

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2004

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan Agency Identification

PHA Name: Chicopee Housing Authority

PHA Number: MA 008

PHA Fiscal Year Beginning: July 1, 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

On line @ www.chicopeehousing.org

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
To meet the need of our aging population by encouraging assisted housing programs that will enable independent living to the maximum extent possible.
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)

- Increase customer satisfaction: By improving communication with residents, increase curb appeal of developments and increase safety through police patrols
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Assure audits are completed and forwarded within the required time frame.
- Assure that units not meeting HQS within the regulatory time frame are not funded through the program.

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

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

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

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

**Annual PHA Plan
PHA Fiscal Year 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 (r)]

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

The Chicopee Housing Authority has prepared an Agency Plan in conjunction with residents and local leaders. For the first time we have conducted public meetings with the City of Chicopee Office of Community Development. Our goal in this effort is to better address the needs of our larger community as contained in the Consolidated Plan. This plan reflects the needs of our community and resident population. The Plan is designed to comply with the requirements of the Quality Housing and Work Responsibility Act of 1998 and requirements of the U.S. Department of Housing and Urban Development.

This plan is subject to annual review and revision in order to remain current with all statutory requirements and local needs.

A mission statement has been adopted to guide the management activities of the Chicopee Housing Authority. The Annual Plan, its objectives and goals are reflective of our mission statement. The Plan represents a comprehensive statement of strategies in community building that correspond to our communities Consolidated Plan.

The Annual Plan of the Chicopee Housing Authority includes the following:

Goals and Objectives that are consistent with local needs of our residents and the community as a whole, designed to maintain the current housing stock as an asset to our community. Waiting list preferences and priorities that reflect the need of the community and population served.

Deconcentration initiatives that provide for the support and encourage growth in the resident population. An operating budget and capital fund program that maximize our financial resources to better enable us to preserve affordable housing in Chicopee. Management of housing choice vouchers in order to provide the maximum number of assisted units to families in our jurisdiction. A tenancy preservation component to assure that our residents impacted by the poor lifestyle choices or unseen disabilities have an opportunity to work within the system to improve their lives and their futures. Initiatives to enable the elderly and frail to maintain the maximum level of independence.

Our plan includes the continued operation of the activities previously funded through the Public Housing Drug Elimination Program (as funding permits) as an essential part of our provision of a safe and healthy environment of the families we serve. This program has resulted in the elimination of street corner drug dealing and the presence of the type of adverse traffic such dealing attracts. We are now focused on the promotion and maintenance of a drug free neighborhood. Educational and activity programming for the youth are an integral part of this approach.

Physical improvement of our developments and improvement in CHA management systems continues through the U.S. Department of Housing and Urban Development's Capital Fund Program. The eight (8) years of participation in this program have resulted in significant improvements to our physical plant as well as improvements to our service delivery systems.

The Plan contains information on housing availability, affordability and make-up of the rental population based on 2000 census data currently available. This data appears outdated based on our experience with the housing market but has improved over that available last year. Our plan takes into account our current knowledge of the rental market and the 2000 Census information.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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 **SEERATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
 - A.** Community Service Policy
 - B.** Pet Policy
 - C.** Resident Membership of the Chicopee Housing Authority Governing Board
 - D.** Membership of the Resident Advisory Board
 - E.** Minutes of Advisory Board Meetings
 - F.** Organizational Chart
 - G.** Mission/Goals Progress

- H. Performance & Evaluation Report 2001-2002-2003
- I. Capital Fund Program Five-year Action Plan 2004-2007
- J. Annual Plan 2004

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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</i>	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	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
X	Schedule of flat 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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	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
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		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
X	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
X	Dwelling Lease Affirmative Action Plan Reasonable Accommodation Policy Procurement Policy Pet Policy	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Loca-tion
Income <= 30% of AMI	2278	3	1	1	1	3	1
Income >30% but <=50% of AMI	1608	3	1	1	1	3	1
Income >50% but <80% of AMI	1894	3	1	1	1	3	1
Elderly	1639	1	1	1	1	N/A	1
Families with Disabilities							
Race/Ethnicity	5780	3	1	1	1	3	1
Minority	4596	3	1	1	1	3	1
Hispanic	1184	3	1	1	1	3	1

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: 1995
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 2001 RKG Associates, Inc.
- 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 type="checkbox"/>	Public Housing		
<input checked="" 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/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1024		119
Extremely low income <=30% AMI	229	22.5%	
Very low income (>30% but <=50% AMI)	62	6%	
Low income (>50% but <80% AMI)	733	71.5%	
Families with children	934	91%	
Elderly families	17	1.5%	
Families with Disabilities	51	5%	
Hispanic	721	70.5%	

Housing Needs of Families on the Waiting List			
White	222	21.5%	
Black	75	7%	
Other	6	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	88	8.5%	58
2 BR	672	65.5%	16
3 BR	140	14%	10
4 BR	124	12%	1
5 BR			
5+ BR			85
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

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)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[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 7/1/04 – 6/30/05	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	\$634,154	
b) Public Housing Capital Fund	\$799,280	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,995,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	\$275,000	State Operations
i) HOME		
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources 7/1/04 – 6/30/05	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
MA06P008501-04	\$509,808	PH Operations
MA06P008502-03	\$112,822	
3. Public Housing Dwelling Rental Income	\$1,000,000	PH Operations
4. Other income (list below)		
Washer/Dryer Inc./Sec 8 Port In	\$17,000	PH Operations, S8
General Fund Investments	\$51,341	PH Operations, S8
4. Non-federal sources (list below)		
State/Local	\$4,214,326	State Operations
Total resources	\$9,617,731	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (approximately two (2) months)

Other: (describe)

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

- Criminal or Drug-related activity

- Rental history
 - Housekeeping
 - Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

- PHA main administrative office
- PHA development site management office
- Mailing

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

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

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

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

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

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

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Paying over 50% of income for rent

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

Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 3 Substandard housing
- 4 Homelessness
- 5 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 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
- Paying over 50% of income for rent

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Posted Policies

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

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

Cabot Manor Apartments MA 8-1

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 developments below: Memorial Apartments MA 8-2

Cabot Manor Apartments MA 8-1

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)
 - Tenant History
 - Financial Management History
 - Personal References

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

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

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

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Specific sites designated at time waiting list opens
The CHA participates in the State-Wide waiting list affording applicants maximum option to apply at LHA's across the state.

(3) Search Time

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

If yes, state circumstances below:

Exemption depending upon circumstances as determined by the Authority, example Handicap and Bedroom size.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Rent is > 50 percent of income

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

Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 3 Substandard housing
- 4 Homelessness
- 5 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 preferences: Paying over 50 of income for rent

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

CHA has collaborated with 43+ Massachusetts's LHA's on a statewide waiting list.

The initial application list was constructed by lottery.

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

Through published notices

ROC program introduction completed at time of participants briefing sessions.

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually

Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Local Rental market surveys
- HUD established "Fair Market Rents"

(2) Minimum Rent

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

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

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

1-The family has experienced a decrease in income because of changed circumstances, including loss or reduction of employment, death in the family, or reduction in or loss of earnings or other assistance.

2-The family has experienced an increase in expenses, because of changed circumstances, for medical costs, childcare, transportation, education, or similar items.

3- Such other situations as may be determined a hardship by the housing authority.

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)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	383	88
	393	25
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	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.

- (1) Public Housing Maintenance and Management:
 OKM Associates Inc. Management/Maintenance Plan
 September, 1999
- (2) Section 8 Management: Administration 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
 Leased Housing Office

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 as Attachment J

-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 as Attachment I

-or-

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

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

(date submitted or approved:)
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:
<input type="checkbox"/> HOPE I
<input type="checkbox"/> 5(h)
<input type="checkbox"/> Turnkey III

<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

CHA and TANF are fully cooperative with each other and have not experienced any limitations that required a formally structured agreement.

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

(select all that apply)

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

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 Programs				
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)
CHA PHDEP Successor: provides for educational opportunities (GED/ESL& GED Readiness)	50	Sign Up	Development Office	Public Housing
Teen counseling/mentoring programs	25	Sign Up	Development Office	Public Housing
Family Finance Program: With Solutions Community Development Corp.	###???	Sign Up	Provide, solutions CDC	Section 8 Public Housing
Meals on Wheels-Provided by West Mass Eldercare to elders, handicapped and disabled residents who qualify.	Varies	Program Criteria	West Mass Eldercare	Both
Chicopee VNA-Provides health screenings which include a fall and risk of injury screening program and monthly blood pressure clinics.	Varies		Development	Both
City of Chicopee Office of Community Development-Offers a home ownership-training program that gives a preference for participation to CHA residents.	22	Sign Up	Main Office	Both
Gandara Inc.-Coordinates a substance abuse recovery program for CHA residents	23	Residential Program	Main Office	Public Housing
Community Service Program, Inc.-provides mental health services and assistance at a CHA site.	8	Referral	Development	Public Housing
Local temporary employment agencies and homecare provider agencies have held job fairs and				

conducted outreach to CHA residents in conjunction with the Career Point Valley Opportunity Council.	25+	Open	Main Office Development	Both
Youth After School Homework and Activity Programs	20+	Sign Up	Development Office	Public Housing

(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: DD/MM/YY)
Public Housing		
Section 8		

- 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:

See above list under “Services and Programs”

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 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.

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

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

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

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

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

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

Cabot Manor Apartments MA 8-1

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
- Contract with Chicopee Police Department**

2. Which developments are most affected? (list below)
- Cabot Manor Apartments MA 8-1
Memorial Apartments MA 8-2

C. Coordination between PHA and the police

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

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

2. Which developments are most affected? (list below)
- Cabot Manor Apartments MA 8-1
Memorial Apartments MA 8-2

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment (Public Housing Drug Elimination Program (PHDEP) Plan)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Submitted as a Required Attachment (B)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment E

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

1. Increased activity for handicap, disabled and elderly tenants.

2. Adjusted security schedules in family developments.

3. Expanded educational opportunities for public housing residents at our new Community Resource Center.

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Chicopee

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)

- 1- Adult Education
- 2- First Time Home buyers training (co-sponsor)
- 3- Youth Activity/Education/Counseling, programs
- 4- Collaboration with, CDBG agency in neighborhood revitalization and independent living initiatives.

Other: (list below)

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

The CHA will work with the CDBG agency in the revitalization of low-income neighborhoods, specifically by the utilization of Capital Fund monies to improve the curb appeal as well as the structural integrity of CHA developments in low-income neighborhoods throughout the city. We will continue to cosponsor First Time Homebuyer work shops and continue to foster programs that encourage independence in home ownership such as: family saving plans, budget counseling and other initiatives that will improve the future of our residence and the city population.

CHA will collaborate with the CDBG and the Home Program in an effort to asset low-income families to maintain independence in their own homes.

D. Other Information Required by HUD

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

Attachments

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

Attachment A

Community Service Program Policy

Attachment B

Pet Policy

Attachment C

Resident Membership of Chicopee Housing Authority Governing Board

Attachment D

Member of the Resident Advisory Board

Attachment E

Minutes of Advisory Board Meetings

Attachment F

Organizational Chart

Attachment G

Mission and Goal Progress

Attachment H

Performance and Evaluations

Attachment I

Capital Improvement Five Year 2005 – 2008

Attachment J

Annual Plan 2004

ATTACHMENT "A"

CHICOPEE HOUSING AUTHORITY

POLICY ESTABLISHING A

COMMUNITY SERVICE PROGRAM

Effective July 1, 2001 residents of the Chicopee Housing Authority who are otherwise non-exempt from obligations imposed through the Regulations prescribed by HUD for Community Service Activities or Self Sufficiency Programs (Part 960, Subpart F) shall be required as a condition of their lease to participate in a program, administered through the CHA, designed to improve educational level and employment potential for a minimum of eight hours per month.

The Chicopee Housing Authority, through its Capital Fund Program and the Public Housing Drug Elimination Grant Program provides a GED Program, English as a Second Language and sub GED level remedial programs for residents of federally-aided public housing developments. These programs shall be available, and funded additionally through the annual operating budget, to accommodate residents covered by the Community Service Program requirement.

At the time of annual recertification of eligibility, or interim recertification, the Project Clerk shall be charged with the responsibility of identifying adult household members who are not exempt from the Community Service Requirement as established by HUD. Those adult residents identified as eligible for the program shall be referred to the PHDEP Coordinator at the end of each given month for processing and scheduling of enrollment in the program.

No later than the fifteenth day of each month following the inception of the program the PHDEP Coordinator shall provide the CHA with a list of residents enrolled and certified attendance records for all participants. Participants failing to attend shall be informed of their obligation in writing.

Sixty days prior to the end of the initial enrollment period (recertification date) the Project Clerk shall review the attendance record, send written notice of non-compliance with program requirements and refer the family to the Assistant Executive Director who shall notify the family of the non-renewal of their dwelling lease in accordance with program requirements.

ATTACHMENT "B"

CHICOPEE HOUSING AUTHORITY
Chicopee, Massachusetts

PET POLICY

APPLICABLE ONLY TO FEDERALLY-AIDED DEVELOPMENTS MA 8-1, MA 8-2 AND MA 8-3

The Chicopee Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Chicopee Housing Authority harmless from any claims caused by an action or inaction of the pet.

Residents are responsible for any damage caused by their pet, including the cost of any pet-related insect infestation in the their unit. The Chicopee Housing authority reserves the right to exterminate and charge the resident.

Residents must have the prior written approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the "Authorization for Pet Ownership Form" that must be fully completed before the Housing Authority will approve the request.

RULES GOVERNING PETS: All residents with pet permits shall comply with the following:

1. Permitted are domesticated dogs or cats only.
2. Only one (1) pet per household will be permitted.
- 3 Dogs must be licensed yearly with the City of Chicopee (office of the City Clerk).
3. Pet must be appropriately inoculated against rabies, distemper or boosters, as applicable and certification signed by a licensed veterinarian shall be annually filed with the Chicopee Housing Authority to attest to the inoculations.
4. All dogs and cats shall remain inside the resident's unit. No animal shall be permitted to be loose in hallways, lobby areas, Laundromats, community rooms, yards or other common areas of the facility.
5. When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult and be in complete accordance with the "Dog Leash Law" of the City of Chicopee.
6. Pit bulls, Doberman Pinchers, or any other animal of a vicious or intimidating nature as determined by the CHA will not be allowed.

7. Residents shall not permit their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms "disturb, interfere, and diminish" shall include, but not be limited to barking, howling, biting, scratching, and other like activities.
8. Residents must provide waterproof litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
9. Residents are solely responsible for disposing of dog and cat waste by placing it in a plastic bag and then wrapped in paper and placed in a container outside the building for regular scheduled trash pick-up.
10. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
11. If pets are left unattended for a period of twenty-four (24) hours or more, the CHA may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Chapter 140, and applicable orders of the Massachusetts General Laws and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances.
12. Residents shall not alter their unit, patio, or unit area in order to create an enclosure for any pet.
13. Residents are responsible for all damages caused by their pets, including the cost of cleaning carpets, and/or fumigation of units.
14. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without written permission of the CHA.
15. Resident owner agrees to hold CHA harmless from any liability incurred as a result of their pet ownership.
16. Should any pet housed in a CHA facility under Section 227 give birth to a litter, the resident shall remove from the premises all said pets, as the tenant would be in violation of this policy.
17. Residents must 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 Housing Authority issuing a pet registration permit.
18. Pet bedding shall not be washed in any common laundry facilities.
19. Residents must take appropriate actions to protect their pets from fleas and ticks
20. Resident shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.
21. If pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Authority's property within 24 hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

22. No animal may exceed thirty (30) pounds in weight projected to full size.

The privilege of maintaining a pet in the facility operated by CHA shall be subject to the rules set forth in RULES GOVERNING PETS mentioned herein. This privilege may be revoked at any time subject to the Housing Authority Hearing Procedures if the animal shall become destructive, create a nuisance, represent a threat to the safety and security of other residents, or create a problem in the area of cleanliness and sanitation.

A pet owner who violates any other condition(s) of this policy may be required to remove his/her pet from the development within 10 days of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

Should a BREACH OF THE RULES SET FORTH OCCUR, the CHA may also exercise any remedy granted it in accordance with Chapter 140 and applicable order to the Massachusetts General Laws.

The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY PROVISIONS REGARDING THE KEEPING OF PETS AND AGREE TO ABIDE BY THOSE PROVISIONS.

ACCEPTED BY: _____ DATE: _____
Resident's Signature

ADDRESS: _____

ATTESTED BY: _____ DATE: _____
Staff's Signature

The Chicopee Housing Authority will allow only one (1) common household pet. This means only domesticated animals such as a dog or cat. All dogs and cats must be spayed or neutered before they become six (6) months old. A licensed veterinarian must verify this fact. Any animal deemed to be potentially harmful to the health or safety of others including attack or fight trained dogs, will not be allowed.

ATTACHMENT "C"

RESIDENT MEMBERSHIP OF THE CHA GOVERNING BOARD

Ms. Ruth Vanderlick
88H Riverview Terrace
Chicopee, MA

Method of Appointment: Mayoral Appointment

Term of Appointment: Five (5) years

Appointed: March 24, 2000

ATTACHMENT “D”

MEMBERSHIP OF RESIDENT ADVISORY BOARD

Wileen Sanbrina Jamison
39 Plante Cir.
Chicopee, MA

John Henry
1302 Memorial Drive #2D
Chicopee, MA

Gail M. Sheridan
165 East Main St. #403
Chicopee, MA

Suzanne Ouimet
88 Debra Dr. 3A
Chicopee, MA

Theresa Boduch
165 East Main Street #401
Chicopee, MA

Kathleen Merchant
86 Debra Drvie 1D
Chicopee, MA

Theresa Coduch
165 East Main Street #519
Chicopee, MA

Sharon Lawrence
88 Debra Dr. 2A
Chicopee, MA

Rosalie Bednary
165 East Main Street #404
Chicopee, MA

John Tremblay
94 Debra Dr. 3A
Chicopee, MA

Julia T. Nowak
165 East Main Street #402
Chicopee, MA

Beatrice Kie
94 Debra Dr. 2A
Chicopee, MA

Jack Szalkiewicz
165 East Main St. #312
Chicopee, MA

Dale Landry
1302 Memorial Dr. 5C
Chicopee, MA

Olga Soja
165 East Main St. #212
Chicopee, MA

Patricia Dumas
1302 Memorial Dr. 5C
Chicopee, MA

Linda L. Masse
165 E. Main St. #301
Chicopee, MA

Dorothy Jowett
1328 Memorial Dr. 2C
Chicopee, MA

Patricia Bergeron
165 East Main St. #211
Chicopee, MA

Donna Piechota
Roland Barree
86 Debra Dr. 2C
Chicopee, MA

Angel Torres
1328 Memoiral Dr 5C
Chicopee, MA

Joyce Smola
88 Debra Dr. 4A
Chicopee, MA

Joanne Martel
100 Debra Dr. 3E
Chicopee, MA

ATTACHMENT “D”

MEETING MINUTES

JOINT PUBLIC HEARING
CHICOPEE OFFICE OF COMMUNITY DEVELOPMENT
AND
CHICOPEE HOUSING AUTHORITY
WEDNESDAY, DECEMBER 3, 2003, 4:00 P.M.
ALDERMANIC CHAMBERS
CITY HALL ANNEX, FOURTH FLOOR
274 FRONT STREET, CHICOPEE, MA 01013

COMMUNITY DEVELOPMENT PRESENT: AUTHORITY PRESENT:	CHICOPEE	HOUSING
George Maciolek	James Lynch	
Helen Banas	Pat Murry	
Jeanne Kidwell	Don Dunn	
Cindy Williamson		

OTHERS PRESENT:

Sandra Lapollo, Director, Chicopee Council on Aging
Denise Sullivan, Commission for the Disabled
Paul Moriarty, Pioneer Valley Council Boy Scouts of America
David Scanlin, Abilities Unlimited
Denise Ward, Elms College
Lisa Lovell, WestMass Eldercare
Joni Beck Brewer, MSPCC
Juan Gomez, Accion USA
Deputy Chief Ed Czepiel, Chicopee Fire Department
Stanley Walczak, Superintendent, Parks & Recreation Department
Robert Zygarowski, Alderman-At-Large Elect
Glorivee Cruz-Velasquez, Valley Opportunity Council, Inc.

Meeting was called to order at 4:00 p.m.

Ms. Kidwell, Director, Office of Community Development informed those in attendance that the Community Development Block Grant (CDBG) program has been in existence for the past 30 years and stated that this meeting serves as the needs hearing which starts the process of putting together the CDBG Annual Consolidated Plan for the upcoming fiscal year July 2004 – June 2005. She added that this year the City is working jointly with the Chicopee Housing Authority (CHA) on the Annual Plan Process. She stated that although this is the first time joint meeting that has been held the City regularly works with CHA.

Ms. Kidwell stated that the City CDBG program is expecting to be level funded again this year and the City continues to focus its funding assistance on where the needs are

greatest. She added that the program will expand its attention to public housing and subsidized housing.

She encouraged interaction, coordination and networking among agencies and requested that requests for funding should be specific in regards to needs and should emphasize how programs are addressing the changing needs of the City.

Mr. James Lynch, Executive Director, Chicopee Housing Authority stated that they also submit an Annual Plan that states their mission and goals for their upcoming funding year. He stated that the CHA Annual Plan is submitted separately from the City plan and they also solicit comments from CHA tenants and the public. He added that they also have a separate Capital Funds Plan for property improvements (siding, interior, exterior including street work). He stated that the CHA has experienced a 27% cut in their capital funds money.

Mr. Lynch stated that CHA has just opened a new community room at their Senecal housing facility.

Mr. Don Dunn, Modernization Coordinator, CHA added that he is involved with the operation of the capital funds program and stated that CHA works well with the City in helping to expand resources. He added that the CHA also works in conjunction with the Valley Opportunity Council and the Boys & Girls Club of Chicopee to offer after school programs to youths in the Cabot Manor facility.

Ms. Kidwell introduced the members of the Community Development Citizens Advisory Committee (CDCAC) Helen Banas and George Maciolek.

Ms. Denise Sullivan, Chairman, Commission for the Disabled stated that their Commission received CDBG funding this year for enhancements to the handicap entrance to City Hall Annex with installation of a canopy. She said the Commission would be submitting a proposal for the upcoming round of funding to further improve the handicap accessibility to the Veteran's/Community Service Building with the installation of power assisted doors.

Ms. Joni Beck Brewer, MSPCC stated that their agency works with children (ages 0 – 12) and families. She said that they currently operate a parent center using Chicopee Village Town homes (CVT) facility and have sought the help of 2 interns to do outreach among the CVT residents.

Ms. Denise Ward, Elms College spoke of the Step Forward/Ahead and Quest programs the college offers. She stated that they collaborate with the schools in helping to identify children for participation in their program and has been growing since its inception.

Mr. Paul Moriarty, Pioneer Valley Council/Boy Scouts of America stated that they have noticed that the traditional scout has now fallen into the assistance category. He added

that they have a small foothold in CVT and are looking to expand their summer programs.

Ms. David Scanlin, Abilities Unlimited of Western New England stated that they operate an integrated program for both able body youth and youth with special needs.

Ms. Sandra Lapollo, Director, Chicopee Council on Aging (COA) stated that the COA is currently conducting a needs assessment. She stated that there is a large elderly population in the City which is only expected to grow in the future.

Ms. Lisa Lovell, WestMass Eldercare stated that their program, Elder & Handicap Meals has seen a huge increase (large waiting list). The program provides meals and daily contact with elders of 60 and handicap/disabled under 60 adding that not only do we provide meals but we are becoming the eyes and ears for the elderly population. She stated that they work in conjunction with CHA in the form of two congregate supper programs, one in Birch Bark and the other in Fairhaven.

Ms. Stanley Walczak, Superintendent, Parks & Recreation Department stated that through the use of CDBG funds their department has been able to modernize and approve many area parks with a strong emphasis on ADA improvements. They have also finished completion on the very successful Skate Park at Sarah Jane Sherman Park and distributed other skate park equipment to 2 other parks in the City (Nash and Ray Ash).

Deputy Chief Ed Czepiel, Chicopee Fire Department stated the CDBG funding has afforded the Fire Department the opportunity to make many improvements to the Cabot Manor and Willimansett Fire stations along with the recent assistance to help purchase an aerial ladder truck for the Willimansett service area.

Mr. Juan Gomez, ACCION USA stated that they are a micro-lender for small businesses in the area and would like to work in collaboration with the City to leverage loan pool monies for these small businesses.

Ms. Glorivee Cruz-Velasquez, Valley Opportunity Council stated that their agency runs many programs throughout the City and they work jointly with the schools and CHA regularly.

Ms. Kidwell thanked all in attendance and informed them that funding proposal forms were now available along with a copy of the upcoming years draft planning schedule.

Meeting adjourned at 4:35 p.m.

MEETING MINUTES

**JOINT PUBLIC HEARING
CHICOPE OFFICE OF COMMUNITY DEVELOPMENT (OCD)
AND
CHICOPEE HOUSING AUTHORITY (CHA)**

WEDNESDAY, MARCH 3, 2004, 6:00 P.M.

**ALDERMANIC CHAMBERS
CITY HALL ANNEX, FOURTH FLOOR
274 FRONT STREET, CHICOPEE, MA 01013**

**COMMUNITY DEVELOPMENT PRESENT:
AUTHORITY PRESENT:**

**George Maciolek
Jeanne Kidwell
Cindy Williamson**

CHICOPEE HOUSING

**James Lynch
Pat Murry
Don Dunn**

OTHERS PRESENT:

**Lisa Lovell, WestMass Eldercare
Joan Tillotson, Valley Opportunity Council, Inc.
Dan Templar, Boys Scout of America**

Meeting was called to order at 6:00 p.m.

Ms. Kidwell, Director, Office of Community Development informed those in attendance that this is once again a joint public hearing between OCD and CHA with the goal of combining efforts by both agencies who currently work closely together. She stated that the City is planning to focus their attention in the areas of public and subsidized housing and the needs of this group.

Mr. James Lynch, Executive Director, Chicopee Housing Authority added that their clientele is largely the population the City plans to focus on. He stated that they receive state and federal monies. Mr. Lynch introduced Patricia Murry, CHA Assistant Executive Director who constructs their annual plan and Don Dunn, Modernization Coordinator who is responsible for all rehabilitation programs.

Mr. Lynch informed those present that the CHA has done approximately \$800,000 year over the past six years in rehabilitation programs. He added that Cabot Manor has received updates to electrical, kitchens, baths, siding, roof drainage, new streets, community resource center which houses a day care site and computer resource center which is being used by such agencies as the Hampden County Sheriffs Office, Valley Opportunity Council and the Chicopee School

Department. Mr. Lynch added that a new community center has been built in Willimansett.

Ms. Kidwell stated that once the City gets a better sense of the needs of their focus group the new 5 year plan will set objectives and goals with these groups in mind.

Ms. Joan Tillotson, Valley Opportunity Council, Inc., Adult Education program stated that the current CDBG funding to date for this program is assisting 57 people. She added that there are 20+ volunteers who assist with program training that includes classes in literacy, pre-GED and low level ESL classes. She stated that the grant from the City provides a required match, which allows VOC to leverage approximately \$267,000.

Ms. Lisa Lovell, WestMass Eldercare, Elder & Handicapped Nutrition program stated that this program provides home delivered meals to the frailest city population, elders 60+ which are at high risk and also includes under 60 years old disabled who currently have no other funding source to provide this service. She added that they also have two congregate meals sites at Birch Bark Place, which serves meals 5 nights a week, and Fairhaven, which serves meals 2 nights a week.

Mr. Dan Templar, Boys Scouts of America, Scouting for Youth-At-Risk program stated that this funding provides a subsidized program for low income youth who would not otherwise have the financial means to join. The program helps to develop character, citizenship, physical and mental fitness, self esteem and self worth in the youth. He stated that 45% of the participants are from single mother families.

Ms. Kidwell stated that the committee will be meeting in the coming weeks to make their recommendations. The meeting was adjourned at 6:25 p.m.

CHICOPEE HOUSING AUTHORITY
128 Meetinghouse Road
Chicopee, MA 01013

Minutes of the 2004 CHA Annual Plan Tenant Meetings at MA 8-1, 2 & 3.

Tenant notices were posted in all common areas at the Memorial Apartments and Canterbury Arms Apartments. The notices were also placed in every apartment door at the Cabot Manor Apartments, as common areas are not available at that development.

The meetings were scheduled and conducted at the following locations and times on January 16, 2004. Representing the CHA were Jim Lynch, Executive Director, Don Dunn, Modernization Coordinator and Bill Shanahan, Assistant Modernization Coordinator.

11:00 AM, Community building at 106 Stonina Drive at the Cabot Manor Apartments.

1:00 PM, Community room at 1300 Memorial Drive at the Memorial Apartments.

2:30 PM, Community room at 165 East Main Street at the Canterbury Arms Apartments.

Meeting Minutes:

Jim Lynch, CHA's Executive Director, opened the meeting with introductions and outlined the reason for the meetings. Jim gave an overview of the Agency Plan and its component, the Capital Fund Program. He also encouraged the tenants to participate in formulating the Annual Plan. Jim then turned the meeting over to Don Dunn to discuss the CFP.

Don Dunn, CHA's Modernization Coordinator, described the CFP in more detail, asked for input from the tenants and opened a Q&A period.

Jeff Trask, an aid to the mayor of Chicopee, attended two of the three meetings. Jim Lynch asked Jeff to speak. Jeff lauded the CHA's efforts to provide decent apartments to its tenants. Jeff also assured the group that the mayor is interested in the tenant's comments and invited the tenants to call the mayor's office with any issues they may have.

A number of items were suggested for inclusion into the Annual Plan and CFP. These included computer training classes for tenants, outreaching to social service agencies for various kinds of assistance for the elderly and security patrols, particularly at the Memorial Apartments. The suggestions also included improving sidewalks, new doors, painting, improved handrails and various other items, most of which are currently included in CHA's Capital Fund Program and Annual Plan. Constructing an office for the

tenant organization's president at Canterbury Arms was also suggested. However, the CHA received a petition from a large number of Canterbury tenants opposed to constructing the office as the space proposed for the office is currently used for other tenant activities.

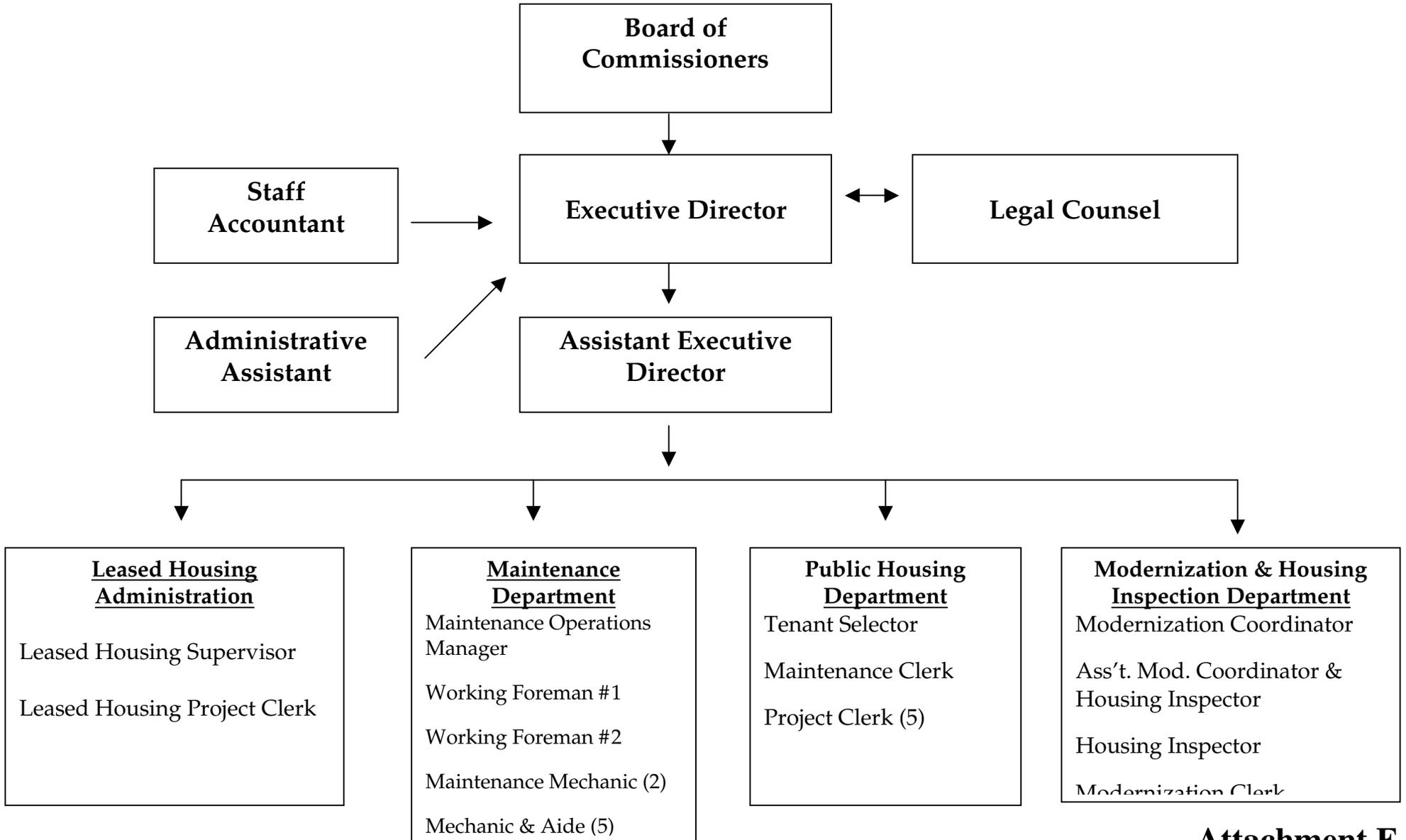
All tenants and guests were informed about and invited to the public hearing for the annual plan scheduled for March 3rd.

Prepared by _____

TenMeetings.031204

CHICOPEE HOUSING AUTHORITY
128 Meetinghouse Road Chicopee, MA 01013

ORGANIZATIONAL CHART



ATTACHMENT "G"

MISSION GOALS AND PROGRESS REPORT

The mission statement of the Chicopee Housing Authority, as provided in our original Five Year Plan, remains the guide to our provision of services to low-income residents of our community. Through this past year we have worked diligently to maintain and improve the physical quality of our housing stock and we have implemented new initiatives to improve the quality of life of our residents and other persons of low income in the community. These include a renewal of our contract with the Tenancy Preservation Program to provide assistance to residents in danger of losing their housing by rehabilitating marginal tenancies as undiagnosed impairments are addressed with support services.

The CHA will continue to provide first-time homebuyer classes to our public housing tenants and voucher program participants with the intent of expanding opportunities to those we serve. These classes will be conducted by HAP, Inc of Springfield.

In an increased effort to prepare our families for homeownership the CHA will also initiate a series of budget counseling sessions for our public housing residents and Section 8 participants. These sessions will be conducted by Solutions, Inc., a local non-profit specializing in economic improvement for disadvantaged families.

We have continued to work towards our specific goals over the last year by maintaining a high standard of performance, focusing on improving the rate of unit turn over in public housing and by increasing the percentage for lease up of Section 8 Vouchers.

Quality of life improvements within public housing developments have continued through our efforts to provide police patrols within the family developments and by the continuation of educational programs for youths and adults as well as activity programs for youth in our family development. We have indicated our intent to maintain these activities if the funding for them remains available in the next budget year. Police patrols will be extended to the Memorial Apartments (MA 8-2) in order to address increasing concerns about disruptive behavior voiced by residents of the development at our public meetings.

Due the continued economic downturn the number employed residents has decreased slightly. We intend to maintain educational opportunities for our residents in order to increase employability.

In the past year we have attempted to increase communication with our residents through notices on matters of importance and by alternating the scheduling of public meetings at the developments. This has met with mixed results and we will continue to make efforts to reach out to our tenant population, especially at Cabot Manor.

Communications are translated to Spanish, the predominant language of the resident population in order to increase successful communication.

Also, in response to the Resident Assessment Survey conducted by the Real Estate Assessment Center the CHA is utilizing services available through the Hampden County Sheriff's Department's "Community Corrections" program. Through this program their participants from the community provide services that enable us to present an improved neighborhood appearance.

The Chicopee Housing Authority has now opened a Community Resource Center at our Cabot Manor Apartments. The provision of daycare services to approximately 35 children has already begun last year. This facility also serves to provide educational and computer learning space on site and an office for community policing. In the last year we have expanded programming through collaboration with the Chicopee School Department to launch a pre-school reading program for residents. This program, an MCAS initiative of the public school system teaches parents to read to their children and creates school readiness for the children. It has been well attended and will be extended to other developments.

An evening meals program has been initiated at two sites (both state-assisted) and we hope that this program, if successful, can be brought to our other developments. After a very difficult start enrollment in the program has been increasing. This program is a joint endeavor between the CHA and our local elder care provider, WestMass ElderCare of Holyoke.

This year, for the first time, the CHA and the City of Chicopee Office of Community Development have collaborated on the development of our annual plans. This effort is intended to enhance services to our residents and to prevent any potential duplication of efforts so that we can maximize use of our resources. Our first efforts will be to complete a survey of elder needs in the community which was begun last year in partnership with the Council on Aging, Chicopee Visiting Nurses and Hawthorn Services (a local elder services provider), and to undertake a survey of our low income residents in the Willimansett section of the city in order to determine how best to address their needs.

CAPITAL FUND PROGRAM TABLES START HERE

Attachment H

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

PHA Name: Chicopee Housing Authority	Grant Type and Number Capital Fund Program Grant No:MA06P00850101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001 P & E as of 12-31-03
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$ -0-	\$ -0-	\$ -0-	\$ 427,645.35
2	1406 Operations	-0-	-0-	-0-	-0-
3	1408 Management Improvements	59,500.00	59,500.00	59,500.00	59,500.00
4	1410 Administration	84,823.00	84,823.00	84,823.00	84,823.00
5	1411 Audit	500.00	-0-	-0-	-0-
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-
7	1430 Fees and Costs	65,000.00	60,000.00	60,000.00	60,000.00
8	1440 Site Acquisition	-0-	-0-	-0-	-0-
9	1450 Site Improvement	111,800.00	54,224.53	54,224.53	54,224.53
10	1460 Dwelling Structures	506,616.00	569,691.47	569,691.47	569,691.47
11	1465.1 Dwelling Equipment—Nonexpendable	-0-	-0-	-0-	-0-
12	1470 Nondwelling Structures	-0-	-0-	-0-	-0-
13	1475 Nondwelling Equipment	-0-	-0-	-0-	-0-
14	1485 Demolition	-0-	-0-	-0-	-0-
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-
18	1499 Development Activities	-0-	-0-	-0-	-0-
19	1501 Collateralization or Debt Service	-0-	-0-	-0-	-0-
20	1502 Contingency	20,000.00	20,000.00	20,000.00	20,000.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	848,239.00	848,239.00	848,239.00	848,239.00
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-	-0-	-0-
24	Amount of line 21 Related to Security – Soft Costs	-0-	-0-	-0-	-0-
25	Amount of Line 21 Related to Security – Hard Costs	-0-	-0-	-0-	-0-
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001 P & E as of 12-31-03		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA 8-1 Cabot Manor	Replace Original Perimeter Fence	1450	1750 LF	\$36,800.00	\$ 54,224.53	\$ 54,224.53	\$ 54,224.53	
	Landscaping grounds & sidewalks	1450	Site work	50,000.00	-0-	-0-	-0-	Moved Forward
	Replace 85 Clothes drying poles	1450	150 Apts.	25,000.00	-0-	-0-	-0-	Moved Forward
	Sub Total 1450			111,800.00	54,224.53	54,224.53	54,224.53	
	Replace Basement and Porch railings	1460	75 units	56,431.00	-0-	-0-	-0-	Included with siding contract.
	Replace wood siding on Apt. Bldgs, Phase 1	1460	8 Bldgs	-0-	382,607.50	382,607.50	382,607.50	Moved from 02 & 03
	Sub Total 1460			56,431.00	382,607.50	382,607.50	382,607.50	
	Sub Total MA06P008001			168,231.00	436,832.03	436,832.03	436,832.03	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001 P & E as of 12-31-03		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA 8-2								
Memorial Apts.	Kitchen & Bath remodeling	1460	93 Apts.	\$432,000.00	\$40,176.25	\$40,176.25	\$40,176.25	Balance paid In 00.
	Apartment door replacement	1460	93 Apts	-0-	146,907.72	146,907.72	146,907.42	Originally in Kitchen and Bath contract now separate contract
	Sub Total 1460			432,000.00	187,083.97	187,083.97	187,083.97	
	Sub Total MA06P008002			432,000.00	187,083.97	187,083.97	187,083.97	
MA 8-3	Install GFI's, upgrade electrical	1460	38 units	-0-	-0-	-0-	-0-	
Canterbury Arms	Service and renovate kitchens							
	Relocate common hall doors per Fire dept. in dwelling bldg.	1460	4 halls	18,185.00	-0-	-0-	-0-	
	Sub Total 1460			18,185.00	-0-	-0-	-0-	
	Sub Total MA06P008003			18,185.00	-0-	-0-	-0-	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001 P & E as of 12-31-03			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Agency- Wide Management Improvements	Resident Training for CGP	1408	Ann.	\$ 500.00	\$ -0-	\$ -0-	\$ -0-	
	Resident training & step-up program Includes employment training	1408	Ann.	20,000.00	19,156.58	19,156.58	19,156.58	
	Admin/ Maint. Training	1408	Ann.	5,000.00	5,000.00	5,000.00	5,000.00	
	Office expenditures including, lights Phones, etc.	1408	Ann.	4,000.00	4,000.00	4,000.00	4,000.00	
	Drug elimination program includes Cooperative programs with other Agencies	1408	Ann.	25,000.00	25,000.00	25,000.00	25,000.00	
	Maint./ Office Equipment	1408	Ann.	5,000.00	6,343.42	6,343.42	6,343.42	
	Sub total 1408			59,500.00	59,500.00	59,500.00	59,500.00	
Technical Salaries	Administration	1410	Ann.	84,823.00	84,823.00	84,823.00	84,823.00	
	Sub Total 1410			84,823.00	84,823.00	84,823.00	84,823.00	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001 P & E as of 12-31-03		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CFP Audit	Audit Costs	1411	Ann.	\$ 500.00	\$ -0-	\$ -0-	\$ -0-	
	Sub Total 1411			500.00	-0-	-0-	-0-	
Fees & Costs	A & E costs for all projects	1430	Ann.	40,000.00	40,000.00	40,000.00	40,000.00	
	Clerk of the Works	1430	Ann.	20,000.00	20,000.00	20,000.00	20,000.00	
	Atty. & Accounting Fees	1430	Ann.	5,000.00	-0-	-0-	-0-	
	Sub Total 1430			65,000.00	60,000.00	60,000.00	60,000.00	
Contingency Account	Contingencies	1502	Ann.	20,000.00	20,000.00	20,000.00	20,000.00	Applied to 8-1 siding
	Sub Total 1502			20,000.00	20,000.00	20,000.00	20,000.00	
	Sub Total Management Etc.			229,823.00	224,323.00	224,323.00	224,323.00	
	Grand Total			848,239.00	848,239.00	848,239.00	848,239.00	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program No: MA06P00850101 Replacement Housing Factor No:				Federal FY of Grant: 2001 P & E as of 12-31-03	
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	
MA 8-001 Cabot Manor	9-30-03	-0-	9-30-03	9-30-05	12-31-03	12-31-03	
MA 8-002 Memorial Apartments	9-30-03	-0-	9-30-03	9-30-05	12-31-03	12-31-03	
MA 8-003 Canterbury Arms Apartments	9-30-03	-0-	9-30-03	9-30-05	12-31-03	12-31-03	
MA 008 CHA Wide Management Improvements	9-30-03	-0-	9-30-03	9-30-05	12-31-03	12-31-03	
MA 008 A & E Costs	9-30-03	-0-	9-30-03	9-30-05	12-31-03	12-31-03	

CAPITAL FUND PROGRAM TABLES START HERE

Attachment H

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

PHA Name: Chicopee Housing Authority	Grant Type and Number Capital Fund Program Grant No:MA06P00850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002 P & E as of 12-31-2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12-31-03 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-	-0-	-0-	109,187.69
2	1406 Operations	-0-	-0-	-0-	-0-
3	1408 Management Improvements	75,000.00	70,000.00	52,555.04	52,555.04
4	1410 Administration	81,000.00	81,000.00	81,000.00	81,000.00
5	1411 Audit	500.00	500.00	-0-	-0-
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-
7	1430 Fees and Costs	65,000.00	70,000.00	65,000.00	60,000.12
8	1440 Site Acquisition	-0-	-0-	-0-	-0-
9	1450 Site Improvement	113,828.00	113,828.00	-0-	-0-
10	1460 Dwelling Structures	459,677.00	459,677.00	85,269.15	85,269.15
11	1465.1 Dwelling Equipment—Nonexpendable	-0-	-0-	-0-	-0-
12	1470 Nondwelling Structures	-0-	-0-	-0-	-0-
13	1475 Nondwelling Equipment	-0-	-0-	-0-	-0-
14	1485 Demolition	-0-	-0-	-0-	-0-
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-
18	1499 Development Activities	-0-	-0-	-0-	-0-
19	1501 Collateralization or Debt Service	-0-	-0-	-0-	-0-
20	1502 Contingency	15,000.00	15,000.00	-0-	-0-
21	Amount of Annual Grant: (sum of lines 2 – 20)	810,005.00	810,005.00	283,824.19	278,824.31
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-	-0-	-0-
24	Amount of line 21 Related to Security – Soft Costs	-0-	-0-	-0-	-0-
25	Amount of Line 21 Related to Security – Hard Costs	-0-	-0-	-0-	-0-
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002 P & E as of 12-31-03		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA 8-001	Replace basement & porch railings	1460	45	\$ 34,403.00	\$34,403.00	\$ -0-	\$ -0-	
CABOT								
MANOR	Replace deteriorating wood siding	1460	9 Bldgs	164,274.00	164,274.00	54,864.00	54,864.00	
	Renovate administration office & Community Room	1460	1 Bldg	75,000.00	75,000.00	24,622.37	24,622.37	
	Sub Total 1460	-	-	273,677.00	273,677.00	79,486.37	79,486.37	
	Sidewalk Replacement	1450	10,000 LF	113,828.00	113,828.00	-0-	-0-	
	Sub- Total 1450	-	-	113,828.00	113,828.00	-0-	-0-	
	Sub Total MA06P008001	-	-	387,505.00	387,505.00	79,486.37	79,486.37	
MA 8-002	Common Hall Ventilation in 24 halls	1460	24 halls	50,000.00	44,217.22	-0-	-0-	
Memorial Apartments	Unit entry door/ frame replacement	1460	93 Apts.	-0-	5,782.78	5,782.78	5,782.78	
	Sub Total 1460	-	-	50,000.00	50,000.00	5,782.78	5,782.78	
	Sub Total MA06P008002	-	-	50,000.00	50,000.00	5,782.78	5,782.78	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002 P & E as of 12-31-2003		
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	
MA 8-003 Canterbury Arms	Seal Exterior & Masonry Repairs	1460	1 Bldg	\$40,000.00	\$40,000.00	\$ -0-	\$ -0-	
	Renovate 8 Handicap Kitchens	1460	8 Apts.	96,000.00	96,000.00	-0-	-0-	
	Sub Total 1460	-	-	136,000.00	136,000.00	-0-	-0-	
	Sub Total MA06P008003	-	-	136,000.00	136,000.00	-0-	-0-	
Agency- Wide Management Improvements	Resident Training & Step- Up Program includes Employment Skills Training	1408	Annual	20,000.00	20,000.00	20,000.00	20,000.00	
	Admin/ Maint. Training	1408	Annual	5,000.00	5,000.00	1,358.37	1,358.37	
	Office Expenditure's includes Lights, phones, Etc.	1408	Annual	5,000.00	5,000.00	4,213.72	4,213.72	
	Drug Elimination Program includes Cooperative Programs with other agencies	1408	Annual	25,000.00	25,000.00	25,000.00	25,000.00	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002 P & E as of 12-31-2003			
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	
	Maint./ Office Equipment	1408	Annual	20,000.00	15,000.00	1,982.95	1,982.95	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002 P & E as of 12-31-2003			
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	
Agency – Wide Management Improvements	Vacancy Rate Improvement	1408	Annual	\$ -0-	\$ -0-	\$ -0-	\$ -0-	
	Sub- Total 1408	-	-	75,000.00	70,000.00	52,555.04	52,555.04	
Technical Salaries	Administration	1410	Annual	81,000.00	81,000.00	81,000.00	81,000.00	
	Sub- Total 1410	-	-	81,000.00	81,000.00	81,000.00	81,000.00	
CFP Audit	Audit Costs	1411	Annual	500.00	500.00	-0-	-0-	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002 P & E as of 12-31-2003			
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	
	Sub Total 1411		Annual	500.00	500.00	-0-	-0-	
Fees & Costs	A & E costs for all projects	1430	Annual	40,000.00	50,000.00	45,000.00	50,000.00	
	Clerk of the works	1430	Annual	20,000.00	20,000.00	20,000.00	10,000.12	
	Atty. & Accounting Fees	1430	Annual	5,000.00	-0-	-0-	-0-	
	Sub Total 1430	-	-	65,000.00	70,000.00	65,000.00	60,000.12	
Contingency Account	For Contingencies	1502	Annual	15,000.00	15,000.00	-0-	-0-	
	Sub Total 1502			15,000.00	15,000.00	-0-	-0-	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002 P & E as of 12-31-03		
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PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program No: MA06P00850102 Replacement Housing Factor No:					Federal FY of Grant: 2002 P & E as of 12-31-2003	
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		
MA 8-001 Cabot Manor	9-30-04			9-30-06				
MA 8-002 Memorial Apartments	9-30-04			9-30-06				
MA 8-003 Canterbury Arms Apartments	9-30-04			9-30-06				
MA 008 CHA Wide Management Improvements	9-30-04			9-30-06				
MA 008 A & E Costs	9-30-04			9-30-06				

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No:MA06P00850103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003 as of 12-31-03	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12-31-03 <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-	\$ -0-	\$ -0-	\$ -0-	
2	1406 Operations	50,000.00	50,000.00	-0-	-0-	
3	1408 Management Improvements	75,000.00	75,000.00	14,000.00	13,507.23	
4	1410 Administration	81,000.00	66,645.80	60,000.00	33,231.07	
5	1411 Audit	-0-	-0-	-0-	-0-	
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-	
7	1430 Fees and Costs	65,000.00	65,000.00	40,000.00	27,222.78	
8	1440 Site Acquisition	-0-	-0-	-0-	-0-	
9	1450 Site Improvement	105,885.00	100,938.00	-0-	-0-	
10	1460 Dwelling Structures	423,120.00	298,874.20	-0-	-0-	
11	1465.1 Dwelling Equipment—Nonexpendable	-0-	-0-	-0-	-0-	
12	1470 Nondwelling Structures	-0-	-0-	-0-	-0-	
13	1475 Nondwelling Equipment	-0-	-0-	-0-	-0-	
14	1485 Demolition	-0-	-0-	-0-	-0-	
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-	
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-	
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-	
18	1499 Development Activities	-0-	-0-	-0-	-0-	
19	1501 Collateralization or Debt Service	-0-	-0-	-0-	-0-	
20	1502 Contingency	10,000.00	10,000.00	-0-	-0-	
21	Amount of Annual Grant: (sum of lines 2 – 20)	810,005.00	666,458.00	114,000.00	73,961.08	
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-	
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-	-0-	-0-	
24	Amount of line 21 Related to Security – Soft Costs	-0-	-0-	-0-	-0-	
25	Amount of Line 21 Related to Security – Hard Costs	-0-	-0-	-0-	-0-	
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003 as of 12-31-03		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA 8-1	Sidewalk Continuation	1450	15,706 LF	\$105,885.00	\$100,938.00	\$ -0-	\$ -0-	
Cabot Manor								
	Sub Total 1450			105,885.00	100,938.00	-0-	-0-	
	Replace Wood Siding	1460	9 Bldgs	160,000.00	160,000.00	-0-	-0-	
	Sub Total 1460			160,000.00	160,000.00	-0-	-0-	
	Sub Total MA06P008001			265,885.00	260,938.00	-0-	-0-	
MA 8-2	Replace rugs in hallways	1460	1 Bldgs	18,000.00	9,000.00	-0-	-0-	
Memorial								
Apartments	Sub Total 1460			18,000.00	9,000.00	-0-	-0-	
	Sub Total MA06P008002			18,000.00	9,000.00	-0-	-0-	
MA 8-3	Kitchen & Bath Renovation	1460	0	129,600.00	-0-	-0-	-0-	
Canterbury								
Arms	Electrical Upgrade	1460	76 Apts.	115,520.00	129,874.20	-0-	-0-	
Apartments	Sub Total 1460			245,120.00	129,874.20	-0-	-0-	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No:MA06P00850103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003 as of 12-31-03		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA 8-3	Sub Total MA06P008003			\$ 245,120.00	\$129,874.20	\$ -0-	\$ -0-	
Canterbury Arms								
Agency- Wide Management Improvements	Resident training & step- up program, includes Employment training	1408	Ann.	25,000.00	25,000.00	-0-	-0-	
	Admin. / Maint. Training	1408	Ann.	5,000.00	5,000.00	-0-	-0-	
	Office Expenditures Including lights, phones, etc.	1408	Ann.	5,000.00	5,000.00	1,000.00	811.14	
	Drug Elimination program Includes cooperative program With other agencies	1408	Ann.	30,000.00	30,000.00	13,000.00	12,696.09	
	Vacancy rate improvement program	1408	Ann.	-0-	-0-	-0-	-0-	
	Main./ Office Equipment	1408	Ann.	10,000.00	10,000.00	-0-	-0-	
	Sub Total 1408			75,000.00	75,000.00	14,000.00	13,507.23	

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003 as of 12-31-03		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Technical Salaries	Administration	1410	Ann.	\$ 81,000.00	\$66,645.80	\$60,000.00	\$33,231.07	
	Sub Total 1410			81,000.00	66,645.80	60,000.00	33,231.07	
Fees & Costs	A & E Costs for all projects	1430	Ann.	40,000.00	40,000.00	40,000.00	27,222.78	
	Clerk of the Works	1430	Ann.	20,000.00	20,000.00	-0-	-0-	
	Energy Conservation	1430	Ann.	-0-	-0-	-0-	-0-	
	Maintenance Consultant	1430	Ann.	-0-	-0-	-0-	-0-	
	Atty. & Accounting Fees	1430	Ann.	5,000.00	5,000.00	-0-	-0-	
	Sub- Total 1430			65,000.00	65,000.00	40,000.00	27,222.78	
Contingencies	Contingencies	1502	Ann.	10,000.00	10,000.00	-0-	-0-	
	Sub Total 1502			10,000.00	10,000.00	-0-	-0-	
	Sub Total Management, Etc.			231,000.00	216,645.80	-0-	-0-	
	Sub- Grand Total			760,005.00	616,458.00	-0-	-0-	
	Operations	1406		50,000.00	50,000.00	-0-	-0-	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003 as of 12-31-03			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Grand Total				810,005.00	666,458.00	-0-	-0-	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program No: MA06P00850103 Replacement Housing Factor No:			Federal FY of Grant: 2003 as of 12-31-03			
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		
MA 8-001 Cabot Manor	9-30-05	-0-	-0-	9-30-07	-0-	-0-		
MA 8-002 Memorial Apartments	9-30-05	-0-	-0-	9-30-07	-0-	-0-		
MA 8-003 Canterbury Arms	9-30-05	-0-	-0-	9-30-07	-0-	-0-		

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

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program No: MA06P00850103 Replacement Housing Factor No:					Federal FY of Grant: 2003 as of 12-31-03	
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		
Apartments								
MA 008	9-30-05	-0-	-0-	9-30-07	-0-	-0-		
CHA wide Management Improvements								
MA 008	9-30-05	-0-	-0-	9-30-07	-0-	-0-		
CHA wide A & E Costs								

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004 Annual Statement	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <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	-0-	-0-	-0-	-0-	
2	1406 Operations	-0-	-0-	-0-	-0-	
3	1408 Management Improvements	60,000.00	-0-	-0-	-0-	
4	1410 Administration	79,928.00	-0-	-0-	-0-	
5	1411 Audit	500.00	-0-	-0-	-0-	
6	1415 Liquidated Damages	-0-	-0-	-0-	-0-	
7	1430 Fees and Costs	65,000.00	-0-	-0-	-0-	
8	1440 Site Acquisition	-0-	-0-	-0-	-0-	
9	1450 Site Improvement	174,755.00	-0-	-0-	-0-	
10	1460 Dwelling Structures	404,097.00	-0-	-0-	-0-	
11	1465.1 Dwelling Equipment—Nonexpendable	-0-	-0-	-0-	-0-	
12	1470 Nondwelling Structures	-0-	-0-	-0-	-0-	
13	1475 Nondwelling Equipment	-0-	-0-	-0-	-0-	
14	1485 Demolition	-0-	-0-	-0-	-0-	
15	1490 Replacement Reserve	-0-	-0-	-0-	-0-	
16	1492 Moving to Work Demonstration	-0-	-0-	-0-	-0-	
17	1495.1 Relocation Costs	-0-	-0-	-0-	-0-	
18	1499 Development Activities	-0-	-0-	-0-	-0-	
19	1501 Collaterization or Debt Service	-0-	-0-	-0-	-0-	
20	1502 Contingency	15,000.00	-0-	-0-	-0-	
21	Amount of Annual Grant: (sum of lines 2 – 20)	799,280.00	-0-	-0-	-0-	
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-	
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-	-0-	-0-	
24	Amount of line 21 Related to Security – Soft Costs	-0-	-0-	-0-	-0-	
25	Amount of Line 21 Related to Security – Hard Costs	-0-	-0-	-0-	-0-	
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-0-	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004 Annual Statement		
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	
MA 8-1	Replace Boiler Controls in 27	1460	27 Bldgs	240,000.00	-0-	-0-	-0-	
Cabot Manor	Buildings							
Apartments								
	Sub Total 1460	-	-	240,000.00	-0-	-0-	-0-	
	Sidewalk Continuation	1450	17,548 LF	174,755.00	-0-	-0-	-0-	
	Sub Total 1450	-	-	174,755.00	-0-	-0-	-0-	
	Subtotal MA06P008001	-	-	414,755.00	-0-	-0-	-0-	
MA 8-2	Seal & Point Exterior Brick on	1460	6 Bldgs	60,000.00	-0-	-0-	-0-	
Memorial	6 Buildings							
Apartments								
	Sub Total 1460	-	-	60,000.00	-0-	-0-	-0-	
	Sub Total MA06P008002	-	-	60,000.00	-0-	-0-	-0-	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004 Annual Statement		
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	
MA 8-3	Reset all windows in frames	1460	76 Apts.	39,350.00	-0-	-0-	-0-	
Canterbury Arms Apts.	Seal & Point Exterior masonry	1460	1 Bldg.	64,747.00	-0-	-0-	-0-	
	Sub Total 1460	-	-	104,097.00	-0-	-0-	-0-	
	Sub Total MA06P008003	-	-	104,097.00	-0-	-0-	-0-	
Agency- Wide Management Improvements	Resident Training & Step-up Program includes employment Skills training	1408	Annual	20,000.00	-0-	-0-	-0-	
	Admin/ Maint. Training	1408	Annual	5,000.00	-0-	-0-	-0-	
	Office Expenditure's includes Lights, phones, etc.	1408	Annual	5,000.00	-0-	-0-	-0-	
	Drug Elimination program includes Cooperative programs with other Agencies	1408	Annual	25,000.00	-0-	-0-	-0-	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P00850104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004 Annual Statement		
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	
Agency-Wide Management Improvements	Maintenance Office Equipment	1408	Annual	5,000.00	-0-	-0-	-0-	
	Sub Total 1408	-	-	60,000.00	-0-	-0-	-0-	
Technical Salaries	Administration	1410	Annual	79,928.00	-0-	-0-	-0-	
	Sub Total 1410	-	-	79,928.00	-0-	-0-	-0-	
CFP Audit	Audit Costs	1411	Annual	500.00	-0-	-0-	-0-	
	Sub Total 1411	-	-	500.00	-0-	-0-	-0-	
Fees & Costs	A & E costs for all projects	1430	Annual	40,000.00	-0-	-0-	-0-	
	Clerk of the works	1430	Annual	20,000.00	-0-	-0-	-0-	
	Atty. & Accounting Fees	1430	Annual	5,000.00	-0-	-0-	-0-	
	Sub Total 1430	-	-	65,000.00	-0-	-0-	-0-	
Contingency Account	For Contingencies	1502	Annual	15,000.00	-0-	-0-	-0-	
	Sub Total 1502	-	-	15,000.00	-0-	-0-	-0-	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Chicopee Housing Authority		Grant Type and Number Capital Fund Program No: MA006P00850104 Replacement Housing Factor No:					Federal FY of Grant: 2004 Annual Plan	
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		
MA 8-001 Cabot Manor	9-30-06	-0-	-0-	9-30-08	-0-	-0-		
MA 8-002 Memorial Apartments	9-30-06	-0-	-0-	9-30-08	-0-	-0-		
MA 8-003 Canterbury Arms Apartments	9-30-06	-0-	-0-	9-30-08	-0-	-0-		
MA 008 CHA wide Management Improvements	9-30-06	-0-	-0-	9-30-08	-0-	-0-		
MA 008 A & E Costs	9-30-06	-0-	-0-	9-30-08	-0-	-0-		

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Chicopee 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: MA06P00850105 PHA FY: July 1- June 30	Work Statement for Year 3 FFY Grant: MA06P00850106 PHA FY: July 1 – June 30	Work Statement for Year 4 FFY Grant: MA06P00850107 PHA FY: July 1- June 30	Work Statement for Year 5 FFY Grant: MA06P00850108 PHA FY: July 1- June 30
	Annual Statement				
MA 8-1 Cabot Manor		\$318,005.00	\$ 298,300.00	\$378,000.00	\$ 378,000.00
MA 8-2 Memorial Apartments		\$ 185,847.00	\$ 102,400.00	\$ 110,852.00	\$ 62,700.00
MA 8-3 Canterbury Arms Apartments		\$ 65,000.00	\$ 40,000.00	\$ 80,000.00	\$ 128,152.00
Agency- Wide Management Improvements		\$ 60,000.00	\$ 168,152.00	\$ 60,000.00	\$ 60,000.00
Administration		\$ 79,928.00	\$ 79,928.00	\$ 79,928.00	\$ 79,928.00
Other		\$ 90,500.00	\$ 90,500.00	\$ 90,500.00	\$ 90,500.00
CFP Funds listed for 5 year planning		\$ 799,280.00	\$ 799, 280.00	\$ 799, 280.00	\$ 799,280.00
Replacement Housing Factor Funds					

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

Activities for Year : <u>2005</u> FFY Grant: MA06P00850105 PHA FY: July 1- June 30			Activities for Year: <u>2006</u> FFY Grant: MA06P00850106 PHA FY: July 1- June 30		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
1408- Agency Wide Management Improvements	Resident training & Step up program Includes employment training	\$ 20,000.00	1408- Agency Wide Management Improvements	1408- Resident training & Step up program Includes employment Training	\$ 20,000.00
	Admin./ Maint. Training	\$ 5,000.00		Admin./ Maint. Training	\$ 5,000.00
	Office Expenditures Including lights, Phones, etc.	\$ 5,000.00		Office Expenditures Including lights, Phones, etc.	\$ 5,000.00
	Drug Elimination Program includes Cooperative program With other agencies	\$ 25,000.00		Drug elimination Program includes Cooperative program With other agencies	\$ 25,000.00
	Maint. / Office Equipment	\$ 5,000.00		Maint. / Office Equipment	\$ 5,000.00
Total CFP Estimated Cost		\$ 60,000.00			\$ 60,000.00

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : 2007 FFY Grant: MA06P00850107 PHA FY: July 1- June 30			Activities for Year: 2008 FFY Grant: MA06P00850108 PHA FY: July 1- June 30		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
1408- Agency Wide	Admin./ Maint.	\$ 5,000.00	1408- Agency Wide	Admin./ Maint	\$ 5,000.00
Management	Training		Management	Training	
Improvements			Improvements		
	Office expenditures	\$ 5,000.00		Office expenditures	\$ 5,000.00
	Including lights,			Including lights,	
	Phones, etc.			Phones, etc.	
	Drug Eliminations	\$ 25,000.00		Drug Eliminations	\$ 25,000.00
	Program includes			Program includes	
	Cooperative program			Cooperative program	
	With other agencies			With other agencies	
	Maint./ Office	\$ 5,000.00		Maint./ Office	\$ 5,000.00
	Equipment			Equipment	
				Drug Eliminations	\$ 25,000.00
1410- Technical	Administration	\$ 79,928.00	1410- Technical	Administration	\$ 79,928.00
Salaries			Salaries		
1430- Fees and Costs	A & E Costs for all	\$ 50,000.00	1430- Fees and Costs	A & E Costs for all	\$ 50,000.00
	Projects			Projects	
	Total CFP Estimated Cost	\$ 169,928.00			\$ 169,928.00

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

Activities for Year : <u>2007</u> FFY Grant: MA06P00850107 PHA FY: July 1- June 30			Activities for Year: <u>2008</u> FFY Grant: MA 06P00850108 PHA FY: July 1- June 30		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
1430 Fees & Costs	Clerk of the Works	\$ 20,000.00	1430 Fees & Costs	Clerk of the Works	\$ 20,000.00
	Atty. & Accounting Fees	\$ 5,000.00		Atty. & Accounting Fees	\$ 5,000.00
1502- Contingencies	Contingencies	\$ 15,000.00	1502- Contingencies	Contingencies	\$ 15,000.00
1411- Audit Costs	CFP Annual Audit	\$ 500.00	1411- Audit Costs	CFP Annual Audit	\$ 500.00
Total CFP Estimated Cost		\$ 169,928.00			\$ 169,928.00

Total Estimated Cost for 2007 = \$ 799,280.00

Total Estimated Cost for 2008= \$ 799,280.00