor/ MA 1-5	Hallways/Sprinklers	\$400,000
	Dewey Archambault Towers/MA 1-6	Elevator Upgrade	\$214,835	Dewey Archambault Towers/MA 1-6	Exterior Canopy	\$250,000
	Francis Gatehouse Mill/ MA 1-11	Elevator Upgrade	\$200,000	Francis Gatehouse Mills/ MA 1-11	Kitchens/Baths and Closet Doors	\$600,000
		Bulding Rehab/Interior and Exterior	\$125,000		Generator	\$300,000
	Scattered Sites/MA 1-12	Unit Rehab	\$200,000	Scattered Sites/MA 1-12	Unit Rehab	\$150,000
		Exterior Bldg. Rehab	\$100,000			
	Scattered Sites/MA 1-14	Unit Rehab	\$200,000	Scattered Sites/MA 1-14	Unit Rehab	\$150,000
		Exterior Bldg. Rehab	\$100,000			
	HA-Wide	1408/Management Improvements	\$200,000	HA-Wide	1408/Management Improvements	\$250,000
		1410/Administration	\$347,012		1410/Administration	\$347,012
		1430/Fees and Costs	\$200,000		1430/Fees and Costs	\$200,000
		1450/Site Improvements	\$100,000		1450/site Improvements	\$100,000
		1495.1/Relocation	\$50,000		1495.1/Relocation	\$50,000
		1465.1/Dwelling Equipment	\$50,000		1465.1/Dwelling Equipment	\$50,000
		1470/Non-Dwelling Structures	\$60,000		1470/Non-Dwelling Structures	\$23,000
		1406/Operations	\$123,273		1406/Operations	\$200,108
	Total CFP Estimated Cost		\$3,470,120			\$3,470,120

Attachment E: Lowell Housing Authority Staffing Information and Organizational Chart



Executive Department:

Administrative Office

Gary K. Wallace, Executive Director
 Carole Tsitsianopoulos, Executive Assistant
 Srinivasulu Bussa, Information Technology Director
 Marlene A. Browne, Employee Development and Training Manager
 Maria Rodriguez, Executive Secretary

Public and Leased Housing

William Sheehan, Division Director/Conventional Housing Programs

Maryann Maciejewski, Division Director/Leased Housing Programs

Tha Chan, Administrative Supervisor

Mark Briere, Administrative Aide

Arlene McDermott, Administrative Aide

Tracy Carbonneau, Administrative Aide

Ellen Kotzias, Secretary

Mary Carmichael, Data Processing Technician

Amy Dalton, Housing Technician

Kathy Fineberg, Housing Technician

Melissa Sinuon, Housing Technician

Francisco Surillo, Receptionist /Jr. Housing Technician

Lynn Flynn, Jr. Housing Technician

Richard Owens, Jr. Housing Technician

Sandra Baez, Receptionist

Resident Management

Brian Moriarty, Property Manager

Barbara O'Connor, Assistant Manager

Brian Dean, Mechanic (Lead)

Brian Barter, Maintenance Aide

Michael Goyette, Maintenance Technician

Mark Fantasia, Maintenance Technician

Chantha In, Custodian

James Marcopoulos, Maintenance Technician

Leo Mason, Mechanic Aide/ Painter

Barry Murphy, Maintenance Technician

Brian Cassidy, Custodian

Gerry Lamphier, Temp. Custodian

Dolores Donnelly , Property Manager

John Greenwood, Mechanic (Lead)

Laurette McAneney, Assistant Manager

Brian Berard, Custodian

Rick Greenhalge, Custodian

Todd Carr, Maintenance Technician

Gerald McGrade, Mechanic Aide/ Painter

Kevin Pelletier, Temp. Custodian

Debbie Dowling, Custodian

Daniel Ryan, Property Manager

Constance MacLeod, Housing Manager
Carmen Rojas, Assistant Manager
William Cassella, Mechanic (Lead)
George Campbell, Maintenance Aide
Henry Babcock, Custodian
Angel Torres, Maintenance aide
John Howarth, Maintenance Aide
Conrad LeClair, Maintenance Aide
Stanley McQuaid, Mechanic Aide/Painter

Michael Glasheen , Property Manager II

Nancy Viera, Assistant Manager
Renaud LaFontaine, Maintenance Technician
Thomas King, Custodian
Raymond Reid, Mechanic

Supportive Services

Michelle Recco, Supportive Services Program Director

Dennis Mercier, Property Manager II

Mary Gail Lynch, Housing Technician
Cheryl Calvertinos, Mechanic (Lead)
Daniel Sadkowski, Mechanic
James Donnelly, Mechanic
Gary Flynn, Custodian
Ronald Morrissette, Mechanic
Donald Genest, Maintenance Technician
Gerry Lutkus, Mechanic

Self-Sufficiency/Community Service

Mary Karabatsos, Family Self-Sufficiency Director
Angelina Ramos, Family Self-Sufficiency Outreach Worker
Kevin Ahem, Community Service Coordinator

Public Safety

Kevin Forsley, Office Manager/Dispatcher
Susan Lucas, Dispatcher/2Dd Shift

Youth Services

Rey Serrano, Youth Activities Director

Edward Sanchez, Assistant Youth Activities Director*

Finance Department

Administrative Office

Gerald Moore, Chief Accountant

James Foley, Procurement and Inventory Control Officer

Lal Israni, Accountant/Energy Conservation Officer

Kelly Brooks, Accountant

Carol Martin, Clerk/Payroll

Brenda O'Keefe, Secretary

Facilities Management Department

Administrative Office

William Duggan, Deputy Director of Facilities Management

Thomas Collins, Associate Director of Design and Construction

Pamela Ryan, Exec. Sec. Facility Management Assistant

Brenda Chateauf, Administrative Assistant/Contracts

Facilities Management Department

Project Level Offices

Thomas Cashman, Coord. Facilities/Special Projects/Maint

Rene Chateauf, Maintenance Facilities Coord/Heating Plumbing, Air Conditioning

William Welch, Housing Quality Standards Technician

Judi Beilen, Purchasing Agent for Central Storage & Spec. Projects

Bill Murphy, Stock Clerk

Facilities Management Staff Positions/Union

Frank Stewart, Mechanic, Electrician

John LaRock, Mechanic/Plumber

Kevin Winn, Mechanic Aide/Heating

Steven Santos, Mechanic Aide/Heating

Bill LaBranche, Small Engine/ Auto Mechanic

Robert Lemire, Mech. Aide Heating

Attachment F

Required Initial Conversion Assessment

10. Conversion of Public Housing to Tenant-Based Assistance

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.)

Determined under the new 24 CFR Part 972

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:	North Common Village
1b. Development (project) number:	MA 1-1
2. What is the status of the required assessment?	<input checked="" 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)

Conversion of Public Housing Activity Description
1a. Development name: Bishop Markham Village 1b. Development (project) number: MA 1-3
2. What is the status of the required assessment? <input checked="" 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)

COMPONENT 10 (B) INITIAL ASSESSMENTS

- a. How many of the PHA's developments are subject to the Required Initial Assessments?

6 developments are covered by this requirement.

<i>North Common Village</i>	<i>MA 1-1</i>
<i>George Flanagan Development</i>	<i>MA 1-2</i>
<i>Bishop Markham Village</i>	<i>MA 1-3</i>
<i>Harold Hartwell Court</i>	<i>MA 1-7</i>
<i>Scattered Sites</i>	<i>MA 1-12</i>
<i>Scattered Sites</i>	<i>MA 1-14</i>

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., designated elderly and/or disabled developments not general occupancy projects)?

<i>Faulkner Street Development</i>	<i>MA 1-4</i>
<i>Father Norton Manor</i>	<i>MA 1-5</i>
<i>Dewey Archambault Towers</i>	<i>MA 1-6</i>
<i>Francis Gatehouse Mill</i>	<i>MA 1-11</i>

- c. How many Assessments were conducted for the PHA's covered developments?

Six [6]

Table 1: As of 3/1/04 Rent Roll

Development Name	# of Units	Occupancy Rate	% of Rent Collected
North Common Village MA 1-1	524	99.62%	100%
George Flanagan Development MA 1-2	166	100%	98%
Bishop Markham Village MA 1-3	399	97.24%	100%
Harold Hartwell Court MA 1-7	26	100%	100%
Scattered Sites MA 1-12	45	97.78%	100%
Scattered Sites MA 1-14	60	98.33%	98%

As indicated by Table 1 above, all of the 6 covered developments have high ratings related to occupancy and all have high ratings in terms of rents collected.

Table 2:

Development Name	Average # of Bedrooms/unit	Average Operating Cost/DU (Op. Subsidy, Rents, CFP)	Published FMR (for average bedroom size)	Approved 110% FMR (for average bedroom size)
North Common Village MA 1-1	1.88	611	1043	1147
George Flanagan Development MA 1-2	1.85	620	1037	1141
Bishop Markham Village MA 1-3	1.65	625	1001	1101
Harold Hartwell Court MA 1-7	2.88	611	1302	1432
Scattered Sites MA 1-12	3.44	631	1403	1543
Scattered Sites MA 1-14	2.15	631	1105	1215

In Table 2 above we calculated the average bedroom size for each development and then calculated what the FMR would be for that average bedroom size. As shown by Table 2 above, the operating cost including capital fund investments for these developments are substantially lower than even for standard HCV FMRs. HUD approved a request for higher FMRs after analysis of the rental market in the area, so that operating costs as public housing are even more favorable when compared with the approved 110% FMRs.

The average time it takes after issuance of a voucher until a lease is executed was 60 days in 2003. This indicates that the rental market is very difficult for lower income households. The City's Consolidated Plan for Program Year 2004-2005 has stated that there are many households whose special needs cannot be met by the available current inventory of units. Earlier Consolidated Plans identified a substantial gap between affordable supply and demand for affordable housing units. The City of Lowell has identified the lack of affordable housing as the number one problem facing low and moderate income households in the City. It is reasonable to conclude, therefore, that Conversion of any of the low rent public housing developments, would adversely affect the supply of affordable housing in the community.

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

PHA Development Name/HUD #	# Units	CONVERSION TEST			CONCLUSION
		Test 1: Would this be more expensive than continuing operation as public housing?	Test 2: Would this principally benefit residents of the public housing developments	Test 3: Would this adversely affect the availability of affordable housing in the community	IS THE DEVELOPMENT APPROPRIATE FOR CONVERSION?
North Common Village MA 1-1	524	Yes	No	Yes	No
George Flanagan Development MA 1-2	166	Yes	No	Yes	No
Bishop Markham Village MA 1-3	399	Yes	No	Yes	No
Harold Hartwell Court MA 1-7	26	Yes	No	Yes	No
Scattered Sites MA 1-12	45	Yes	No	Yes	No
Scattered Sites MA 1-14	60	Yes	No	Yes	No

Two of the developments above are subject to the mandatory conversion analysis as per 24 CFR Part 972 Sn. 972.124, because they exceed 250 units. They are North Common Village and Bishop Markham Village. The LHA has completed an analysis as required per 24 CFR Part 972 Sn. 972.124. Under this analysis both of these projects meet the first test as defined in Sn. 972.124 (a). However neither of these projects meet the second or vacancy rate test (b). Finally, neither of these developments meets the 'distress' test as defined in Sn 972.124 (c) (1) or more expensive to operate test as defined in Sn. 972.124 (c)(2).

The RAB, the staff and the Board of Commissioners have reviewed and discussed this analysis and have concluded that there is no justification for a voluntary conversion and based on the analysis there is no requirement for a mandatory conversion under 24 CFR Part 972 Sn 124. A Certification is attached to this PHA Plan below as required.

As required under the Final Rule 24 CFR 972.200, which was effective July 23, 2001, the Lowell Housing Authority has completed the required initial assessment of its six covered public housing developments, North Common Village, George Flanagan Development, Bishop Markham Village, Harold Hartwell Court and 2 Scattered Sites.

As required under the Final Rule, the Lowell Housing Authority certifies for each development that the PHA has:

1. Reviewed the development's operation as public housing;
2. Considered the implications of converting the public housing to tenant-based assistance; and
3. Concluded that conversion of any of the developments would be inappropriate because removal development would not meet the necessary conditions for conversion.

Signed:

Date: ___/___/2004

Gary K. Wallace
Executive Director
Lowell Housing Authority

Attachment G: RAB Membership

PURPOSE: In response to the requirements of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the Lowell Housing Authority has established a Resident Advisory Board (RAB). The purpose of the Resident Advisory Board is to provide assistance to the housing authority in evaluating agency policies and the Agency Plan.

GUIDELINES: In drafting the Five Year Plan and the First Annual Plan in FY 2000, because the Lowell Housing Authority did not have an Authority-wide Tenant Council, it invited the Tenant Councils for each development to appoint representatives, the number for each being based on the size of the development. In addition, Housing Choice Voucher recipients were invited by a letter to all, to volunteer to serve on the RAB.

In all 45 members were selected. The RAB list for 2004 has been revised. In addition to the some of the same RAB members, new residents were invited to participate.

In addition, members are encouraged to meet separately with their respective Councils and other Voucher members who volunteer, between meetings of the RAB.

Lowell Housing Authority Lowell, Massachusetts

Resident Advisory Board 2004

First Name	Last Name	Residential Address	Zip Code	Development Program
Eileen	Agruso	735 Broadway Street, Apt. #213	01854	LRPH
Michael	Anneheim	657 Merrimack St. Apt. #232	01854	LRPH
Yamira	Arce	161 Lakeview Avenue	01850	HCV
Dot	Baker	50 Summer Street Apt. #98	01852	LRPH
Wanda	Bautista	200 Mass Mill Drive #216	01852	HCV
Doris	Bonacci	227 High Street Apt. #108W	01852	LRPH
Robert	Brady	735 Broadway Street Apt. #B21	01854	LRPH
John	Burke	604 Market Street #H314	01854	LRPH
Elsie	Burke	735 Broadway Street Apt. #125	01854	LRPH

First Name	Last Name	Residential Address	Zip Code	Development Program
Maryory	Cano	34 May Street #2	01850	HCV
Paul	Chicklis	18-E Gilmore Street	01854	HCV
Nancy	Clarke	26 O'Brien Terrace Apt. #508	01854	LRPH
Rita	Claypoole	735 Broadway Street Apt. #314	01854	LRPH
Diane	Comtois	50 Summer Street Apt. #111	01852	LRPH
Alba	Cruz	118 Corbett Street	01852	HCV
Donna	Day	137 High Street Apt. #109E	01852	LRPH
Rita	Douglas	50 Summer Street Apt. #112	01852	LRPH
Michelle	Duclos	59 Avenue C Apt. #122	01851	LRPH
Rita	Grady	735 Broadway Street, Apt. #305	01854	LRPH
Mamie	Groenendal	117 High Street Apt. #211W	01852	LRPH
Ruth	Grout	735 Broadway Street, Apt. #211	01854	LRPH
Rita	Hand	117 High Street Apt. #B3W	01852	LRPH
Marion	Hansen	198 South St. Apt. #217	01852	LRPH
Elaine	Hanvey	77 Beech Street	01850	HCV
Jeannette	Hedlund	657 Merrimack Street Apt. #738	01854	LRPH
Gladys	Hernandez	887 Varnum Avenue Apt. #12	01854	HCV
Karen	Higgins	61 Avenue C Apt. #121	01851	LRPH
John	Kolofolias	657 Merrimack Street, Apt. #111	01854	LRPH
Mark	Landry	277 East Merrimack Street	01852	HCV
Marcia	Layton	137E High Street Apt. #409-E	01852	LRPH
Susan	Lucas	15 Walker Place	01854	HCV
Michele	McEnany	50 Summer Street Apt. #108	01852	LRPH
Debra	Melendez	5 Dalton Street	01850	HCV
Tara	Menzies	592 Market Street Apt. #333	01854	LRPH
Pam	Miller	20 Morse Street Apt. #33	01851	LRPH
Madeline	Morales	65 Summer Street Apt.	01852	LRPH

First Name	Last Name	Residential Address	Zip Code	Development Program
		#163		
Robert	Murphy	14B Faulkner Street	01852	LRPH
Sandy	Nothacker	657 Merrimack St. Apt. #518	01854	LRPH
Deborah	Paige	41 Fourth Avenue	01854	HCV
Mark	Palo	657 Merrimack St. Apt. #508	01854	LRPH
Henry	Perrin	408 Adams Street Apt. #132	01854	LRPH
Carol	Proctor	50 Summer Street, Apt. #123	01852	LRPH
Priscilla	Rivers	50 Summer Street Apt. #86	01852	LRPH
Yamil	Roman	37 O'Brien Terrace Apt. #486	01854	LRPH
Mary Jane	Rudy	100 Massmill Drive #123	01852	HCV
Tomas	Santos	608 Lakeview Ave. Apt. #119	01850	LRPH
Cincy	Shaddox	12 Walker Place	01854	HCV
Christina	Sierra	27 O'Brien Terrace Apt. #481	01854	LRPH
Francisca	Sierra	7 O'Brien Terrace Apt. #474	01854	LRPH
Donna	Tarrant	290 Adams Street Apt. #230	01854	LRPH
Carmen	Torres	3 Hazel Square	01850	HCV
Angel	Vega	408 Adams Street Apt. #128	01854	LRPH
Ann	Wallace	735 Broadway St. Apt. #215	01854	LRPH
Sharyn	Whalen	198 South Street Apt. #H201	01852	LRPH
Donna	Whelan	145 Gorahm Street Apt. #264	01852	LRPH
Rosaline	Willie-Bonglo	21 Avenue C	01851	LRPH

Attachment H: Comments of Resident Advisory Board

Resident Advisory Board Meetings were held on March 1st 2004 and March 19th 2004. In addition there was a public hearing held on June 9th, 2004.

1. Resident Comment: The RAB submitted a letter which stated in part, “ The RANLHA would like it to be known that we believe that the plan for this year is an excellent plan.”

LHA Response: N/A

2. Resident Comment: Angel Vega, raised concerns relative to security

LHA Response: The City is to provide more money for security. An electronic intercom system will be installed.

3. Resident Comment: Rita Grady raised concern about the screening criteria on the administrative plan.

LHA Response: The screening process includes CORI and Triple I check we are in the process of getting people to join our Resident Orientation committee. A training seminar will take place. The property managers will be present for the interview process.

**MINUTES OF PUBLIC HEARING
PUBLIC HOUSING AGENCY'S
5th YEAR PLAN OF THE 5 YEAR ANNUAL PLAN
WEDNESDAY, JUNE 9, 2004
5:00 P.M**

Chairman Mark A. Paton opened the meeting at 5:00 p.m.

In attendance at this hearing besides the Residents Advisory Board, were:

Phil Mayfield, LHA Consultant
Mark A. Paton, LHA Chairman
Gary K. Wallace, LHA Executive Director
Carol Tsitsianopoulos, Executive Assistant
Maria G. Rodriguez, Executive Secretary
William W. Duggan, Deputy Director/Facilities
MaryAnn Maciejewski, Division Director/Leased Housing
William D. Sheehan, Division Director/Conventional Housing
Thomas J. Collins, Development Coordinator

Chairman Paton stated the reasons for the Public Hearing.

Meeting adjourned at 5:10 p.m.

Attachment I: Pet Policies

Federal Elderly Developments Pet Policy

1. Tenants in Federally assisted housing designed for the elderly or handicapped are permitted to own and keep common household pets in their dwelling units in accordance with federal regulations adopted by the Lowell Housing Authority.
2. Common household pet means a domesticated animal such as a dog, cat, bird, fish, rodent or turtle.
3. Mandatory pet rules:
 - A. All pets must be registered with the Lowell Housing Authority before they are allowed on the premises.
 - B. Only one four-legged pet per household.
 - C. Dogs must be licensed by the City of Lowell and updated annually. The Tenant shall provide proof of license to the Lowell Housing Authority.
 - D. The weight of the dog/cat shall not exceed 20 pounds.
 - E. Dogs/cats must be spayed or neutered whichever is applicable. Certification by a licensed veterinarian must attest to this service and required inoculations in accordance with the State law and local ordinances. Proof of compliance to be submitted to the Lowell Housing Authority prior to entry on the premises.
 - F. Pet owners are to remove and properly dispose of all removable pet litter or waste down the trash chute. Litter and waste must be securely wrapped and placed in the barrel located outside the building.
 - G. Dogs/cats shall be appropriately and effectively restrained and under the control of a responsible person while in the common areas of the project. The use of common hallways for pet exercising or loitering is prohibited
 - H. Pets are to be excluded from specific common areas such as lobbies, laundry rooms, social rooms and elevators.
 - I. The Authority may adjust the pet and no pet areas or may direct such additional moves as may be necessary to accommodate for tenancy or to meet the changing needs of existing tenants.
4. Tenant must pay reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacements to and fumigation of the tenant's dwelling and charges up to \$5.00 per occurrence to pet owner may be assessed to tenants who fail to remove pet waste in accordance with procedures.
5. Tenant shall identify an alternate custodian for pets in the event of tenant's illness or other absence from the dwelling unit. This identification of an alternate custodian must occur prior to the pet admission permit.
6. If the health or safety of a pet is threatened by the death, absence or incapacity of the owner and the owner or alternate is unwilling or unable to care for the pet, the Authority is authorized to remove and place the pet in another facility at the owner's expense not to exceed 30 days.

7. If the pets conduct or condition is duly determined to be a nuisance or threat to the health or safety of other tenants and the pet owner has failed to correct this violation in accordance with procedures the Authority may serve a written notice requiring the pet owner to remove the pet from the premises.
8. If the pets are left unattended for a period of 24 hours or more, the Lowell Housing Authority may enter the dwelling unit, remove the pet and transfer it to the proper agency, subject to the provisions of the State law and pertinent local ordinances.
9. The owners of pets which create a nuisance or interfere with the privacy or peace and quiet of other tenants will be given one written notice to control the pet and a second violation will be cause to require the removal of said pet from the premises. Failure to heed the second notice will be cause for tenant eviction.

Animals that are used to assist the handicapped are excluded from the pet ownership requirements.

The above are reasonable regulations adopted by the Lowell Housing Authority and therefore become a lease provision.

Federal Family Developments Pet Policy

- A. Ownership conditions – A resident of a dwelling unit in a federally subsidized family public housing development may own one or more common household pets or have one or more common household pets present in the dwelling unit of such resident, subject to the reasonable requirements of the Lowell Housing Authority.
- B. Common household pet means, “ a domesticated animal such as a dog, cat, bird, fish, rodent or turtle.” Snakes and lizards are not allowed.

The resident must comply with the following:

- All pets must be registered with the Lowell Housing Authority before they are allowed on the premises. (Registration shall include the naming of an alternate custodian.)
- Dogs must be licensed by the City of Lowell and license must be updated annually with a copy of same provided to the Housing Manager.
- Dogs/Cats must be spayed or neutered, whichever is applicable. Certification by a licensed veterinarian must attest to this service and any required inoculations in accordance with the State Law and local ordinance. Proof of compliance to be submitted to the Lowell Housing Authority prior to the entry of pet on LHA premises.
- The resident must maintain each pet in a responsible manner.
- Pet owners are to remove and properly dispose of all removable pet waste. In the case of cats, litter boxes are to be changed a minimum of twice per week. Litter is to be double-bagged and disposed of properly.
- Dogs/cats shall be appropriately and effectively restrained (leashed) and under the control of a responsible person while in the common areas such as entrance areas and hallways, etc. The use of common areas and hallways for pet exercising or loitering is prohibited. Pets are not to be tied outside and left unattended at any time. Violation of this clause shall be a violation of resident’s lease.

- Pets are excluded from common areas such as lobbies, laundry rooms, elevators, social/community rooms and meeting areas.
- Residents must comply with all applicable State and local public health, animal control, and animal anti-cruelty laws and regulations.
- Pets must comply with the following policies established by the Lowell Housing Authority:
 - A. A limit on the number of animals in a unit.

Not more than one dog or cat per unit.
 - B. The following types of animals are prohibited:

Dangerous animals such as rotweillers, german shepards, dobermans or pit bulls.

Animals weighing more than 20 lbs at maturity.
 - C. Resident shall identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. This identification of an alternate custodian must occur prior to the pet admission permit.
 - D. If the health or safety of a pet is threatened by the death, absence, or incapacity of the owner, and the owner or alternate is unwilling or unable to care for the pet, the Authority is authorized to remove and place the pet in another facility at the owner's expense not to exceed thirty days.
 - E. If the pet's conduct or condition is duly determined to be a nuisance or threat to the health or safety of other residents, and the pet owner has failed to correct this violation in accordance with procedures, the Authority may serve a written notice requiring the pet owner to remove the pet from the premises.
 - F. Dogs shall not be left unattended for more than 4 hours and cats for more than 12 hours otherwise resident shall be cited. If the pets are left unattended for a period of twenty-four hours or more, the Lowell Housing Authority may enter the dwelling unit, have the dog officer remove the pet and transfer it to the proper agency, subject to the provisions of State Law and pertinent local ordinances.
 - G. The owners of pets which create a nuisance or interfere with the privacy or peace and quiet of other tenants will be given one written notice to control the pet and a second violation will be cause to require the removal of said pet from the premises. Failure to heed second notice will be cause for tenant eviction.

The Housing Authority prohibits pets in buildings that share common entranceways. Service animals that assist persons with disabilities are excluded from the pet ownership policies.

The above are reasonable regulations adopted by the Lowell Housing Authority and therefore become a lease provision.

Attachment J: Progress Report

Accomplishments of the Lowell Housing Authority in Year 5 (10/2003-9/2004) of the Five Year PHA Plan

LRPH Executive Operations

Summary:

Rental Integrity Monitoring System:

The Lowell Housing Authority has developed an internal system of checking the accuracies of income and rent determinations.

Meetings were held and Notices were distributed to staff involved in income and rent determinations stressing the importance of timely and accurate calculations and the significant financial penalties that could be incurred and imposed by HUD if errors were found.

In furthering our efforts to improve our quality control system we have assigned two staff persons to conduct quarterly reviews of randomly assigned tenant files. We have targeted 10% of all units (public housing and section 8). Checklists and detailed records are kept and forwarded to the property managers when corrections are necessary. To date all discrepancies have been at a minimum. In addition, these reviews allow us to improve our system and increase the accuracy of tenant rent and HUD's subsidy costs.

Resident Orientation Committee:

In response to requests from resident organizations wanting to participate in orienting new residents the Lowell Housing Authority established a volunteer resident orientation committee of public housing residents. (ROC)

The housing authority put out a flyer explaining the process, held meetings and recruited interested residents. The committee members have been trained and provided with topics they can discuss. Matters regarding rent and personal information are still the property manager's responsibility and will not be discussed at the informal resident orientation committee meeting.

The committee member's role is to welcome and advise new residents of rules, procedures, neighborhood activities and available services for families and elderly relevant to their developments.

Finance:

The finance department continued to shine during these difficult economic times by effectively managing unpredictable operating costs such as utilities, insurances and employee costs. A number of organizational changes, such as the reinvention of Julian D. Steele, a decentralized inventory control plan and an early retirement incentive package,

were effectively analyzed, implemented and administered by the Finance and Executive Department.

Change continues to be a constant challenge. The department experienced significant personnel changes: successfully adapting to the hiring of a new accountant, and the retirement of two key finance employees. Despite a variety of economical, organizational and departmental changes, the finance department was still able to demonstrate remarkable flexibility and adaptability in meeting the financial goals of the agency. Operating reserves were increased by an impressive \$991,611, vastly improving the overall financial condition of the authority. The hard-working, professional employees of the housing authority are to credit for another successful year.

Low Rent Public Housing

Operating receipts totaled \$5,515,147, federal subsidies totaled \$5,713,391, and operating expenses totaled \$10,331,103 for a profit from operations of \$897,435. Occupancy levels remain at an exceptional 99% and tenant receivables continue to be kept at a bare minimum.

State Aided Programs

The state operated developments continue to be a fiscal challenge. The Authority was still able to efficiently operate despite being level funded by the Department of Housing & Community Development. Fiscal year ended 9/30/03 represented the final year for submitting an operating budget for Julian D. Steele (284 Units). The Reinvention process has been a massive, yet successful fiscal challenge for the department. Operating receipts totaled \$955,252, state subsidies totaled \$249,282, and operating expenses totaled \$1,155,128, resulting in a profit from operations of \$49,406.

Housing Choice Voucher Program

Through the efforts of the Division of Leased Housing, utilization rates closed in on 100%, resulting in additional administrative revenues for the Authority. Administrative fees totaled \$849,151, operating receipts totaled \$10,144,700, and operating expenses totaled \$10,128,146, resulting in a profit from operations of \$16,554.

PHAS

The finance department was awarded a score of 29.5 out of 30 on the public housing assessment system's financial indicator for fiscal year ending 9/30/03 and the management indicator scored a perfect 30 out of 30 possible points. Total unreserved equity increased by an impressive \$991,611, resulting in an unreserved equity of \$4,263,005. Unit turnaround time was a remarkable 10 days.

Other Accomplishments and Highlights

1. An annual agency-wide audit once again yielded no financial findings.
2. An annual review of state development, Archie Kenefick Manor, yielded no financial findings.

3. Recovered \$282,000 from natural gas vendors through a comprehensive utility review.
4. Saved over \$25,000 by reducing and consolidating telephone services.
5. Successfully safeguarded investments totaling \$1,500,000.
6. Reduced staffing levels saving over \$55,000 annually.
7. Spearheaded, facilitated, implemented and monitored a decentralized inventory control plan.
8. Eliminated over \$700,000 of annual operating expenses.

The Lowell Housing Authority remains fiscally strong, ready to absorb any fiscal challenges that lie ahead. Cuts in federal operating subsidies, reduction to capital fund awards and increases in insurance costs will be difficult hurdles to overcome. Time will tell how these challenges, as well as other unforeseen challenges, will affect the financial integrity of the authority.

This score is a true indicator that the Lowell Housing Authority remains a sound operation. The credit goes to the Board of Commissioners, the Executive Director, top-level management, and to the dedicated employees of the Lowell Housing Authority.

Community Service Program

The Lowell Housing Authority's Community Service Policy was adopted by the Board of Commissioners at their regularly scheduled meeting on October 8, 2003. All residents of the Lowell Housing Authority who are impacted by this community service and self-sufficiency requirement have been notified of this new mandate. The Lowell Housing Authority Lease has also been amended to include the Community Service requirement. The 50058 forms have also been updated and will continue to be updated as residents perform their annual re-examinations.

Initially the Lowell Housing Authority's FSS Department sent out two mailings to residents of the Lowell Housing Authority. These two letters informed residents about the community service requirement and the fact that this would be a lease addendum and therefore it would be enforced. The Lowell Housing Authority has conducted two informational and screening sessions to better inform residents about the community service requirement. These sessions took place at both North Common Village and the George Flanagan Development. The community service requirement will affect approximately 220 residents of the Lowell Housing Authority. Residents were advised via the initial two letters and the two informational sessions that they should contact the FSS Department for further assistance in regards to community service. Currently, we are going door to door to contact residents who have not responded to the letters or attended an informational session. As we go door to door, we keep a log so that we can indicate which apartment we left information at. If the resident is home we have them sign for the information.

The Community Service regulations require the resident to find their own placement for community service. The Lowell Housing Authority has actually taken this requirement a step further by linking as many residents as possible with a community service placement. Some of these community service placements include: Archambault Towers, Healthsouth, local churches, Salvation Army, Casey Family Services, Tenant Organizations, Community Teamwork, Resident Coordinators, and the Lowell Housing Authority. The FSS Department is working very hard to target every public housing resident that is required to perform community service.

The Lowell Housing Authority is in the process of formulating a tracking system which will allow us to keep a close handle on all residents performing community service. We will do this by maintaining a data base, requiring residents to report their community service on a monthly basis, and working closely with the Property Managers who will be enforcing the lease.

Drug Elimination Program

The LHA continued to implement a Drug Elimination Program with funding from HUD. These funds provided police dispatch services during first and second shifts for both family and elderly developments. A family support program called “Family Parenting Program” was provided at the North Common Village and George W. Flanagan Developments under contract with Casey Family Services, Inc.. This program provides a substance abuse prevention component that has been successful in providing referrals and direct service to residents who have substance abuse problems. Lastly, a youth recreation and activities program has provided direct programming to the youth of the LHA in order to prevent drug abuse in youth. Overall, these programs have been successful in reaching residents in need and in enhancing the overall security and safety at the Lowell Housing Authority.

ROSS Program

The LHA continued providing programs to elders/disabled adults in the third year of a three year ROSS funded program. The program provides supportive services to elders/disabled adults such as meals on-site, on-site beauty and cosmetology services, on-site store for residents, on-site cafes. Many of the activities have been staffed by resident volunteers who were trained by the Resident Service Coordinator. Other activities have included health screenings, field trips, and educational and informational programs. Many community partnerships have been formed in order to provide a comprehensive array of services to the elderly/disabled adult population. The program is run by a Resident Service Coordinator who is responsible for the success of the activities at each of the elderly sites. The programs get elders/disabled persons to get out and participate in various programs, thus reducing their isolation and improving their overall life experiences.

Family Self-Sufficiency Program

The Lowell Housing Authority's Family Self Sufficiency Department is involved in numerous approaches to self-sufficiency. The Department is made up of a Program Director, FSS Outreach Worker, Homebuyer Planner, and a Youth Activities Director. The mission of the Family Self-Sufficiency Program is to foster a holistic approach to self-sufficiency. Some of the programs administered by the Family Self Sufficiency Program include:

- Family Self Sufficiency Section 8 Program
- Family Self Sufficiency Public Housing Program
- Section 8 Homeownership Program
- Preparation for Homeownership/First Time Homebuyers Program
- Credit Repair and credit establishment
- Resume development/interviewing techniques
- Joint Employment Program
- Employment referrals
- Earned Income Tax Credit Program
- Voter registration
- Job Search
- Promotion & dissemination of LHA Youth Activities Scholarship
- Computer Training
- Day Care Placements
- FSS Fleet Loan Program
- Meditation Classes
- Suitability
- UMASS/Lowell Summer Nutritional Program
- Lowell Textile Museum Summer Program
- Lowell Housing Authority Provider's Network

Currently the FSS Section 8 Program has been expanded to include 50 participants. Over the past two years three graduates of the FSS program have utilized their escrows to purchase homes.

Homeownership Program

The FSS Department of the Lowell Housing Authority administers a Homeownership Program. To date, we have five Section 8 participants who are utilizing the Section 8 Homeownership Program. The FSS Department is responsible for assisting residents of public housing and Section 8 participants through the home buying process. The staff of the Family Self Sufficiency Department has many resources and referrals to offer

residents interested in becoming future homeowners. Our staff is knowledgeable in obtaining and reading credit reports, as well as offering assistance in how to repair and establish credit. Our unique relationship with the Merrimack Valley Housing Partnership, a non-profit in Lowell that educates and certifies residents in the home buying process has become an educational experience that allows our residents to become well-informed homeowners. We also have an exclusive association with the Residents First Development Corporation, a non-profit organization that builds homes for first time homebuyers. Section 8 Participants and residents of the Lowell Housing Authority have access to a distinctive networking system that allows them to become future homeowners.

Admissions

Public Housing and Housing Choice Vouchers:

The Division of Public and Leased Housing Programs had a very busy year in screening applicants for admission to the Low Rent Public Housing Program and the Section 8 Housing Choice Voucher Program. From the period of October 1, 2002 through September 30, 2003, a total of 265 applicant screenings were completed for Public Housing. During that same period of time, 141 applicants were screened for participation in the Section 8 Program. Our staff has done an outstanding job of acquiring all required income and citizenship information for both programs and have completed the application process with great efficiency.

Division of Leased Housing

Section 8 Housing Choice Voucher Program

The Section 8 Housing Choice Voucher Program has established a 99% utilization rate during the last year and has successfully maintained that status. In February 2003, the Board of Commissioners approved a new Preference for “Households that reside in the city of Lowell and participate in non-federal housing rental subsidy programs whom are at risk of displacement due to changes in affordability requirements, administrative delivery system, or level of subsidy available for specific program.” This preference was beneficial to MRVP tenant based clients who were at risk of displacement because of funding reductions at DHCD.

In April of 2003, the Authority received approval from HUD to implement the Allocation Plan for Designated Housing utilizing 45 Vouchers from our existing allocation. In May we notified all residents at the four designated developments of it’s commencement. To date thirteen individuals have received vouchers and located housing in the private sector.

In November 2003, twenty-nine residents at the Majestic Apartments in Lowell went under contract under the Enhanced Voucher Program. The award of thirty-one new

vouchers for this development brought the Authority's total allocation number to 1,246 units.

Facilities Management Programs

Facilities Maintenance

The year 2003 has seen many improvements completed and many more capital improvements started by the Facilities Management Department.

The Facilities department is responsible for all special projects in relation to the rehab of vacant units, heating, plumbing and air conditioning.

Another important role the Facilities staff plays is to support the Property Managers maintenance staff. Journeymen level tradesmen and facilities staff are available to the Property Managers to complete special projects that require higher skill levels.

Journeymen level tradesmen continue to remodel and redesign units at our scattered sites. This has also provided training for LHA maintenance staff. Support of the Property Managers continues in the skill trades positions. Many special projects were planned and completed during this year.

All accomplishments and progress made over the past year is a direct result of the cooperation and efforts of the Facilities Management staff along with Property Managers and their staff.

Capital Improvements

Capital Improvements completed over the last year:

1. New kitchen and baths at Father Norton Manor, MA 1-5 has been successfully completed.
2. The remodeling and redesign of family units at MA 1-12/1-14 using forced labor account has continued throughout 2003.
3. New roofs for MA 1-12/1-14 buildings began in the spring of 2003 and were completed successfully on time.
4. New canopy over central storage areas began in spring of 2003 and has been completed.
5. Converted first floor units into 2 full handicapped units at Bishop Markham Village, MA 1-3. All work performed by forced account labor and contractors.

6. Installed new elevator cylinder at 111 Hildreth Street. Worked completed by Beckwith Elevator Company.

Executed contracts, contracts pending completion and contracts pending advertisement:

1. Work at North Common Village, MA 1-1, for mailboxes and enclosures, and intercom system for all hallways started in October 2003, and was 50% completed by the end of December 2003.
2. New compactors at Dewey Archambault Towers, MA 1-6, Bishop Markham Village, MA 1-3, and Father Norton Manor, MA 1-5 started in October 2003, and was 50% completed by December 2003.
3. Remodeling of front lobby at Dewey Archambault Towers, MA 1-6 started in October 2003, and was 90% completed by December 2003.
4. Prepared blueprints and specifications for new triplex units at MA 1-2 consisting of three (2) bedroom units.
5. Prepared blueprints and specifications for new maintenance building at MA 1-2.
6. Completed blueprints and specifications for rehab of 20 congregate units at MA 1-3.
7. In the process of advertising for selection of design firm to perform a feasibility study for a new office building at MA 1-1 site.
8. Advertised and selected design firm for site improvements at North Common Village, MA 1-1 and Bishop Markham Village, MA 1-3.
9. In the process of advertising and selecting design firm for improvements to front entrance and hallways 1st phase of work at Father Norton Manor, MA 1-5.
10. In the process of selecting design firm for new roof at Father Norton Manor, MA 1-5.
11. Work continuing on the conversion of units into full handicapped units at Bishop Markham Village, MA 1-3.

Attachment K: Lowell Housing Authority's Mandatory Community Service Program

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt adult public housing residents (18 or older) contribute 8 hours per month of community service (volunteer work) or participate in 8 hours per month of economic self sufficiency activity, defined to include education, training, counseling, or some other activities that help an individual toward self-sufficiency and economic independence. A combination of community service and self-sufficiency program participation totaling 8 hours per month is allowed. This requirement is also a part of the residential lease signed with all public housing residents of the Lowell Housing Authority.

The Lowell Housing Authority requires public housing residents to verify compliance annually, during recertification. Third party verification must be provided by the entity with which the resident is performing the community service or training.

Under the provision of the law, noncompliance with the community service and self-sufficiency requirement is a lease violation and is grounds for lease termination (as outlined in the LHA Dwelling Lease Section 3, Part CC & Section 7 Part B18).

1. EXEMPT RESIDENTS

The following adult individuals, age 18 or older, of a household are exempt from this requirement if the individual:

- is 62 years or older;
- is a person with disabilities and certifies that, based on the disability, he or she cannot comply with the requirement;
- Caretaker of a person with a disability who has certified that based on the disability, he or she cannot comply with the requirement;
- Currently working at least 20 hours per week;
- Certified as exempt from work activities under a State Program as stated by the Social Security Act or any other welfare state program; and
- members of a family receiving benefits from a State Welfare Program in compliance with the program's requirements.
- is engaged in work activities;

2. SERVICE REQUIREMENTS

Except for any family member who is an exempt individual, each adult resident of public housing must:

- contribute 8 hours per month of community service (not including political activities);
- participate in an economic self-sufficiency program for 8 hours per month;

- perform 8 hours per month of combined activities as described above.

3. LOWELL HOUSING AUTHORITY RESPONSIBILITIES

- The Lowell Housing Authority must develop a local policy for administration of the community service and economic self-sufficiency requirements for public housing residents.
- The Lowell Housing Authority may administer qualifying community service or economic self-sufficiency activities directly, or may make such activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions.
- The Lowell Housing Authority must review family compliance with service requirements, and must verify such compliance annually at least thirty days before the end of the twelve-month lease term. If qualifying activities are administered by an organization other than the Lowell Housing Authority, the Lowell Housing Authority shall obtain verification of family compliance from such third parties.
- The Lowell Housing Authority must retain reasonable documentation of service requirement performance or exemption in participant files.
- The Lowell Housing Authority must comply with non-discrimination and equal opportunity requirements.

4. RESIDENT RESPONSIBILITIES

- If qualifying activities are administered by an organization other than the Lowell Housing Authority, the family member who is required to fulfill a service requirement must provide signed certification to the Lowell Housing Authority by such other organization that the family member has performed such qualifying activities.

5. LOWELL HOUSING AUTHORITY'S PROCEDURE ON NONCOMPLIANCE

If the Lowell Housing Authority determines that there is a family member who is required to fulfill a service requirement, but who has violated this family obligation, the Lowell Housing Authority must notify the tenant of this determination.

The Lowell Housing Authority notice to the tenant must:

- i. briefly describe the noncompliance;
- ii. state that the Lowell Housing Authority will not renew the lease at the end of the twelve month lease term unless:

The tenant, and any other noncompliant resident, enters

into a written agreement with the Lowell Housing Authority, in the form and manner required by the Lowell Housing Authority, to cure such noncompliance, in accordance with such agreement; or

The family must provide written assurance to the Lowell Housing Authority that the tenant or other noncompliant resident no longer resides in the unit.

- iii. this notice must also state that the tenant may request a grievance hearing on the Lowell Housing Authority determination, in accordance with the Lowell Housing Authority's Grievance Procedure.
- iv. and that the Tenant may exercise any available judicial remedy to seek timely redress for the Lowell Housing Authority's nonrenewal of the lease because of such determination.

6. TENANT AGREEMENT TO COMPLY WITH SERVICE REQUIREMENT;

If the tenant or another family member has violated the service requirement, the Lowell Housing Authority must not renew the lease upon expiration of the term unless:

- the tenant, and any other non-compliant resident, enter into a written agreement with the Lowell Housing Authority, in the form and manner required by the Lowell Housing Authority, to cure such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease
- all other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

7. PROHIBITION AGAINST REPLACEMENT OF LOWELL HOUSING AUTHORITY EMPLOYEES

The Lowell Housing Authority may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by Lowell Housing Authority employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

8. ELIGIBLE COMMUNITY SERVICE ACTIVITIES

Eligible community service activities that can be performed include, but are not limited to:

- Work at a local public or non-profit institution, including but not limited to school, Head Start, after school programs, child care center, hospitals, clinics, hospice, nursing home, recreation center, senior center, adult day care program, homeless shelter, feeding program, food bank, etc.;
- Work with a non-profit organization that serves Lowell Housing Authority residents or their children, including, Girl's & Boy's Club, Boy Scouts, Girl Scouts, Big Brother/Big Sister, Community Clean up programs, Beautification programs, etc.;
- Work with any program funded under the Older Americans Act, including: Senior meals programs, Senior Center, Meals on Wheels, Elder Services, Lowell Housing Authority Congregate Program;
- Work with any other public or non-profit youth or senior organization;
- Work as an officer of a development or citywide resident organization;
- Work as a member of the Resident Advisory Committee;
- Work at the Lowell Housing Authority to help improve physical conditions;
- Work at the Lowell Housing Authority to help with children's programs;
- Helping neighborhood groups with special projects;

9. ELIGIBLE SELF-SUFFICIENCY ACTIVITIES

Eligible self-sufficiency activities in which residents may engage include, but are not limited to:

- Job readiness programs;
- Job training programs;
- Skills training programs;
- Higher education (Junior college or college);
- GED Classes;
- Apprenticeships;
- Substance abuse or mental health counseling;
- English proficiency or literacy classes;
- English as a second language classes;
- Participation in Lowell Housing Authority's Family Self –Sufficiency or Joint Employment Program;
- Budgeting and credit counseling classes, and
- Carrying out any activity required by the Department of Public Assistance as part of welfare reform.

Attachment L: Section 8 Homeownership Capacity Statement

SECTION 8 HOMEOWNERSHIP PROGRAM ADMINISTRATIVE PLAN (REVISED December 10, 2002)

The intent of the Plan is to develop specific local homeownership policies within program regulations designed to allow Section 8 program participants to become homeowners, while including adequate safeguards to protect program integrity, the Lowell Housing Authority and program participants.

Prior to providing details of the Administrative Plan, the LHA feels it is important to note that it has been operating an on going Homeownership Program since 1998. The Program is open to public housing residents, as well as Section 8 program participants. In terms of program requirements, the LHA's Homeownership Program is very similar to the Homeownership Option for Section 8 program participants currently in effect. The Administrative Plan has been developed in compliance with all known HUD regulations and with knowledge gained from past experiences derived from the LHA's on going Homeownership Program.

1. HUD REQUIREMENTS

Program participants will be selected from the current base of Section 8 participants. Initially the Program size will be limited to ten (10) families. The Authority will choose candidates for the Program based on the length of time of participation in the Section 8 Rental Assistance Program. **Additionally, a preference for current participants of the Family Self Sufficiency Program will be granted.** All participants must meet the following minimum requirements as mandated by HUD.

2. Must be a first time homeowner as defined by HUD. Specifically, applicants cannot have owned a home within the past three years.
3. Both the family and the adult members who will own the home must be able to document a minimum annual income (excluding welfare) of \$10,300.
4. One or more adult family members must be able to document that he or she has been continually employed (at least 30 hours per week) during the prior year. An interruption of 4 weeks or less is not considered a break in continuity. Considerations will be given for longer breaks in employment IF the adult family members were working an average of 20 hours per week and attending school or job training for 10 hours a week or more. Exemptions shall be granted to elderly and disabled participants.
5. Must complete a **HUD certified** homeownership counseling program provided free through the LHA.
6. Must not have defaulted previously on Section 8 Homeownership Assistance.
7. Program participant(s) must determine and document whether or not the unit is located in an airport runway clear zone or an airfield clear zone.

8. Program participants must determine and document whether or not the unit is located in a flood hazard area. Units in flood hazard areas must retain flood insurance.

2. LHA BRIEFINGS and HOMEOWNERSHIP COUNSELING

While the LHA realizes that not all Section 8 tenants are ready, willing and able to purchase a home, it plans to notify all current Section 8 program participants in writing, of the newly enacted Homeownership Option and provide a brief description of the program and its possible benefits.

If a tenant responds to the initial letter, the tenant will be mailed an application for entry into the Homeownership Option Program. Once the application has been completed and returned, the LHA will order and pay for a credit report in the name(s) of the applicant(s), perform an employment verification for all applicant(s) and determine the applicant's ability to qualify for financing and the amount of said financing. At this point, an individual briefing session will be scheduled.

At the LHA briefing session, the applicant(s) and at least **one** LHA staff person currently involved with the Authority's ongoing Homeownership Program will be in attendance. The LHA will provide the program participant(s) with information regarding geographic choice, portability and benefits of purchasing in low poverty areas. Additionally the participant's application, including their verified employment history and their current credit report, will be discussed and a determination of participant readiness to purchase will be made.

Having an active ongoing Homeownership Program, LHA staff has worked closely with local banks and are familiar with qualifying ratios and bank formulas used for evaluating home loan applications. Using income information supplied and verified by the applicant(s) employer and credit information taken from the applicant(s) credit report, LHA staff will determine if the applicant(s) income, credit history and current monthly installment debt are such that said applicant(s) is likely to qualify for a home loan and, if so, the approximate amount of the loan.

Assuming the applicant(s) is likely to qualify for a home loan in an amount sufficient to purchase a suitable home, the LHA will proceed to enroll the applicant in "Project Genesis" **or any other HUD certified and** approved homebuyer counseling program. Administered by Merrimack Valley Housing Partnership, "Project Genesis" consists of three, two-hour counseling sessions. Qualified professionals in the field of housing and related issues teach instructional classes.

Homebuyer counseling will include the following elements:

1. Home maintenance
2. Budgeting and money management

3. Credit Counseling
4. Negotiate purchase price
5. Financing
6. Home search
7. Advantages of purchasing in areas that do not have high concentrations of low income families
8. Information regarding fair housing
9. Information relative to settlement procedures, truth in lending laws and loan terms

The LHA will strongly consider local circumstances and the needs of individual families when providing briefing and counseling. The LHA plans to require that program participants enroll in and complete post purchase counseling for a period of one year. The one-year local requirement may be extended at the discretion of the LHA.

10. SEARCH TIME / OPTIONS FOR HOUSEHOLDS UNABLE TO BUY

The LHA has chosen not to establish a minimum/maximum search time for program participants to select and purchase a home. Also, the LHA will not require program participants to provide periodic reports regarding the home search process.

11. UNIT ELIGIBILITY / INSPECTION REQUIREMENTS

In terms of unit eligibility, the LHA is required to enforce specific unit eligibility standards. One such standard is the type of unit a program participant may purchase. Under program guidelines, participants are restricted to purchasing existing or new single-family homes, condominiums and cooperatives units. The purchase of multi unit structures, including two family dwellings, is prohibited.

In terms of unit inspections, the Homeownership Option requires two pre-purchase inspections. One will be performed by a qualified LHA employee, while the second inspection is to be performed by a privately employed qualified professional Home Inspector. There will be no fee associated with the LHA inspection. However, the program participant must pay for the cost of the inspection done by a professional Home Inspector. The LHA will review the inspection performed by the professional Home Inspector and determine if the dwelling is suitable for purchase and eligible for sale to a program participant. The LHA may disapprove a unit based on information provided in the Inspection Reports.

The Lowell Housing Authority plans to utilize the same procedure for unit inspection as it now uses for Section 8 rental units. Currently, the LHA has qualified staff persons designated to perform unit inspections prior to occupancy. The inspection conducted by the Authority will be used to determine compliance with Housing Quality Standards.

When a Section 8 unit is ready for inspection, the LHA inspector will gain access to the unit by coordinating with the property owner. The LHA inspector then conducts a thorough room-by-room inspection of the premises, including the basement and any and all mechanical systems, all common areas and the exterior. The inspection results are written on the LHA standard unit inspection form and maintained on file. The unit must meet the inspection criteria of Housing Quality Standards in order to qualify for the Homeownership Program.

If the unit fails the inspection, the owner of the property will be required to make needed repairs in order to bring the unit into compliance with Housing Quality Standards.

As part of its existing homebuyer program, the LHA requires a home inspection by a qualified home inspector. In an effort to provide the potential Section 8 buyers with a choice of qualified home inspectors, the LHA has developed a list of qualified home inspectors in the Greater-Lowell area. Each applicant will be given a copy of the list and the potential homebuyer(s) may select whomever they want. It should also be mentioned that prior to placing a home inspector's name on the list, the LHA requires said home inspector provide the LHA with their qualifications.

If the applicant wishes to utilize a home inspector who is not on the list the LHA will permit the applicant to do so. However, the LHA will require that the selected home inspector provide the LHA and the applicant with qualifications that are acceptable to the LHA.

12. CONTRACT OF SALE / BUYER PROTECTION

In terms of the contract for sale, the LHA plans to utilize the same contract for sale as it now uses for its ongoing homebuyer program.

The contract for sale will contain an additional list of provisions including the following:

13. The price and other terms of sale.
14. The purchaser will arrange for a pre-purchase inspection to be performed by an independent inspector selected and paid for by the purchaser.
15. The purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser and the LHA.
16. The purchaser is not obligated to pay for any repairs.
17. The seller certifies that he or she has not been debarred, suspended, or subject to a limited denial of participation under part 24 of this title.

1. FINANCING

The LHA plans to utilize the same financing program as is currently in effect as part of the Authority's on going Homeownership Program. Since 1997, the LHA has assisted

twenty former public housing residents and Section 8 program participants in becoming first time homebuyers.

The financing package is as follows:

- 1. First mortgage – 75% of purchase price**
- 2. Second mortgage - 20% of purchase price**
- 3. Third mortgage – (only if public subsidy is involved)**
- 4. Subordinate mortgage - 2% of purchase price**
- 5. Buyer cash - 3% of purchase price**

The LHA plans to utilize the “Soft Second” Mortgage financing program funded through the Massachusetts Housing Partnership. Basically, the “Soft Second” Program utilizes the services of local participating banks. In Lowell, participating lenders will be required to be approved by the Lowell Housing Authority and MHP and offer borrowers the two point rate of interest without charging points. Section 8 Homeownership Program participants will apply for both first and second mortgages from the same participating lender. If there is a public subsidy involved, a third mortgage will be required by the participating lender. The City of Lowell will provide subordinate mortgage financing to secure its down payment assistance and closing costs loans.

The aforementioned financing package has several positive aspects, which work to the advantage of the purchaser including the following:

1. Minimum buyer cash down (3%)
2. Second mortgage requires interest only payments for first ten years
3. Purchaser not required to pay private mortgage insurance

The program participant will be required to have adequate funds (buyer cash) to meet the 3% down payment amount. Through its Downpayment Assistance Program, the City of Lowell will provide financing for all or a portion of the closing costs. Assessments of costs involved will be completed on a case-by-case basis.

A. OTHER ALTERNATIVE

This approach to financing is basically the same as the PREFERRED ALTERNATIVE with one exception. That being the “Soft Second” provider will be the Lowell Development and Financial Corporation instead of the Massachusetts Housing Partnership. The financing breakdown is as follows:

First Mortgage:	80% of purchase price
Second Mortgage:	15% of purchase price
Third Mortgage:	2% of purchase price
Buyer Cash:	3% of purchase price

In addition to the financing package previously described, the LHA plans to implement the following requirements:

1. Prohibit balloon payments
2. LHA to reserve the right to approve or reject financing terms and conditions
3. Allow seller financing on a case by case basis
4. Purchasers must not exceed qualifying ratio and must meet all other financing requirements established by the first mortgage lender.

6. AMOUNT OF ASSISTANCE

The amount of the Homeownership Assistance Payment shall be a sum equal to the lower of:

1. The payment standard minus the total tenant payment
2. The family's monthly homeownership expenses minus the total tenant payment

The payment standard for a family is the lower of:

1. The payment standard for the family unit size
2. The payment standard for the size of the home

If the home is located in an exception payment standard area, the LHA will use the approximate payment standard for the exception payment standard area. The LHA will use the same payment schedule, payment standard amounts and subsidy standards for the Homeownership Option as for the Rental Voucher Program. The LHA will conduct an annual reexamination of program participants in order to update income, family size and other relevant data and adjust the payment standard accordingly.

The LHA has adopted the following homeownership expenses in accordance with HUD requirements:

1. Principal and interest on initial mortgage(s) debt including refinancing if any
2. Real estate taxes
3. Sewer and water fees
4. Trash pick up and disposal fees
5. Homeowners insurance costs
6. Allowance for maintenance expenses*
7. Allowance for costs of major repairs and replacements**
8. Utility allowance
9. Principal and interest on debt incurred to finance major repairs or HCP accessible

* Monthly allowance for maintenance \$75-Existing \$125

** Monthly allowance for major repairs and replacements \$75-Existing \$125

If the home is a cooperative or condominium unit, homeownership expenses will include maintenance fees assessed by the condominium or cooperative homeowner association. Additionally, the LHA will make payment directly to the first mortgage lender or to the Section 8 Homeownership Program participant. If the assistance payment exceeds the amount due the lender, the LHA will pay the balance directly to the homeowner

The term of homeowner assistance shall be fifteen (15) years if the term of the first mortgage is twenty (20) years or longer, except in the case of elderly and disabled program participants where the maximum term of fifteen (15) years does not apply. In all other cases, the term shall be ten (10) years.

7. POST PURCHASE REQUIREMENTS FOR FAMILIES

The family must sign a statement of homeowner obligations before the start of homeownership assistance agreeing to comply with all obligations under the program. In keeping with HUD regulations, the LHA has imposed the following post purchase requirements:

1. The family must reside in the home. If the family moves out of the home, the LHA will not continue homeownership assistance payments after the month when the family moves out.
2. The LHA will require each family receiving homeownership assistance to attend and participate in post purchase counseling. **The counseling sessions will be administered by either LHA staff or a certified post purchase counseling agent** and will focus on home maintenance issues, family finances and budgeting and maintaining good credit by ensuring that the family is paying off its credit card and other monthly debt in a timely fashion.
3. The family must comply with the terms of all mortgage(s) securing debt incurred to purchase the home and any refinancing debt, if applicable.
4. The family must not convey or transfer ownership of the home while receiving homeownership assistance.
5. The family may grant a mortgage on the home for debt incurred to finance the purchase of the home or any refinancing of such debt.
6. After the death of a family member who holds title to the home, homeownership assistance will continue pending settlement of the estate provided that the family continues to occupy the home.
7. The family must comply with all requirements of the Section 8 Program or be subject to termination of assistance.
8. The family must allow the LHA access to the home for the purpose of performing an inspection, if it is so required.

The family must supply the LHA with the following information upon request:

1. Information relative to any mortgage(s) secured by the property.
 2. Any sale or transfer of any interest in the home.
 3. The family must provide the LHA with its homeownership expenses.
 4. The family must notify the LHA before moving out of the home.
1. The family must notify the LHA if it defaults on any mortgage securing debt incurred to purchase the home. If the family defaults on the mortgage, the LHA may choose to issue a Voucher to the family to facilitate a move to a rental unit and continue rental assistance. However, the determination will be at the LHA's discretion, based on the good faith efforts of the family to meet its obligations and prevent default.
 2. Proof that no family member has an ownership interest in other real estate while receiving homeownership assistance.

8. PORTABILITY

The LHA will not be accepting any new vouchers holders as part of the Homeownership Option. If a family currently participating in the LHA 's Section 8 Rental Voucher Program wants to purchase a home outside of the LHA 's jurisdiction under the Homeownership Option it may do so provided that the receiving PHA is accepting new homeownership families and provided that the family meets all the requirements of the receiving PHA.

9. RECAPTURE OF HOMEOWNERSHIP ASSISTANCE

Program recipients participating in the Homeownership Option are subject to recapture provisions if they sell their unit within ten (10) years of initially purchasing the unit.

At the time of sale, the LHA will place a lien on the property in accordance with HUD regulations. The lien will be drawn up in such a way that it is consistent with State and local law. The amount of homeownership assistance subject to recapture will be the lesser of the following two recapture alternatives:

1. The amount of homeownership assistance subject to recapture will automatically be reduced over a ten-year period, beginning one year from the purchase date, in annual increments of ten percent. At the end of the ten-year period, the amount of homeownership assistance subject to recapture will be zero.
2. The difference between the sales price and the purchase price of the home minus the costs of any capital expenditures, the costs incurred by the family in the sale of the home, the amount of the difference between the sales price and purchase price that is being used, upon sale, towards the purchase of a new home under the

Section 8 Homeownership Option and any amounts that have been previously recaptured.

In the case of a refinancing of the home, the recapture will be an amount equaling the lesser of:

1. The amount of homeownership assistance subject to recapture will automatically be reduced over a ten-year period, beginning one year from the purchase date, in annual increments of ten percent. At the end of the ten-year period, the amount of homeownership assistance subject to recapture will be zero.
2. The difference between the current mortgage debt and the new mortgage debt minus the costs of any capital expenditures, the costs incurred by the family in the refinancing of the home and any amounts that have been previously recaptured.

In the case of identity-of-interest transactions, the LHA will establish a sales price based on fair market value.

10. OTHER PROVISIONS

Section 8 families that currently receive Section 8 rental assistance can enter a lease-purchase agreement. Prior to closing the sale, they will receive conventional rental assistance and the Section 8 payment cannot be used to cover the “homeownership premium” (the portion of the payment used to accumulate a down payment or reduce the purchase price). Instead, the family must use its own funds for the premium. The LHA must and will exclude the homeownership premium in determining rent reasonableness.

A family receiving homeownership assistance can move to a new unit with homeownership assistance, as long as it is in compliance with program requirements, no family member has any ownership interest in the prior unit, and the LHA has sufficient funds. To move with continued homeowner assistance, families must again meet all eligibility requirements. A family may not move more than one time per year.

Attachment M1 - Site Based Waiting Lists

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
Section 8 tenant-based assistance			
Federal Public Housing			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	5059		
Extremely low income <=30% AMI	4735	93.60%	
Very low income (>30% but <=50% AMI)	303	5.99%	
Low income (>50% but <80% AMI)	21	0.42%	
Families with Children	2752	54.40%	
Elderly families	674	13.32%	
Disabled Elderly	0		
Non-Elderly Families with Physical Disabilities	1847	36.51%	
Non-Elderly Families with Other Disabilities	0		
White	1892	37.40%	
Black	241	4.76%	

Asian	898	17.75%	
American Indian	5	0.10%	
Hispanic	2022	39.97%	
	# of families	% of total families	Annual Turnover
1BR	2277	45%	
2 BR	2340	46%	
3 BR	351	7%	
4 BR	82	2%	
5 BR	10	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)? 54 months only for 3 & 4 BRs			
Does the PHA expect to reopen the 3&4 BR list in the PHA Plan year? No			
Does the PHA permit specific categories of families onto the waiting list, even if			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
Section 8 tenant-based assistance			
Federal Public Housing			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdictional			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	332		3%
Extremely low income <=30% AMI	308	92%	
Very low income	22	6%	

(>30% but <=50% AMI)			
Low income (>50% but <80% AMI)	2	0%	
Families with children	236	71%	
Elderly families	12	3%	
Families with disabilities	96	28%	
White	125	37%	
African- American	39	11%	
Hispanic	145	43%	
American	2	0%	
Asian	21	6%	
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)? 12 mos			
Does the PHA expect to reopen the list in the PHA			
Does the PHA permit specific categories of families			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Federal Public Housing - **Archambault Towers**

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	425		
Extremely low income <=30% AMI	407	95%	
Very low income (>30% but <=50% AMI)	17	4%	
Low income (>50% but <80% AMI)	1	0%	
Families with Children	0	0%	
Elderly families	102	24%	
Disabled Elderly		0%	
Non-Elderly Families with Physical Disabilities	233	54%	
Non-Elderly Families with Other Disabilities		0%	
White	220	51%	
Black	15	3%	
Asian	54	12%	

American Indian	1	0%	
Hispanic	135	31%	
1BR	425		
2 BR	2		
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? No Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 54 months only for 3 & 4 BRs</p> <p>Does the PHA expect to reopen the 3&4 BR list in the PHA Plan year? No</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if</p>			

Wait List Total	425	
Extremely Low Income	407	95%
>30% but <50% AMI	17	4%
>50% but <80% AMI	1	0.00%
Families w/children	0	0%
Elderly Families	102	24%
Families w/disabilities	233	54%
White	220	51%
African-American	15	3%
Asian/Pacific Is./other	54	12%

American Indian	1	0%
Hispanic	135	31%

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Federal Public Housing - **North Common**

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	800		
Extremely low income <=30% AMI	744	93%	
Very low income (>30% but <=50% AMI)	52	6%	
Low income (>50% but <80% AMI)	4	0%	
Families with Children	667	83%	
Elderly families	47	5%	
Disabled Elderly		0%	
Non-Elderly Families with Physical Disabilities	218	27%	
Non-Elderly Families with Other Disabilities		0%	
White	208	26%	
Black	40	5%	
Asian	180	22%	

American Indian	1	0%	
Hispanic	370	46%	
1BR	132		
2 BR	562		
3 BR	86		
4 BR	19		
5 BR			
5+ BR			
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)? 54 months only for 3 & 4 BRs			
Does the PHA expect to reopen the 3&4 BR list in the PHA Plan year? No			
Does the PHA permit specific categories of families onto the waiting list, even if			

Wait List Total	800	
Extremely Low Income	744	93%
>30% but <50% AMI	52	6%
>50% but <80% AMI	4	0.00%
Families w/children	667	83%
Elderly Families	47	5%
Families w/disabilities	218	27%
White	208	26%
African-American	40	5%
Asian/Pacific Is./other	180	22%

American Indian	1	0%
Hispanic	370	46%

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Federal Public Housing - **Lawrence Street**

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	373		
Extremely low income <=30% AMI	357	95%	
Very low income (>30% but <=50% AMI)	15	4%	
Low income (>50% but <80% AMI)	1	0%	
Families with Children	0	0%	
Elderly families	100	26%	
Disabled Elderly		0%	
Non-Elderly Families with Physical Disabilities	201	53%	
Non-Elderly Families with Other Disabilities		0%	
White	195	52%	
Black	14	3%	
Asian	43	11%	

American Indian	1	0%	
Hispanic	120	32%	
1BR	371		
2 BR	2		
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? No Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 54 months only for 3 & 4 BRs</p> <p>Does the PHA expect to reopen the 3&4 BR list in the PHA Plan year? No</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if</p>			

Wait List Total	373	
Extremely Low Income	357	95%
>30% but <50% AMI	15	4%
>50% but <80% AMI	1	0.00%
Families w/children	0	0%
Elderly Families	100	26%
Families w/disabilities	201	53%
White	195	52%
African-American	14	3%
Asian/Pacific Is./other	43	11%

American Indian	1	0%
Hispanic	120	32%

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Federal Public Housing - **Scattered Sites**

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	745		
Extremely low income <=30% AMI	686	92%	
Very low income (>30% but <=50% AMI)	56	8%	
Low income (>50% but <80% AMI)	3	0%	
Families with Children	725	97%	
Elderly families	30	4%	
Disabled Elderly	0	0%	
Non-Elderly Families with Physical Disabilities	165	22%	
Non-Elderly Families with Other Disabilities	0	0%	
White	213	29%	
Black	40	5%	
Asian	153	21%	

American Indian	0	0%	
Hispanic	339	46%	
1BR	19		
2 BR	605		
3 BR	92		
4 BR	23		
5 BR	6		
5+ BR			
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)? 54 months only for 3 & 4 BRs			
Does the PHA expect to reopen the 3&4 BR list in the PHA Plan year? No			
Does the PHA permit specific categories of families onto the waiting list, even if			

Wait List Total	745	
Extremely Low Income	686	92%
>30% but <50% AMI	56	8%
>50% but <80% AMI	3	0.00%
Families w/children	725	97%
Elderly Families	30	4%
Families w/disabilities	165	22%
White	213	29%
African-American	40	5%
Asian/Pacific Is./other	153	21%

American Indian	0	0%
Hispanic	339	46%

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Federal Public Housing - **Harold Hartwell**

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	664		
Extremely low income <=30% AMI	612	92%	
Very low income (>30% but <=50% AMI)	50	7%	
Low income (>50% but <80% AMI)	2	0%	
Families with Children	649	98%	
Elderly families	26	4%	
Disabled Elderly	0	0%	
Non-Elderly Families with Physical Disabilities	144	22%	
Non-Elderly Families with Other Disabilities	0	0%	
White	171	26%	
Black	39	6%	
Asian	150	23%	

American Indian	0	0%	
Hispanic	304	46%	
1BR	14		
2 BR	552		
3 BR	74		
4 BR	20		
5 BR	4		
5+ BR			
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)? 54 months only for 3 & 4 BRs			
Does the PHA expect to reopen the 3&4 BR list in the PHA Plan year? No			
Does the PHA permit specific categories of families onto the waiting list, even if			

Wait List Total	664	
Extremely Low Income	612	92%
>30% but <50% AMI	50	7%
>50% but <80% AMI	2	0.00%
Families w/children	649	98%
Elderly Families	26	4%
Families w/disabilities	144	22%
White	171	26%
African-American	39	6%
Asian/Pacific Is./other	150	23%

American Indian	0	0%
Hispanic	304	46%

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Federal Public Housing - **George Flanagan**

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	819		
Extremely low income <=30% AMI	752	91%	
Very low income (>30% but <=50% AMI)	63	7%	
Low income (>50% but <80% AMI)	4	0%	
Families with Children	711	87%	
Elderly families	36	4%	
Disabled Elderly	0	0%	
Non-Elderly Families with Physical Disabilities	201	24%	
Non-Elderly Families with Other Disabilities	0	0%	
White	233	28%	
Black	42	5%	
Asian	173	21%	

American Indian	0	0%	
Hispanic	371	45%	
1BR	107		
2 BR	593		
3 BR	99		
4 BR	20		
5 BR			
5+ BR			
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)? 54 months only for 3 & 4 BRs			
Does the PHA expect to reopen the 3&4 BR list in the PHA Plan year? No			
Does the PHA permit specific categories of families onto the waiting list, even if			

Wait List Total	819	
Extremely Low Income	752	91%
>30% but <50% AMI	63	7%
>50% but <80% AMI	4	0.00%
Families w/children	711	87%
Elderly Families	36	4%
Families w/disabilities	201	24%
White	233	28%
African-American	42	5%
Asian/Pacific Is./other	173	21%

American Indian	0	0%
Hispanic	371	45%

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Federal Public Housing - **Father Norton**

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	396		
Extremely low income <=30% AMI	376	94%	
Very low income (>30% but <=50% AMI)	18	4%	
Low income (>50% but <80% AMI)	2	0%	
Families with Children	0	0%	
Elderly families	109	27%	
Disabled Elderly	0	0%	
Non-Elderly Families with Physical Disabilities	213	53%	
Non-Elderly Families with Other Disabilities	0	0%	
White	211	53%	
Black	17	4%	
Asian	44	11%	

American Indian	1	0%	
Hispanic	123	31%	
1BR	392		
2 BR	4		
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? No Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 54 months only for 3 & 4 BRs</p> <p>Does the PHA expect to reopen the 3&4 BR list in the PHA Plan year? No</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if</p>			

Wait List Total	396	
Extremely Low Income	376	94%
>30% but <50% AMI	18	4%
>50% but <80% AMI	2	0.00%
Families w/children	0	0%
Elderly Families	109	27%
Families w/disabilities	213	53%
White	211	53%
African-American	17	4%
Asian/Pacific Is./other	44	11%

American Indian	1	0%
Hispanic	123	31%

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Federal Public Housing - **Bishop Markham**

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	424		
Extremely low income <=30% AMI	408	96%	
Very low income (>30% but <=50% AMI)	15	3%	
Low income (>50% but <80% AMI)	1	0%	
Families with Children	0	0%	
Elderly families	107	25%	
Disabled Elderly	0	0%	
Non-Elderly Families with Physical Disabilities	255	60%	
Non-Elderly Families with Other Disabilities	0	0%	
White	211	49%	
Black	19	4%	
Asian	56	13%	

American Indian	0	0%	
Hispanic	138	32%	
1BR	408		
2 BR	16		
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? No Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 54 months only for 3 & 4 BRs</p> <p>Does the PHA expect to reopen the 3&4 BR list in the PHA Plan year? No</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if</p>			

Wait List Total	424	
Extremely Low Income	408	96%
>30% but <50% AMI	15	3%
>50% but <80% AMI	1	0.00%
Families w/children	0	0%
Elderly Families	107	25%
Families w/disabilities	255	60%
White	211	49%
African-American	19	4%
Asian/Pacific Is./other	56	13%

American Indian	0	0%
Hispanic	138	32%

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Federal Public Housing - **Francis Gatehouse**

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	413		
Extremely low income <=30% AMI	393	95%	
Very low income (>30% but <=50% AMI)	17	4%	
Low income (>50% but <80% AMI)	3	1%	
Families with Children	0	0%	
Elderly families	117	28%	
Disabled Elderly	0	0%	
Non-Elderly Families with Physical Disabilities	217	53%	
Non-Elderly Families with Other Disabilities	0	0%	
White	230	56%	
Black	15	4%	
Asian	45	11%	

American Indian	1	0%	
Hispanic	122	30%	
1BR	409		
2 BR	4		
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? No Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 54 months only for 3 & 4 BRs</p> <p>Does the PHA expect to reopen the 3&4 BR list in the PHA Plan year? No</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if</p>			

Wait List Total	413	
Extremely Low Income	393	95%
>30% but <50% AMI	17	4%
>50% but <80% AMI	3	1.00%
Families w/children	0	0%
Elderly Families	117	28%
Families w/disabilities	217	53%
White	230	56%
African-American	15	4%
Asian/Pacific Is./other	45	11%

American Indian	1	0%
Hispanic	122	30%

Attachment M2 - Site Based Waiting Lists Demographic Analysis

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
North Common Village, MA 1-1 21 Salem Street	1941	Disabled Elderly	25	25	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	152	208	5600%
		Black	27	40	1300%
		Hispanic	130	370	24000%
		Asian	241	180	-6100%
George Flanagan MA 1-2 580 Chelmsford St.	1954	Disabled Elderly	17	17	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	160	233	7300%
		Black	25	42	1700%
		Hispanic	228	371	14300%
		Asian	117	173	5600%
Bishop Markham MA 1-3 198 South Street	1958	Disabled Elderly	45	45	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	167	211	4400%
		Black	12	19	700%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
		Hispanic	107	138	3100%
		Asian	60	56	-400%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
Faulkner Street MA 1-4 758-772 Lawrence St.	1967	Disabled Elderly	30	30	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	128	195	6700%
		Black	11	14	300%
		Hispanic	75	120	4500%
		Asian	33	43	1000%
Father Norton Manor MA 1-5 117-137 High Street	1968	Disabled Elderly	35	35	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	154	211	5700%
		Black	12	17	500%
		Hispanic	78	123	4500%
		Asian	40	44	400%
Dewey Archambault Towers MA 1-6 657 Merrimack Street	1971	Disabled Elderly	35	35	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	156	220	6400%
		Black	10	15	500%
		Hispanic	94	135	4100%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
		Asian	52	54	200%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
Harold Hartwell Court MA 1-7 25-35 Temple Street	1975	Disabled Elderly	11	11	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	106	171	6500%
		Black	20	39	1900%
		Hispanic	181	304	12300%
		Asian	92	150	5800%
Francis Gatehouse MA 1-11 735 Broadway Street	1977	Disabled Elderly	32	32	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	162	230	6800%
		Black	12	15	300%
		Hispanic	79	122	4300%
		Asian	37	45	800%
Scattered Sites MA 1-12, MA 1-14 657 Merrimack Street 580 Chelmsford Street	1980/1982	Disabled Elderly	16	16	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	136	213	7700%
		Black	24	40	1600%
		Hispanic	200	339	13900%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
		Asian	96	153	5700%

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	552		
Extremely Low Income <=30% AMI	509	92%	
Very Low Income >30% but <=50% AMI	39	7%	
Low Income >50% but <80% AMI	4	1%	
Families with Children	396	72%	
Elderly Families	41	7%	
Disabled Elderly	25	5%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	152	28%	
Black	27	5%	
Hispanic	130	24%	
Asian	241	44%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	532		
Extremely Low Income <=30% AMI	486	91%	
Very Low Income >30% but <=50% AMI	44	8%	
Low Income >50% but <80% AMI	2	0	
Families with Children	409	77%	
Elderly Families	26	5%	
Disabled Elderly	17	3%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	160	30%	
Black	25	5%	
Hispanic	228	43%	
Asian	117	22%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	347		
Extremely Low Income <=30% AMI	331	95%	
Very Low Income >30% but <=50% AMI	15	4%	
Low Income >50% but <80% AMI	1	0	
Families with Children	0	0	
Elderly Families	89	26%	
Disabled Elderly	45	13%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	167	48%	
Black	12	3%	
Hispanic	107	31%	
Asian	60	17%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	249		
Extremely Low Income <=30% AMI	233	94%	
Very Low Income >30% but <=50% AMI	13	4%	
Low Income >50% but <80% AMI	2	1%	
Families with Children	3	1%	
Elderly Families	72	29%	
Disabled Elderly	30	12%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	128	51%	
Black	11	4%	
Hispanic	75	30%	
Asian	33	13%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	286		
Extremely Low Income <=30% AMI	269	94%	
Very Low Income >30% but <=50% AMI	14	1%	
Low Income >50% but <80% AMI	2	1%	
Families with Children	0	0	
Elderly Families	88	31%	
Disabled Elderly	35	12%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	154	54%	
Black	12	4%	
Hispanic	78	27%	
Asian	40	14%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	314		
Extremely Low Income <=30% AMI	298	95%	
Very Low Income >30% but <=50% AMI	15	5%	
Low Income >50% but <80% AMI	1	0	
Families with Children	0	0	
Elderly Families	82	26%	
Disabled Elderly	35	11%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	156	50%	
Black	10	3%	
Hispanic	94	30%	
Asian	52	17%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	402		
Extremely Low Income <=30% AMI	365	91%	
Very Low Income >30% but <=50% AMI	35	9%	
Low Income >50% but <80% AMI	2	0	
Families with Children	379	94%	
Elderly Families	15	4%	
Disabled Elderly	11	3%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	106	26%	
Black	20	5%	
Hispanic	181	45%	
Asian	92	23%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	292		
Extremely Low Income <=30% AMI	273	93%	
Very Low Income >30% but <=50% AMI	15	5%	
Low Income >50% but <80% AMI	3	1%	
Families with Children	0	0	
Elderly Families	85	29%	
Disabled Elderly	32	11%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	162	55%	
Black	12	4%	
Hispanic	79	27%	
Asian	37	13%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	457		
Extremely Low Income <=30% AMI	419	92%	
Very Low Income >30% but <=50% AMI	36	8%	
Low Income >50% but <80% AMI	2	0	
Families with Children	425	93%	
Elderly Families	21	5%	
Disabled Elderly	16	4%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	136	30%	
Black	24	5%	
Hispanic	200	44%	
Asian	96	21%	

Attachment M - Site Based Waiting Lists Demographic Analysis

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
North Common Village, MA 1-1 21 Salem Street	1941	Disabled Elderly	25	25	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	152	152	0%
		Black	27	27	0%
		Hispanic	130	130	0%
		Asian	241	241	0%
George Flanagan MA 1-2 580 Chelmsford St.	1954	Disabled Elderly	17	17	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	160	160	0%
		Black	25	25	0%
		Hispanic	228	228	0%
		Asian	117	117	0%
Bishop Markham MA 1-3 198 South Street	1958	Disabled Elderly	45	45	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	167	167	0%
		Black	12	12	0%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
		Hispanic	107	107	0%
		Asian	60	60	0%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
Faulkner Street MA 1-4 758-772 Lawrence St.	1967	Disabled Elderly	30	30	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	128	128	0%
		Black	11	11	0%
		Hispanic	75	75	0%
		Asian	33	33	0%
Father Norton Manor MA 1-5 117-137 High Street	1968	Disabled Elderly	35	35	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	154	154	0%
		Black	12	12	0%
		Hispanic	78	78	0%
		Asian	40	40	0%
Dewey Archambault Towers MA 1-6 657 Merrimack Street	1971	Disabled Elderly	35	35	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	156	156	0%
		Black	10	10	0%
		Hispanic	94	94	0%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
		Asian	52	52	0%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
Harold Hartwell Court MA 1-7 25-35 Temple Street	1975	Disabled Elderly	11	11	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	106	106	0%
		Black	20	20	0%
		Hispanic	181	181	0%
		Asian	92	92	0%
Francis Gatehouse MA 1-11 735 Broadway Street	1977	Disabled Elderly	32	32	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	162	162	0%
		Black	12	12	0%
		Hispanic	79	79	0%
		Asian	37	37	0%
Scattered Sites MA 1-12, MA 1-14 657 Merrimack Street 580 Chelmsford Street	1980/1982	Disabled Elderly	16	16	0%
		Non-Elderly Families with Physical Disabilities	0	0	0%
		Non-Elderly Families with Other Disabilities	0	0	0%
		White	136	136	0%
		Black	24	24	0%
		Hispanic	200	200	0%

Development Information: (Name,number,location)	Date Initiated	Occupation Type	Initial Mix of Racial, Ethnic or Disability Demographic s	Current Mix of Racial, Ethnic or Disability Demographi cs	Percent Change Between Initial and Current Mix of Racial, Ethnic or Disability Demographic s
		Asian	96	96	0%

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	552		
Extremely Low Income <=30% AMI	509	92%	
Very Low Income >30% but <=50% AMI	39	7%	
Low Income >50% but <80% AMI	4	1%	
Families with Children	396	72%	
Elderly Families	41	7%	
Disabled Elderly	25	5%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	152	28%	
Black	27	5%	
Hispanic	130	24%	
Asian	241	44%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	532		
Extremely Low Income <=30% AMI	486	91%	
Very Low Income >30% but <=50% AMI	44	8%	
Low Income >50% but <80% AMI	2	0	
Families with Children	409	77%	
Elderly Families	26	5%	
Disabled Elderly	17	3%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	160	30%	
Black	25	5%	
Hispanic	228	43%	
Asian	117	22%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	347		
Extremely Low Income <=30% AMI	331	95%	
Very Low Income >30% but <=50% AMI	15	4%	
Low Income >50% but <80% AMI	1	0	
Families with Children	0	0	
Elderly Families	89	26%	
Disabled Elderly	45	13%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	167	48%	
Black	12	3%	
Hispanic	107	31%	
Asian	60	17%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	249		
Extremely Low Income <=30% AMI	233	94%	
Very Low Income >30% but <=50% AMI	13	4%	
Low Income >50% but <80% AMI	2	1%	
Families with Children	3	1%	
Elderly Families	72	29%	
Disabled Elderly	30	12%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	128	51%	
Black	11	4%	
Hispanic	75	30%	
Asian	33	13%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	286		
Extremely Low Income <=30% AMI	269	94%	
Very Low Income >30% but <=50% AMI	14	1%	
Low Income >50% but <80% AMI	2	1%	
Families with Children	0	0	
Elderly Families	88	31%	
Disabled Elderly	35	12%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	154	54%	
Black	12	4%	
Hispanic	78	27%	
Asian	40	14%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	314		
Extremely Low Income <=30% AMI	298	95%	
Very Low Income >30% but <=50% AMI	15	5%	
Low Income >50% but <80% AMI	1	0	
Families with Children	0	0	
Elderly Families	82	26%	
Disabled Elderly	35	11%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	156	50%	
Black	10	3%	
Hispanic	94	30%	
Asian	52	17%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	402		
Extremely Low Income <=30% AMI	365	91%	
Very Low Income >30% but <=50% AMI	35	9%	
Low Income >50% but <80% AMI	2	0	
Families with Children	379	94%	
Elderly Families	15	4%	
Disabled Elderly	11	3%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	106	26%	
Black	20	5%	
Hispanic	181	45%	
Asian	92	23%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	292		
Extremely Low Income <=30% AMI	273	93%	
Very Low Income >30% but <=50% AMI	15	5%	
Low Income >50% but <80% AMI	3	1%	
Families with Children	0	0	
Elderly Families	85	29%	
Disabled Elderly	32	11%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	162	55%	
Black	12	4%	
Hispanic	79	27%	
Asian	37	13%	

	# of Families	% of Total Families	Annual Turnover
Waiting List Total	457		
Extremely Low Income <=30% AMI	419	92%	
Very Low Income >30% but <=50% AMI	36	8%	
Low Income >50% but <80% AMI	2	0	
Families with Children	425	93%	
Elderly Families	21	5%	
Disabled Elderly	16	4%	
Non-Elderly Families with Physical Disabilities			
Non-Elderly Families with Other Disabilities			
White	136	30%	
Black	24	5%	
Hispanic	200	44%	
Asian	96	21%	

Attachment N: Pest Control Plan

Control of pests and rodents is essential to maintain the safety and sanitation of dwelling units. The Lowell Housing Authority and our public housing residents must exert their best efforts to ensure a clean and healthy living environment throughout all LHA public housing developments. These efforts must include effective pest control (of roaches, other insects, mice and other vermin). The following policies and practices are intended to mutually achieve effective pest control throughout LHA public housing developments.

GENERAL CLEANLINESS

The LHA - will exert best efforts to ensure that grounds, common areas and community facilities are clean and free of any garbage or debris which would attract or provide a food source for insects or vermin. Areas in and around garbage dumpsters and litter containers and community facilities in which food is served will be given special attention.

Residents - must exert best efforts to keep individual apartments clean and free of any garbage or debris that would attract or provide a food source for insects or vermin. Residents are also urged to report any knowledge of site conditions which would attract pests or of actual infestation by roaches, other insects, mice or other vermin. Residents are also encouraged to urge their neighbors to assist in keeping site grounds, common areas and public facilities as clean as possible, for example, place litter and non-household garbage in proper containers.

ANNUAL AND PERIODIC EXTERMINATION

The LHA - will conduct annual and periodic extermination of all apartments, common areas, basements and building exteriors. The extermination will be done by a private contractor who has been licensed by the State to perform the extermination work. Regular extermination schedules (usually by building) will be established by Property Managers. Property Managers will be responsible for notifying the residents within 48 hours prior to extermination of a dwelling unit.

Residents - may either be home or not home during the extermination of their dwelling unit.

SPECIAL EXTERMINATIONS

The LHA - will periodically conduct intensive exterminations to better control persistent infestation problems and vulnerable areas, and to respond to special emergent circumstances, such as nearby construction (which tends to drive mice and vermin from existing burrows into nearby properties). These special treatments will be conducted by a licensed private sector contractor.

Residents - are urged to inform site management staff of particular problem areas and of changed conditions which may require special pest control treatment.

CONDITION EVALUATION

The LHA - will include pest control observations during all apartment inspections and during the completion of routine work orders.

Residents - are urged to inform property managers, apartment inspectors and other LHA staff of any infestation problems.

ENFORCEMENT

The LHA - has included cleanliness and extermination requirements as part of the residential lease provisions in order to ensure a healthy living environment. Violations of extermination requirements will result in a Notice of Lease Violation and, if they persist, appropriate remedial action in court.

ATTACHMENT O:
POLICY AND PROCEDURES FOR PHYSICAL INSPECTIONS
OF LOWELL HOUSING AUTHORITY PROPERTIES AND UNITS

Policy and Procedure for Physical Inspections of LHA Units

1. Each unit will be inspected at least once per year by a Certified H.Q.S. Technician Inspector.
2. All emergency deficiencies found during the inspection will be corrected within 24 hrs. with a work order to record each correction.
3. All routine deficiencies will be corrected with a work order to record each repair within two (2) weeks of noted deficiency.
4. All vacant units ready for reoccupancy will be inspected by the H.Q.S. Inspector with a report to the appropriate Property Manager.
5. All completed repairs must have a detailed work order.
6. The H.Q.S. Inspector will note all Capital Fund Work Items (items considered to be beyond ordinary maintenance). This in turn will generate items to be added to the Capital Fund Budget.
7. The H.Q.S. Inspector will continually re-inspect at least 5% of all LHA units.

Policy and Procedure for Physical Inspections of
Common Areas, Sites, Buildings, Grounds, and Exterior Lighting

1. The H.Q.S. Inspector will conduct site inspections of all LHA property noting all deficiencies along with safety hazards. Reports will be submitted to each Property Manager. This then becomes the Property Manager's responsibility to have all deficiencies corrected or addressed appropriately.
2. The H.Q.S. Inspector will note all items to be considered as Capital Fund issues. These items will be incorporated in order of priority into the Capital fund Program Budget.

Attachment P: Amendment to Preferences in Administrative Plan

Preferences are assigned using a weighting table as in the approved Public Housing Agency Plan. All preference selections are made using this weighting system and if applicants have the same weight, then random selection or date and time are used to select. For those without preference selections are made by random selection or date and time of application.

The weighting for FY 2004 is:

#	Preference	Weight
1	Involuntarily displaced from a dwelling unit in the municipality of Lowell by natural disaster, by fire, by unwarranted landlord action and by government action including capital programs of the LHA *Households which reside within the City of Lowell and participate in non-federal housing rental subsidy programs whom are at risk of displacement due to changes in the affordability requirements, administrative delivery system, or level of subsidy available for specific programs.	200
2	Working head of household or working spouse (who has averaged 20 hours of work a week for at least six months), or person 62 years old or older or a person unable to work because of the extent of their disability	185

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Lowell Housing Authority

Program/Activity Receiving Federal Grant Funding

PHA -PLAN

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above. Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 5802)

Name of Authorized Official Gary K. Wallace	Title Executive Director
Signature <i>Gary K. Wallace</i>	Date 06/09/2004

form HUD-50070 (5/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

**Certification of Payments
to Influence Federal Transactions**

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

Applicant Name

Lowell Housing Authority

Program/Activity Receiving Federal Grant Funding

PHA - PLAN

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Gary K. Wallace

Title

Executive Director

Signature

Date (mm/dd/yyyy)

06/09/2004

Previous edition is obsolete

form HUD 50071 (3-99)
ref. Handbooks 7472.1, 7476.13, 7485.1, & 7485.3

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, John E. Cox the City Manager certify
that the Five Year and Annual PHA Plan of the Lowell Housing Authority is
consistent with the Consolidated Plan of The City of Lowell prepared
pursuant to 24 CFR Part 91.


Signed / Dated by Appropriate State or Local Official

**Standard PHA Plan
PHA Certifications of Compliance**

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

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the Standard Annual, Standard 5-Year/Annual, and
Streamlined 5-Year/Annual PHA Plans**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the standard Annual, standard 5-Year/Annual or streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 2004, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1966, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PHH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 85, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

Lowell Housing Authority

350 Moody Street • PO Box 60 • Lowell, Massachusetts 01853-0060 • (978) 937-3501
Fax: (978) 937-5758 • TDD: 1-800-545-1833 Ext. 178 • www.lhma.org



Gary K. Wallace
Executive Director

Mark A. Paton
Chairman
Connie M. Aehin
Vice Chairperson
Walter J. Flynn, Jr.
Robert J. McShon
Michael G. Zain
Commissioners

CERTIFICATE

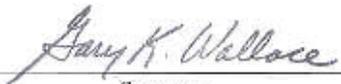
I, the undersigned, duly appointed, qualified and Secretary of the Lowell Housing Authority, do hereby certify:

THAT the attached extract from the minutes of a **Regular Meeting** of the members of the Lowell Housing Authority, held on **Wednesday, June 9, 2004**, is a true and correct copy of the original minutes of said meeting on file and of record, insofar as said original minutes relate to the matter set forth in said attached extract; and

THAT on the date of the meeting, each member present and voting was a resident of the City of Lowell, Massachusetts;

THAT notice of meeting was duly filed more than forty-eight hours prior thereto with the Clerk of the City of Lowell, Massachusetts, in accordance with the requirements of Section 23A, Chapter 39 of the General Laws, as amended. (Chapter 626, Acts 1958)

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority this 18th. day of June 2004.


Secretary

SEAL

"A STRONG COMMITMENT TO RESIDENT INITIATIVES"



**EXTRACT FROM THE MINUTES OF A REGULAR MEETING HELD
ON WEDNESDAY, JUNE 9, 2004**

A **Regular Meeting** of the Members of the Lowell Housing Authority was held on this date, **Wednesday, June 9, 2004**, in the Conference Room, Armand P. Mercier Multi-Service Center, 21 Salem Street, Lowell, Massachusetts. The meeting was called to order at **5:30 P.M.** by Chairman Mark A. Paton.

Upon direction of the Chairman, the Secretary called the roll of membership, which resulted as follows:

Present: Mr. McMahon, Mr. Paton, Mr. Zaim, Mrs. Achin, Mr. Flynn
Absent: None

The Chairman declared a quorum present and the meeting opened for the transaction of business.

LHA AGENCY PLAN

A motion was made by Mr. Flynn and seconded by Mr. Zaim to approve submission of LHA Agency Plan for fiscal year 2004.

A roll call vote was taken with the following results:

Yeas: Mr. Paton, Mr. Zaim, Mrs. Achin, Mr. Flynn, Mr. McMahon
Nays: None

The Chairman declared the motion carried and the vote adopted.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by CMB
0348-0046

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Lowell Housing Authority, 350 Moody St. Lowell MA-01854 Congressional District, if known:	
6. Federal Department/Agency: HUD	7. Federal Program Name/Description: Capital Fund Program CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ 3,470,120.00	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information released through this form is authorized by 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the Government when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$50,000 for each such failure.	Signature: <u>Mark A. Paton</u> Print Name: <u>Mark A. Paton</u> Title: <u>Chairman of Board of Commissioners</u> Telephone No.: <u>978-957-3501</u> Date: <u>6/9/2004</u>	
Federal Use Only:	Authorized for Local Reproduction Standard Form L.L. (Rev. 7-87)	