

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

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**November 6, 2004**  
**Resubmission of Final Plan**

**Quincy Housing Authority**  
**PHA Plans**  
**(Electronic File “MA020v05”)**

**Year 5 Plan**  
**Annual Plan for Fiscal Year 2004**

## PHA Plan Agency Identification

**PHA Name:** Quincy Housing Authority

**PHA Number:** MA-20

**PHA Fiscal Year Beginning:** 07/2004

### Public Access to Information

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

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

### Display Locations for PHA Plans and Supporting Documents

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

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

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

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

**Annual PHA Plan  
PHA Fiscal Year 2004**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan (The QHA's PHAS Score for FY 2003 was 88)**

**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.

Not required as of the 10/21/99 issuance of the Final Rule for Housing Agency Plans.

## **Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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## **Other Electronic File Attachments to Plan**

**Attachment 1: FY 2004 (501-04) Capital Fund Program Annual Statement and 5-Year Action Plan (Electronic File "MA020e01")**

**Attachment 2: FY 2000 (501-00) Capital Fund Performance & Evaluation Report (Electronic File "MA020e02")**

**Attachment 3: FY 2001 (501-01) Capital Fund Performance & Evaluation Report (Electronic File "MA020e03")**

**Attachment 4: FY 2002 (501-02) Capital Fund Performance & Evaluation Report (Electronic File "MA020e04")**

**Attachment 5: FY 2003 (501-03) Capital Fund Performance & Evaluation Report/Grant 1 (Electronic File "MA020e05")**

**Attachment 6: FY 2003 (502-03) Capital Fund Performance & Evaluation Report/Grant 2 (Electronic File "MA020e06")**

**Attachment 7: The QHA's Current Management Organizational Chart (Electronic File "MA020e07")**

**Attachment 8: Year 4 Agency Plan Progress Report (Electronic File "MA020e08")**

**Attachment 9: Names and Addresses of Year 5 RAB Members (Electronic File "MA020e09")**

**Attachment 10: Resident Advisory Board and Public Hearing Comments (Electronic File "MA020e10")**

**Attachment 11: QHA Response to Resident Advisory Board and Public Hearing Comments (Electronic File "MA020e11")**

**Attachments**

## Required Attachments:

- Admissions Policy for Deconcentration\*
- FY 2004 Capital Fund Program Annual Statement (Electronic File "MA020e01")
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

\* The QHA is exempt from the deconcentration requirement as it operates only one federal general occupancy family development.

**Optional Attachments:**

- PHA Current Management Organizational Chart (Electronic File "MA020e07")
  - FY 2004 Capital Fund Program 5 Year Action Plan (Electronic File "MA020e01")
  - Comments of Resident Advisory Board or Boards
- One (1) File Attached:  
(1) Resident Advisory Board and Public Hearing Comments and the QHA Response to Resident Advisory Board and Public Hearing Comments (Electronic File MA020e10")
- Other (List below, providing each attachment name)

## Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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 for Housing Choice Vouchers including Amendments, Addendums, etc.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the <i>2/18/99 Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development	Annual Plan: Rent Determination

X	Section 8 rent determination (payment standard) policies	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	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	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
X	Most recent CGP and CFP Budgets/Progress Reports for any active 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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program, including Capacity Statement. <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	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 Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Public Housing Pet Policies and Rules	Annual Plan: Pet Policy
X	Section 8 Project-Based Assistance Program Information.	Annual Plan: Housing Needs
X	Preliminary Conversion Analysis	Annual Plan: Conversions of Public Housing
X	Census 2000 SF3 Summary File for the City of Quincy	Annual Plan: Housing Needs
X	Community Service Policy	Annual Plan: Community Service

# 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 Number	Affordability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	6,972 households*	5	5	5	5	5	5
Income >30% but <=50% of AMI	4,385 households*	4	5	3	4	4	3
Income >50% but <80% of AMI	9,117 households*	3	4	3	3	4	2
Elderly (0-80% AMI)	6,729 households* *	5	5	5	5	5	5
Families with Disabilities	1,684 households***	4	5	4	4	5	4
By Race/Ethnicity (0-80% AMI)	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>	<u>See below</u>
White	17,206 households*	3	4	3	3	4	2
Black	338 households*	3	4	3	3	4	2
Asian	2,055 households*	3	4	3	3	4	2
Hispanic	491 households*	3	4	3	3	4	2
Other (Pacific Island, American Indian, Alaskan Native, Multiple Races, Other Races)	693 households*	3	4	3	3	4	2

## NOTES ON HOUSING NEEDS TABLE

\* For families and race/ethnicity, the % of AMI has been determined using Quincy's average household size of approximately 2.3 persons per household (population of 88,025 divided by households of 38,893). The # of households falling within each AMI category has been determined by the total number falling within the closest census reported income ranges that approximate the actual AMI ranges.

\*\* For the elderly, the 1 person AMI standard has been used in the census age groupings of 65 years plus. If one adds in persons ages 55-64, the numbers reported would increase by 1,703.

\*\*\* For persons with disabilities, census data is difficult to interpret; therefore, only households reporting SSI as income are listed.

Information was derived from the *Census 2000 Summary File 3*, prepared by the Massachusetts Institute of Social and Economic Research on November 4, 2002.

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: City of Quincy and Quincy/Weymouth Consortium

Indicate year: 2002-2003 Action Plan for the Quincy/Weymouth Consortium

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

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

2000 Census SF3 Summary File (November 2002) for the City of Quincy

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> <b>Section 8 tenant-based assistance</b>			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
<b>Waiting list total</b>	<b>412</b>	<b>100.0%</b>	<b>47</b>
<b>Extremely low income &lt;=30% AMI</b>	<b>339</b>	<b>82.3%</b>	
<b>Very low income (&gt;30% but &lt;=50% AMI) and Low income (&gt;50% but &lt;80% AMI)</b>	<b>73</b>	<b>17.7%</b>	
<b>Families with children</b>	<b>Not Applicable</b>	<b>Not Applicable</b>	
<b>Elderly families</b>	<b>93</b>	<b>22.6%</b>	
<b>Individuals and Families with Disabilities</b>	<b>N/A</b>	<b>N/A</b>	
<b>Other Individuals</b>	<b>319</b>	<b>77.4%</b>	
<b>White</b>	<b>221</b>	<b>53.6%</b>	
<b>Afro-American</b>	<b>49</b>	<b>11.9%</b>	
<b>Hispanic</b>	<b>20</b>	<b>4.9%</b>	
<b>Asian</b>	<b>122</b>	<b>29.6%</b>	
<b>Other</b>	<b>0</b>	<b>0.0%</b>	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? Since August of 1999			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)			
<input type="checkbox"/> Section 8 <input checked="" type="checkbox"/> <b>Public Housing Elderly/Disabled</b> <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
<b>Waiting list total</b>	<b>777</b>	<b>100.0%</b>	<b>Approx. 60</b>
<b>Extremely low income &lt;=30% AMI</b>	<b>652</b>	<b>83.9%</b>	
<b>Very low income (&gt;30% but &lt;=50% AMI)</b>	<b>113</b>	<b>14.5%</b>	
<b>Low income (&gt;50% but &lt;80% AMI)</b>	<b>12</b>	<b>1.6%</b>	
<b>Families with children</b>	<b>0</b>	<b>0.0%</b>	
<b>Elderly</b>	<b>224</b>	<b>28.8%</b>	
<b>Near Elderly</b>	<b>257*</b>	<b>33.1%</b>	
<b>Families with Disabilities</b>	<b>296**</b>	<b>38.1%</b>	
<b>Other Individuals</b>	<b>0</b>	<b>0.0%</b>	
<b>White</b>	<b>650</b>	<b>83.7%</b>	
<b>Afro-American</b>	<b>41</b>	<b>5.3%</b>	
<b>Hispanic</b>	<b>20</b>	<b>2.6%</b>	
<b>Asian</b>	<b>63</b>	<b>8.1%</b>	
<b>American Indian</b>	<b>3</b>	<b>0.3%</b>	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
<b>1 BR</b>	<b>777</b>	<b>100.0%</b>	<b>Approx. 60</b>
<b>Is the waiting list closed (select one)?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

\* Includes SSI/Disability between Ages 50-62.

\*\* Includes SSI/Disability under Age 50.

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8

**Public Housing Family**

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
<b>Waiting list total</b>	<b>203</b>	<b>100.0%</b>	<b>Approx. 15</b>
<b>Extremely low income &lt;=30% AMI</b>	<b>174</b>	<b>85.7%</b>	
<b>Very low income (&gt;30% but &lt;=50% AMI)</b>	<b>25</b>	<b>12.3%</b>	
<b>Low income (&gt;50% but &lt;80% AMI)</b>	<b>4</b>	<b>2.0%</b>	
<b>Families with children</b>	<b>200</b>	<b>98.5%</b>	
<b>Elderly families</b>	<b>0</b>	<b>0.0%</b>	
<b>Families with Disabilities</b>	*	*	
<b>White</b>	<b>67</b>	<b>33.0%</b>	
<b>Afro-American</b>	<b>53</b>	<b>26.1%</b>	
<b>Hispanic</b>	<b>27</b>	<b>13.3%</b>	
<b>Asian</b>	<b>55</b>	<b>27.1%</b>	
<b>American Indian</b>	<b>1</b>	<b>0.5%</b>	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
<b>1 BR</b>	<b>2</b>	<b>1.0%</b>	<b>Approx. 1</b>
<b>2 BR</b>	<b>47</b>	<b>23.2%</b>	<b>Approx. 5</b>
<b>3 BR</b>	<b>140</b>	<b>69.0%</b>	<b>Approx. 8</b>
<b>4 BR</b>	<b>14</b>	<b>6.8%</b>	<b>Approx. 1</b>
<b>5 BR</b>	<b>0</b>	<b>0.0%</b>	
<b>5 BR +</b>	<b>0</b>	<b>0.0%</b>	

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

If yes:

**How long has it been closed (# of months)? Since January 31, 2003**

Does the PHA expect to reopen the list in the PHA Plan year?

No  Yes

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

\* **Note:** The QHA is not able to provide complete information regarding the number of families with disabilities on the waiting list as this is not a criteria for eligibility.

### 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)
- Provide improved systems of on-site management.
- Maintain section 8 lease-up rates.
- Continue marketing the section 8 program to owners.

#### **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)
- Continue HUD Mandatory Income Disregards (effective 10/1/99).
- The Flat Rents will be maintained at the FY 2003 levels: 1BR = \$780; 2BR = \$965; 3BR = \$1,200; and 4BR = \$1,390.**

**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)
- Continue HUD Mandatory Income Disregards (effective 10/1/99).
- The Flat Rents will be maintained at the FY 2003 levels: 1BR = \$780; 2BR = \$965; 3BR = \$1,200; and 4BR = \$1,390.**

**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)
- The state elderly income disregard in rent determination which has been offered to federal elderly residents in the past will be phased out on 8/1/04. This phase out was part of the FY 2003 Agency Plan process and discussions with the RAB.**

**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 (as needed)
- 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)  
Affirmatively market to races/ethnicities with housing needs

**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)  
Market the need for larger units in the Section 8 Program to owners.

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

Housing Search Worker was hired during Year 2 Plan Year.

**(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)]

<b>Estimated Financial Resources: Federal Programs Only Planned Sources and Uses (YEAR 5 AGENCY PLAN)</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	\$1,399,746	
b) FY 2004 Public Housing Capital Fund	\$1,260,644	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance (Total of 3 ACCs)	\$10,538,102	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0*	
g) Resident Opportunity and Self-Sufficiency Grants	\$0**	
h) Community Development Block Grant	\$0	N/A
i) HOME	\$0	N/A
<b>Other Federal Grants (list below)</b>		
Shelter Plus Care Renewals	\$69,495	Shelter Plus Care
Shelter + Care (13 Open Grants)	\$3,227,095	Shelter Plus Care
FSS Coordinators	\$103,168	Family Self-Sufficiency
YouthBuild	\$113,855	Youth Vocational Services/Training
ROSS Grant	\$250,000	Family Self-Sufficiency
<b>2. Prior Year Federal Grants (unobligated funds only)</b>		
CFP 501-02	\$438,295	Modernization
CFP 501-03	\$864,453	Modernization
CFP 502-03	\$226,337	Modernization
<b>3. Public Housing Dwelling Rental Income</b>		
Rent Roll & Fees	\$2,330,201	Operations
Investment Income	\$876	Operations
Other Revenue	\$20,944	Operations
<b>TOTAL RESOURCES</b>	<b>\$20,843,211</b>	<b>SEE ABOVE</b>

\* Drug Elimination Grant was terminated and closed-out on 1/28/04.

\*\* ROSS Grant was closed out on 6/10/04.

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

[24 CFR Part 903.7 9 (c)]

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

##### **(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: varies based on turnover projections: between 20 and 40.
- When families are within a certain time of being offered a unit:
- 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)  
Other Lease Violations; History with other PHAs.

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? (CORI)

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

\* The QHA is in the process of implementing FBI record checks.

##### **(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 (For elderly/disabled developments only)
- Other (describe)

- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office (or via mail or per reasonable accommodation)
  - PHA development site management office
  - Other (list below)

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

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

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

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

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 (or via mail or per reasonable accommodation)
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply

### **(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

**\* The QHA manages one community wide waiting list for state and federal housing. An applicant is entitled to one offer when their name reaches the top of this community wide waiting list. If an applicant refuses the offer, the applicant shall be placed at the bottom of the waiting list if the list is open, or removed from the waiting list if the list is closed. There are exceptions to the *one offer* policy for those applicants who qualify for a special housing assignment, and can show good cause for declining an offer. Good cause and reasons for special housing assignment are detailed in the Admissions and Continued Occupancy Policy.**

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?

QHA's plan is to meet the required federal targeting requirements.

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)\***

**\* The QHA's Federal Admissions and Occupancy Policy is changed as follows: Page 14, Section VIII, Item G: Change "Transfers shall take precedence over waiting list placements" To " Transfers will be done at a rate of one transfer for every four new admissions."**

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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)
- At time of relocation
- At admission to program

**(6) Deconcentration and Income Mixing\***

\* QHA exempt as it operates only one federal family general occupancy development.

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 (any applicable) developments below:

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

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

\* QHA exempt as it operates only one federal family general occupancy development.

## B. Section 8

### (1) Eligibility

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

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

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

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

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

\* The QHA is in the process of implementing FBI record checks.

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

Criminal or drug-related activity

Other (describe below)

Current address and current landlord information as requested.

### **(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 (or via mail or per reasonable accommodation)

Other (list below)

### **(3) Search Time**

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

If yes, state circumstances below:

The QHA will extend the Section 8 Search Time beyond 180 Days if requested as a reasonable accommodation to make the program accessible to a family member who has a disability. In this case, the search time will be extended up to the term reasonably required for this purpose.

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

a. Income targeting

1.  **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)

\* The QHA Board has approved a preference for those who live and work in the jurisdiction but has postponed its implementation pending the final resolution of the local residency case against the Southeastern Massachusetts' housing authorities.

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

**Date and Time**

Former Federal preferences

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

**\* Special Program for Victims of Domestic Violence:**

During the Year 4, FFY 2003 Plan Year, and pursuant to the Medford Housing Authority's (MHA) response to the NOFA for FFY 2002 Fair Share Incremental Voucher Funding, the MHA shall administer a program of at least 117 vouchers as awarded, and such additional vouchers as may be needed to fully effectuate this special program in conjunction with the cooperation of the Brockton, Chelsea, Lawrence, Lynn, Malden, and QUINCY (QHA) housing authorities.

The QHA will be initially allocated an equal share (16-17) of the vouchers from the MHA for referral from the Norfolk County's District Attorney's Office for the purpose of aiding and expediting the housing placement of domestic violence victims.

Where applicants are equally qualified for selection, the date and time of the application will control the issuance of the voucher with the earliest date and time prevailing. The application date for this program will be the date and the time the referral letter from the DA's Office is received by the QHA.

**Implementation began in June of 2003 with the first voucher holder entering into a lease agreement on August 15, 2003. To date, seven (7) voucher holders are under lease agreements, and there are nine (9) more to be issued. The program has been temporarily suspended due to the national Section 8 financial issues.**

Other preferences (select all that apply)

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

\* The QHA Board has approved a preference for those who live and work in the jurisdiction but has postponed its implementation pending the final resolution of the local residency case against the Southeastern Massachusetts' housing authorities.

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

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

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

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

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

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

\* For Section 8 WL Preferences it is Date and Time 1<sup>st</sup> then Income.

#### **(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 and Addendums thereto
- Briefing sessions and written materials
- Other (list below)—Grant/Program Informational Materials.

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

- Through (published) notices to potential applicants/recipients
- Other (list below)

#### **(6) Section 8 HAP Contract Terminations**

**If at any time, it is determined that the Quincy Housing Authority has insufficient funding to support the program units currently under contract, the Authority will terminate contracts in accordance with 24 CFR 982.454. Such termination will be in the order of the “Last-In, First-Out”, resulting in the termination of the contracts of participants who have most recently joined the Authority’s HCV program. The HAP contracts of participants in the Designated Housing Voucher, Enhanced Voucher, Mod Rehab, Shelter Plus Care, or Project Based Voucher Programs will not be considered for termination. The date of entry into the Authority’s program for participants who were admitted as a special admission under Quincy’s MRVP or AHVP Programs, will be the date that such participants entered the Authority’s MRVP or AHVP Program.**

**If further cuts to the Section 8 Program occur, the QHA will conduct open public meetings to apprise all affected parties.**

## 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), OR the flat rent, if lower. (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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?

\* At a fixed amount for those who opt for flat rents.

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: (list below)
- The state elderly income disregard in rent determination which has been offered to federal elderly residents in the past will be phased out on 8/1/04. This phase out was part of the FY 2003 Agency Plan process and discussions with the RAB.**

e. Ceiling rents

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

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

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

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

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

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

f. Rent 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, decrease, or family composition change. However, the QHA has adopted a policy of not instituting rent adjustments when the gross income increase is less than 10%.**
- Any time a family experiences an income increase above a threshold amount or percentage:
- 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)
- HUD Published Section 8 FMRs
- RAB Input

**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).**

**Section 8 Initiatives**

The Quincy Housing Authority established policies and procedures for implementing Section 8 Homeownership and Section 8 Project-Based Assistance Programs in accordance with HUD's requirements. These initiatives are on- going and the policies and procedures governing these programs are on display.

**Pursuant to HUD requirements, the following changes have been made to Section 8 Homeownership: Section II. Initial Eligibility Requirements (1a) FSS Participant: A family must be enrolled in the Section 8 Family Self-Sufficiency program prior to eligibility for the Section 8 Homeownership Program. Per Section XIV. The 'Recapture' statement shall be omitted.**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

**The QHA shall adopt a minimum rent of \$50. per month. The regulations found at 5.630 regarding financial hardship exemption from minimum rent shall apply. The QHA must grant an exemption from payment of minimum rent if the family is unable to pay the minimum rent because of financial hardship. Financial hardship is defined as:**

**(a). When the family has lost eligibility for or is awaiting an eligibility determination for a federal, state or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996.**

- (b). When the family would be evicted because they are unable to pay the minimum rent.**
- (c). When the income of the family has decreased because of changed circumstances, including loss of employment.**
- (d). When a death has occurred in the family.**

## 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 (Electronic File "MA020e07")**
- 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	647	15
Section 8 Housing Choice Vouchers	740	40
Section 8 Designated Housing	100	5
Section 8 Enhanced Vouchers	87	4
Section 8 Mod Rehab	8	3
Section 8 Project-Based Program	18	0
Shelter + Care	96	3

### C. Management and Maintenance Policies

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

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

- a. Public Housing Admissions and Continued Occupancy Plan.
- b. Addendum to Public Housing Lease.
- c. Pet Policy.
- d. Grievance Procedure.

#### (2) Section 8 Management: (list below)

- a. Section 8 Administrative Plan for the Housing Choice Voucher Program.
- b. Section 8 Enhanced Voucher Plan.
- c. Section 8 Homeownership Plan\*.
- d. Section 8 Project-Based Plan.

Note: The QHA Maintenance Procedures, Manuals, and Resident Lease describe other maintenance procedures including the prevention and eradication of pest infestation.

**\* Pursuant to HUD requirements, the following changes have been made to Section 8 Homeownership: Section II. Initial Eligibility Requirements (1a) FSS Participant: A family must be enrolled in the Section 8 Family Self-Sufficiency program prior to eligibility for the Section 8 Homeownership Program. Per Section XIV. The 'Recapture' statement shall be omitted.**

## **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 (or via mail or per reasonable accommodation).
  - 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 (or via mail or per reasonable accommodation).
  - Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

**The Capital Fund Program Annual Statement is provided as an electronic attachment to the PHA Plan (Electronic File Attachment 1: "MA020e01").**

-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 electronic attachment to the PHA Plan (Electronic File Attachment 1: "MA020e01").**

-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.)

<b>Demolition/Disposition Activity Description</b>
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: (DD/MM/YY)
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)]

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?

**\* The QHA’s Extension of its Designated Housing Plan was approved by HUD on October 16, 2003 and is valid for two years.**

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development names: Pagnano Towers; O’Brien Towers; Drohan Apartments 1b. Development (project) numbers: MA20-2, 4, 6
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <b>10/16/2003</b>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> <b>Extension of a previously-approved Designation Plan.</b>
6. Number of units affected: 471 units
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development: 80% Elderly/20% Disabled of Total of All 3 Developments.

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

### **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?

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.

Not Applicable

<b>Conversion of Public Housing Activity Description</b>	
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 <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required?	
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 % <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

**Component 10 (B) Voluntary Conversion Initial Assessments**

- a) How many of the PHA's developments are subject to the Required Initial Assessments?  
One—MA 20-1 (Riverview), the only family development.
- b) How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? Three—MA 20-2, 4, 6, all of which are elderly/disabled developments.
- c) How many Assessments were conducted for the PHA's covered developments?  
One—MA 20-1 (Riverview), the only family development. This initial assessment relied on existing data including an analysis of prorated capital fund and operating costs as compared to the Section 8 voucher cost. The analysis was prepared using the June 22, 2001 HUD Final Rule (66 FR 4476) on Voluntary Conversions-Required Initial Assessments. Refinements to this assessment will be conducted as HUD issues further guidance and clarification.

The Preliminary Conversion Analysis was completed as part of the Year 3 Agency Plan and is both on-file and in the on-display portion of this year's (Year 5) Agency Plan.

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

<b>Development Name</b>	<b>Number of Units</b>
Not Applicable	Not Applicable

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

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

## 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

The QHA operates a Section 8 Homeownership Program and the policies and procedures governing this program are both on-file and on-display.

**\* Pursuant to HUD requirements, the following changes have been made to Section 8 Homeownership: Section II. Initial Eligibility Requirements (1a) FSS Participant: A family must be enrolled in the Section 8 Family Self-Sufficiency program prior to eligibility for the Section 8 Homeownership Program. Per Section XIV. The 'Recapture' statement shall be omitted.**

### 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).

#### 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? Not Applicable

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

## B. Section 8 Tenant Based Assistance

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

The QHA operates a Section 8 Homeownership Program and the policies and procedures governing this program are both on-file and on-display.

\* Pursuant to HUD requirements, the following changes have been made to Section 8 Homeownership: **Section II. Initial Eligibility Requirements (1a) FSS Participant:** A family must be enrolled in the Section 8 Family Self-Sufficiency program prior to eligibility for the Section 8 Homeownership Program. Per **Section XIV.** The ‘Recapture’ statement shall be omitted.

### 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:

1. Limitation to **participants** of “FSS” type Program.
2. Graduate of Approved Homebuyer Counseling Program.
3. Requirement for at least one year of employment (EXCEPTION: Elderly and disabled applicants shall not be denied access to the homeownership program because they are not employed).

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

[24 CFR Part 903.7 9 (l)]

Pursuant to the FY 2003 HUD-VA Appropriations Act, the Community Service Requirements, previously suspended, have been reinstated. QHA's Community Service Policy was adopted by the QHA's Board of Commissioners as part of the Year 2 (FY 2001) Agency Plan that went through entire Resident Advisory Board and Public Review and Hearing Process. The QHA's Community Service Policy is on-display and has been implemented pursuant to HUD guidance.

### **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

\* The QHA does not have a formal written Memorandum of Understanding. However, QHA does, and will continue to work closely with the TANF agency and other local support service agencies to provide self-sufficiency related services. The QHA has an on-site Family Resources and Career Development Center, an on-site computer school, on-site day care facilities, a Resident Opportunity and Self-Sufficiency (ROSS) Program, and a Youth Build Program, all of which are utilized by residents for job search, training, and other efforts directed at promoting self-sufficiency.

#### 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)

**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.)

In addition to the information provided below, the QHA hopes to participate in the HUD Step-Up Program, as follows:

**Step-Up Program**

In FY 2004, the Authority hopes to be approved to participate in the HUD Step-Up program. This employment training, self-sufficiency initiative will allow the Authority to help meet its HUD Section 3 mandates. An initial group of three or four QHA residents will be screened and selected as participants. A preliminary agreement has been reached with Local 133 union leadership, and those individuals selected will be accepted into the apprenticeship program of the Laborers' International Union of North America after completing a six-month probationary period of employment. They will remain with the Authority for one year, and then be assigned elsewhere by the union to continue their training. A new group will then be recruited. This direct placement into an approved apprenticeship program is an important enrichment of the traditional Step-Up track. This program will greatly benefit not only these participants but the Authority's Federal residents as well. Landscape maintenance and site improvements will be among the first projects to be undertaken by this group. They will receive on-site training in a number of other construction related skills, and their contributions will enhance the quality and appearance of our properties. They will be supervised and receive on-the-job training by a qualified employee of the Quincy Housing Authority.

<b>Services and Programs</b>				
Program Name & Description)	Estimated Size	Allocation Method	Access	Eligibility
<p><b><i>Resident Opportunity and Self-Sufficiency (ROSS) Program</i></b></p> <p>Approved grant for the expansion of vocational, educational, employment and community resources to QHA residents to become self sufficient both financially and vocationally. The program is an integrated approach to assist residents' transition into the workplace at sustainable wages, enhanced job skills and to provide resources to assist residents in improving and maintaining meaningful career paths and improving levels of resident education.</p>	QHA Community Wide	Program provided vocational, educational, employment, and community resources to QHA residents as appropriate.	Program run through the QHA's Family Resource and Community Development Center.	Program available to QHA's federal family public housing residents.

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Actual Number of Participants (7/2003)	Actual Number of Participants (5/2004)
Public Housing	28	26
Section 8	76	92
<b>Total Voluntary Slots</b>	<b>104</b>	<b>118</b>

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: N/A

**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**

Pursuant to the FY 2003 HUD-VA Appropriations Act, the Community Service Requirements, previously suspended, have been reinstated. QHA's Community Service Policy was adopted by the QHA's Board of Commissioners as part of the Year 2 (FY 2001) Agency Plan that went through entire Resident Advisory Board and Public Review and Hearing Process. The QHA's Community Service Policy is on-display and has been implemented pursuant to HUD guidance. A brief description of this program is as follows:

The Quincy Housing Authority (QHA) adopted the Community Service Policy effective July 1, 2001, after consultation with the Resident Advisory Board. The QHA also amended its federal lease to incorporate the requirements of community service. Implementation of the Policy was delayed, as directed by HUD, and it was implemented in July, 2003. The QHA provided to all residents a copy of the Community Service Policy which contained a written description of the service requirement, a list of categories of individuals who are exempt from the service requirement, the process for claiming status as an exempt person, and the process the QHA will use to verify such status.

The QHA also notified each family of the QHA's determination of the family members who were subject to the service requirement, as well as the family members who were exempt persons. This notification also advised families when the community service obligation would begin and included a list of community service host agencies. It advised that any resident or family member may appeal the determination of non-exempt status through the grievance procedure process. The notice also advised that the household may submit verification to the Authority any time they believe they are now exempt from the Community Service Requirement.

Prior to the implementation of the policy, and at least once annually thereafter, QHA contacts a reasonable number of eligible community service host agencies for the purpose of developing a list of community service placements. This list includes a list of accessible locations. Recognized tenant organizations within the QHA's jurisdiction are considered Community service host agencies and their input was and is sought when developing and expanding this list.

Each year, as part of the Tenant Rent Re-examination Process, the QHA determines whether each non-exempt household member has complied with the community service requirement of 8 hours per month (96 hours per year maximum requirement) and whether each exempt household member continues to be exempt. Included with the letter regarding the Rent Re-examination Process will be a reminder that resident compliance with and/or exemption from community service will be determined as part of the rent re-examination. If the household is found to be in compliance with the community service/self-sufficiency requirement, the lease will be automatically renewed. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve-month lease term, but not for termination of tenancy during the course of the twelve-month lease term. Upon filing a written request, as provided in the QHA grievance procedure, any resident who disagrees with any QHA action or failure to act in accordance with the Community Service Policy shall be entitled to a grievance hearing.

The Quincy Housing Authority (QHA) offers a variety of positions/activities that residents who are subject to community service requirements may participate in to fulfill their obligations, including but not limited to, outreach assistant, activity assistant, office assistant, stock person, site support assistant, grounds maintenance and student. The partner agencies that offer residents opportunities to fulfill requirements include, but are not limited to, Germantown Neighborhood Center, Mass Jobs Training Inc, Quincy Medical Center, Seaside Food Pantry, Women Infant and Children Services, Father Bill's Place, Harborview Residents' Committee (Tenant Association), Quincy Police Department, Massachusetts School of Information Technology, Domestic Violence Ended (DOVE) and selected QHA Departments.

### **Other Resident Services**

The QHA provides a stipend to RAB Members for each meeting attended. Additionally, the QHA provides \$25 per unit to Resident Councils in Federal Public Housing.

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

#### **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)

All equally

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention through Environmental Design

- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)  
Crime Watch; Checkpoint Security System.

**Other Safety and Security Improvements**

We are preparing to contract for major safety and security improvements in our Federal buildings, including Drohan, Pagnano, and O'Brien Towers. This work will be done during the summer of 2004. The enhancements include: signage; digital color cameras, recorders, monitors, and security panels; replacement and modifications to the building fire alarm systems; arc fault protection; and emergency call improvements.

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

All equally

**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)

QPD faxes daily arrest log to QHA; QHA coordinates probation info, stay away orders with both QPD and DA's Office.

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

All equally

**D. Additional information as required by PHDEP/PHDEP Plan**

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

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

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

[24 CFR Part 903.7 9 (n)]

### QUINCY HOUSING AUTHORITY

#### POLICY ON THE OWNERSHIP OF PETS

Residents of federally subsidized public housing are allowed to keep domestic pets. The Authority is committed to insuring the best possible environment for both pet owners and non-pet owners and the responsible care of pets. The Authority will consider all reasonable requests for the ownership of pets and will not unreasonably withhold permission for the same. The Tenant must recognize the full responsibility for his or her pet rests with them. In addition, the tenant who owns a pet must be considerate of neighbors and is responsible for keeping the peace, preserving the grounds and property and preventing any hazard or danger. Residents of federally subsidized public housing are allowed to keep a dog, cat, fish, caged birds, or small caged animals of the rodent family. In elderly developments, large breeds of dogs are not allowed. All dogs and cats over the age of six months must be spayed or neutered and proof of same filed with the Authority. The pet must be fully immunized and licensed with the city of Quincy. A copy of the current license must be submitted to the Authority to be kept in the tenant's file. No more than one cat or one dog is allowed per household. Animals must be lodged indoors or leashed and accompanied by the owner or a responsible attendant at all times. Under no circumstances are pets to be allowed to run loose. In elevated buildings, pets must be on a short leash (the hand of the person accompanying the pet shall hold the leash within four inches of the collar), or the pet shall be carried. Pet owners are responsible for their pet at all times. A Full copy of the Pet Policy can be obtained by contacting the Property Manager.

## **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 (completed during 2001/2002)
  - Other: (list below)\*

### **\* Capital Fund Pooled Bond Program**

The Quincy Housing Authority continued to be an active participant in the pursuit of this capital financing opportunity. In February of 2004, a major documentation submission was made to Standard and Poors and the Mass Housing Finance Agency. These materials were solicited to allow S&P to evaluate our management structure and function, to assess our credit worthiness, and to rate our Authority. The other pool participants were asked to make a similar submission.

After a rather lengthy analysis period, we were again contacted by S&P and asked to participate in a teleconference in late April to expand on some of the materials we submitted and to respond to questions that resulted from their review. Acting Executive Director, Jackie Loud; Finance Director, John McKenna; and Modernization Director, Frank Whitty, prepared answers to a list of advance questions. Frank Whitty and Mod Coordinator, Deborah Williamson, participated in the actual conference. At conclusion, the indication from the S&P team was that all of our answers and our responses to other topics raised for further discussion were satisfactory.

It is important for RAB to know that the actual proceeds, based on our commitment of 25% of capital fund awards have yet to be calculated. At the outset of this proposed funding initiative almost two years ago, estimates as high as five million dollars were reported. It seems now that the preliminary calculations seem to indicate an amount more in the order of three-and-one-half million.

If we realize these bond proceeds, they will be used to accelerate the completion of the Riverview building shell comprehensive modernization, which includes roofing, insulation, as-needed sheathing and framing repair and replacement, as-needed door and window repair and replacement, building wrap, new siding and trim, and other related work, such as exterior lighting. This infusion on funds will also allow us to work towards replacement of the Riverview heating systems, adding adequate ventilation. One of our HUD mandates is to improve energy efficiency and performance, and these bond proceeds will go far in allowing us to respond to that directive.

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?

\* The RAB and Public Hearing Comments and the QHA Response to RAB and Public Hearing Comments are attached as Electronic File Attachments 10 and 11 ("MA020e10" and "MA020e11").

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

The RAB and Public Hearing Comments and the QHA Response to RAB and Public Hearing Comments are attached as Electronic File Attachments 10 and 11 ("MA020e10" and "MA020e11").

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. Clarified and changed various portions of the plan.

2. Agreed to conduct further meeting if certain events occur (e.g., further cuts to the Section 8 Program).

3. Agreed to involve tenants in the selection processes for various new programs (e.g., Step-Up).

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)

The QHA has one Resident Commissioner who is appointed by the Mayor and who is a current resident of federal public housing. The Resident Commissioner's name is Jean Kennedy and her current term expires in February 2005.

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

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance (By Self-Nomination).
- 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)

The QHA has one Resident Commissioner who is appointed by the Mayor and who is a current resident of federal public housing. . The Resident Commissioner's name is Jean Kennedy and her current term expires in February 2005.

### 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: The City of Quincy as the lead for the Quincy/Weymouth HOME Consortium.

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

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

\* The QHA serves a large number of low-income (under 80% of AMI) people in Quincy by providing them with needed and affordable housing.

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

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

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

The Housing Authority considers a major change in the content of the Agency Plan to consist of one or more the following:

1. Changes in waiting list preference criteria that are not already included in the Plan.
2. Implementation of a change in program incentives to increase the number of working households in the program that are not already included in the Plan.
3. A change in any open Annual Capital Program that crosses the cumulative 20% of total funds threshold.
4. A decision to request a voluntary conversion of public housing to Section 8 Vouchers.
5. Establishment of new and/or substantively revised policies and procedures for Public Housing and/or Section 8 that have not previously been submitted as part of the current or previous years' Agency Plans.
6. Any major reduction in funding ( $\geq 20\%$ ) from HUD for the CFP (Capital Fund Program).

## **Attachments to QHA's Year 5 Agency Plan**

### **Electronic File Attachments**

Attachment 1: FY 2004 (501-04) Capital Fund Program Annual Statement and 5-Year Action Plan (Electronic File "MA020e01")

Attachment 2: FY 2000 (501-00) Capital Fund Performance & Evaluation Report (Electronic File "MA020e02")

Attachment 3: FY 2001 (501-01) Capital Fund Performance & Evaluation Report (Electronic File "MA020e03")

Attachment 4: FY 2002 (501-02) Capital Fund Performance & Evaluation Report (Electronic File "MA020e04")

Attachment 5: FY 2003 (501-03) Capital Fund Performance & Evaluation Report/Grant 1 (Electronic File "MA020e05")

Attachment 6: FY 2003 (502-03) Capital Fund Performance & Evaluation Report/Grant 2 (Electronic File "MA020e06")

Attachment 7: The QHA's Current Management Organizational Chart (Electronic File "MA020e07")

Attachment 8: Year 4 Agency Plan Progress Report (Electronic File "MA020e08")

Attachment 9: Names and Addresses of Year 5 RAB Members (Electronic File "MA020e09")

Attachment 10: Resident Advisory Board and Public Hearing Comments (Electronic File "MA020e10")

Attachment 11: QHA Response to Resident Advisory Board and Public Hearing Comments (Electronic File "MA020e11")

**Quincy Housing Authority  
Year 5 (FY 2004) HUD Agency Plan**

**Electronic File Attachment 1**

**FY 2004 (501-04) Capital Fund Program Annual Statement and Five-Year Plan  
(Electronic File “MA020e01”)**

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

PHA Name: Quincy Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P020501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Original Annual Statement     
 Reserve for Disasters/ Emergencies     
 Revised Annual Statement (revision no: n/a)  
 Performance and Evaluation Report for Period Ending:     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-	-	-	-
2	1406 Operations	\$65,242	-	-	-
3	1408 Management Improvements Soft Costs	\$208,751	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$130,484	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$76,500	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$158,466	-	-	-
10	1460 Dwelling Structures	\$631,670	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	\$33,728	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
<b>20</b>	<b>Amount of Annual Grant: (sum of lines 1-19)</b>	<b>\$1,304,841</b>	-	-	-
21	Amount of line 19 Related to LBP Activities	-	-	-	-
22	Amount of line 19 Related to Section 504 compliance	-	-	-	-
23	Amount of line 19 Related to Security –Soft Costs	-	-	-	-
24	Amount of Line 19 related to Security—Hard Costs	-	-	-	-
25	Amount of line 19 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-



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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P020501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>HA Wide</b>	Reasonable Accommodations – Fed'l		1460		\$6,120	-	-	-	
	Upgrade Security Systems		1460		\$27,342	-	-	-	
“	Maintenance Equipment Replacement		1475		\$9,364	-	-	-	
“	Force Account Tools		1475		\$9,364	-	-	-	
“	Computer Hardware Upgrades		1475		\$15,000	-	-	-	
<b>HA Wide</b>	Management Consultants		1408		\$37,842	-	-	-	
<b>Mgmt Imp</b>	Resident Training Program		1408		\$116,280	-	-	-	
	Staff Training		1408		\$15,000	-	-	-	
	Capital Fund Planning		1408		\$2,289	-	-	-	
	Employee Assistance Program		1408		\$2,140	-	-	-	
	Office/Communications Equip		1408		\$10,200	-	-	-	
	Accelerate Computer Implementation		1408		\$25,000	-	-	-	
<b>TOTAL ALL</b>					<b>\$1,304,841</b>	-	-	-	

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program No: MA06P020501-04 Replacement Housing Factor No:					Federal FY of Grant: 2004
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	
Management Consultant	8/16/06			8/16/08			
Resident Training Program	8/16/06			8/16/08			
Staff Training	8/16/06			8/16/08			
Office/Communications Equip	8/16/06			8/16/08			
Miscellaneous	8/16/06			8/16/08			
HA Wide Vehicle Replacement	8/16/06			8/16/08			
HA Wide Improvements	8/16/06			8/16/08			
MA 20-1 Riverview	8/16/06			8/16/08			
MA 20-2 Pagnano	8/16/06			8/16/08			
MA 20-4 O'Brien	8/16/06			8/16/08			
MA 20-6 Drohan	8/16/06			8/16/08			

Capital Fund Program Five-Year Action Plan

**Part I: Summary**

PHA Name Quincy Housing Authority				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
HA Wide Physical Activities	See Annual Statement	\$6,242 Reasonable Accommodations \$9,551 Maintenance Equipment Replacement \$9,551 Force Account Tools \$15,000 Computer Hardware Upgrade \$17,364 Security Systems	\$6,367 Reasonable Accommodations \$9,742 Maintenance Equipment Replacement \$9,742 Force Account Tools \$15,000 Computer Hardware Upgrade \$18,233 Security Systems	\$6,495 Reasonable Accommodations \$9,937 Maintenance Equipment Replacement \$9,937 Force Account Tools \$15,000 Computer Hardware Upgrade \$19,144 Security Systems \$25,242 Force Account Vehicle	\$6,624 Reasonable Accommodations \$10,135 Maintenance Equipment Replacement \$10,135 Force Account Tools \$15,000 Computer Hardware Upgrade \$20,101 Security Systems
HA Wide Non-Physical Activities	See Annual Statement	\$118,607 Resident Training Program \$2,183 Capital Fund Planning \$2,335 Employee Assistance Program \$15,000 Accelerate Computer Implementation \$15,000 Staff Training \$38,599 Management Consultants \$10,404 Update Office & Communication Equip	\$120,979 Resident Training Program \$2,222 Capital Fund Planning \$2,381 Employee Assistance Program \$15,000 Accelerate Computer Implementation \$15,000 Staff Training \$39,371 Management Consultants \$10,612 Update Office & Communication Equip	\$123,400 Resident Training Program \$2,267 Capital Fund Planning \$2,429 Employee Assistance Program \$15,000 Accelerate Computer Implementation \$15,000 Staff Training \$40,158 Management Consultants \$10,824 Update Office & Communication Equip	\$123,402 Resident Training Program \$2,267 Capital Fund Planning \$2,429 Employee Assistance Program \$15,000 Accelerate Computer Implementation \$15,000 Staff Training \$40,158 Management Consultants \$10,824 Update Office & Communication Equip
HA Wide Administration	See Annual Statement	\$130,484 Mod Staff Funding \$78,029 Architects/Engineers	\$130,484 Mod Staff Funding \$79,590 Architects/Engineers \$326,210 Debt Service*	\$130,484 Mod Staff Funding \$81,182 Architects/Engineers \$326,210 Debt Service*	\$130,484 Mod Staff Funding \$82,805 Architects/Engineers \$326,210 Debt Service*

\*Projects to be completed using Bond funds

Capital Fund Program Five-Year Action Plan

**Part I: Summary**

PHA Name Quincy Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
20-1 Riverview	See Annual Statement	\$106,559 Roof Replacement \$309,820 Replace Exterior Siding \$95,010 Landscape & Site Improvements \$123,167 Heating System Replacement	\$99,346 Landscape & Site Improvements \$181,258 Heating System Replacement Replace Roof Replace Exterior Siding*	\$103,900 Landscape & Site Improvements \$63,655 – Kitchen Modernization - Phased Roof Replacement* Replace Exterior Siding* Heating System Replacement*	\$108,682 Landscape & Site Improvements \$23,656 – Kitchen Modernization - Phased Roof Replacement* Replace Exterior Siding* Heating System Replacement*
20-2 Pagnano Towers	See Annual Statement	\$23,655 Landscape & Site Improvement \$65,729 Plumbing Upgrades \$65,242 Fire System/Generator Upgrades	\$24,838 Landscape & Site Improvement \$101,748 Plumbing Upgrades	\$26,080 Landscape & Site Improvement	\$45,639 Landscape & Site Improvement \$129,764 Roof Replacement
20-4 O'Brien Towers	See Annual Statement	\$31,540 Landscape & Site Improvement	\$33,117 Landscape & Site Improvements \$30,806 Plumbing Upgrades	\$34,773 Landscape & Site Improvements \$95,506 Plumbing Upgrades \$130,832 Roof Replacement	\$65,242 Landscape & Site Improvements \$84,773 Plumbing Upgrades
20-6 Drohan Apartments	See Annual Statement	\$15,770 Landscape & Site Improvement	\$32,795 Landscape & Site Improvement	\$17,386 Landscape & Site Improvement	\$36,511 Landscape & Site Improvement
Total CFP Funds (Est.)		\$1,304,841	\$1,304,841	\$1,304,841	\$1,304,841
Total Replacement Housing Factor Funds	N/A	N/A	N/A	N/A	N/A

**Quincy Housing Authority  
Year 5 FY 2004 HUD Agency Plan**

**Electronic File Attachment 2**

**FY 2000 (501-00) Capital Fund Program Final Performance & Evaluation Report  
(Electronic File “MA020e02”)**

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

<b>PHA Name:</b> <b>QUINCY HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P020501-00 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2000</b>
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Original Annual Statement       Reserve for Disasters/ Emergencies       Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$112,667	\$112,667	\$112,667	\$112,667
3	1408 Management Improvements Soft Costs	\$200,923	\$200,923	\$200,923	\$200,923
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$141,444	\$141,444	\$141,444	\$141,444
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$39,537	\$46,060	\$46,060	\$46,060
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$62,228	\$62,228	\$62,228	\$62,228
10	1460 Dwelling Structures	\$605,517	\$618,182	\$618,182	\$618,182
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	\$66,472	\$41,505	\$41,505	\$41,505
13	1475 Nondwelling Equipment	\$185,660	\$191,439	\$191,439	\$191,439
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
<b>20</b>	<b>Amount of Annual Grant: (sum of lines 1-19)</b>	<b>\$1,414,448</b>	<b>\$1,414,448</b>	<b>\$1,414,448</b>	<b>\$1,414,448</b>
21	Amount of line 20 Related to LBP Activities	-	-	-	-
22	Amount of line 20 Related to Section 504 compliance	-	-	-	-
23	Amount of line 20 Related to Security –Soft Costs	-	-	-	-
24	Amount of Line 20 related to Security—Hard Costs	-	-	-	-
25	Amount of line 20 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: <b>QUINCY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: MA06P020501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2000</b>			
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	Obligated	Expended	
MA 20-1	Replace Concrete Stairs	1460	Lump Sum	\$474,828	\$479,290	\$479,290	\$479,290	
MA 20-1	Replace Screen Doors/Jamb	1460	Lump Sum	\$7,983	\$7,983	\$7,983	\$7,983	Complete
MA 20-1	Replace Exterior Siding	1460	Lump Sum	\$89,146	\$73,219	\$73,219	\$73,219	
MA 20-1	Bldg Mtd Site Lighting	1460	Lump Sum	\$5,040	\$5,040	\$5,040	\$5,040	
MA 20-2	Selective Floor Replacement	1460	Lump Sum	\$2,500	-	-	-	
MA 20-2	Replace Hallway Carpets	1470	Lump Sum	\$26,871	-	-	-	To 1460
MA 20-2	Replace Hallway Carpets	1460	Lump Sum	-	\$28,886	\$28,886	\$28,886	
MA 20-2	Landscaping/Site Improvements	1450	Lump Sum	\$4,725	\$4,725	\$4,725	\$4,725	
MA 20-2	Replace Emergency Generator	1475	Lump Sum	\$24,895	\$25,680	\$25,680	\$25,680	
MA 20-4	Install Bldg. Mounted Site Lighting	1460	Lump Sum	\$2,680	\$2,680	\$2,680	\$2,680	
MA 20-4	Install Toggle Switches	1460	Lump Sum	\$21,084	\$21,084	\$21,084	\$21,084	
MA 20-4	Selective Floor Replacement	1460	Lump Sum	\$2,256	-	-	-	
MA 20-6	Landscaping/Site Improvements	1450	Lump Sum	\$17,658	\$17,658	\$17,658	\$17,658	Complete
MA 20-6	Safety/Security	1470	Lump Sum	-	\$1,825	\$1,825	\$1,825	
MA 20-6	Emergency Generator	1475	Lump Sum	\$55,000	\$66,562	\$66,562	\$66,562	
HA-Wide	Signage	1450	Lump Sum	\$3,516	\$3,516	\$3,516	\$3,516	
HA-Wide.	Resurface Parking	1450	Lump Sum	\$36,329	\$36,330	\$36,330	\$36,330	Complete
HA-Wide	Maint. Equipment Replacement	1475	Lump Sum	\$25,081	\$25,081	\$25,081	\$25,081	
HA-Wide	Force Account Vehicle	1475	Lump Sum	\$49,943	\$48,269	\$48,269	\$48,269	
HA-Wide	Computer Hardware	1475	Lump Sum	\$5,661	\$5,661	\$5,661	\$5,661	
HA-Wide	Force Account Tools	1475	Lump Sum	\$25,080	\$20,186	\$20,186	\$20,186	
HA-Wide Ofc	Remodel MOD Office	1470	Lump Sum	\$3,433	\$3,433	\$3,433	\$3,433	
HA-Wide Ofc	Emergency Repairs – Non-Dwelling	1470	Lump Sum	\$36,168	\$36,247	\$36,247	\$36,247	

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: <b>QUINCY HOUSING AUTHORITY</b>			Grant Type and Number Capital Fund Program Grant No: MA06P020501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2000</b>		
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	Obligated	Expended	
HA-Wide	Operations	1406	Lump Sum	\$112,667	\$112,667	\$112,667	\$112,667	
HA-Wide	Administrative Fees	1410	Lump Sum	\$141,444	\$141,444	\$141,444	\$141,444	
HA-Wide	A/E Consultant Fees	1430	Lump Sum	\$39,537	\$46,060	\$46,060	\$46,060	
HA-Wide Mgmt	Management Consultants	1408	Lump Sum	\$21,114	\$21,114	\$21,114	\$21,114	
Improvements	Resident Training Program	1408	Lump Sum	\$138,810	\$138,810	\$138,810	\$138,810	
"	Capital Fund Program Planning	1408	Lump Sum	\$120	\$120	\$120	\$120	
"	Accelerate Computer Implementation	1408	Lump Sum	\$3,224	\$3,224	\$3,224	\$3,224	
"	Staff Training Programs	1408	Lump Sum	\$3,929	\$3,929	\$3,929	\$3,929	
"	Update Communications Systems	1408	Lump Sum	\$18,930	\$18,930	\$18,930	\$18,930	
"	MIS Director	1408	Lump Sum	\$14,796	\$14,796	\$14,796	\$14,796	
<b>TOTAL ALL</b>	<b>See above items</b>			<b>\$1,414,448</b>	<b>\$1,414,448</b>	<b>\$1,414,448</b>	<b>\$1,414,448</b>	



**Quincy Housing Authority  
Year 5 FY 2004 HUD Agency Plan**

**Electronic File Attachment 3**

**FY 2001 (501-01) Capital Fund Performance & Evaluation Report  
(Electronic File “MA020e03”)**

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**Annual Statement/Performance and Evaluation Report**

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

<b>PHA Name: QUINCY HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P020501-01 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2001</b>
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Original Annual Statement     
  Reserve for Disasters/ Emergencies     
  Revised Annual Statement (revision no: 3)  
 Performance and Evaluation Report for Period Ending: 03/31/04     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$115,726	\$115,726	\$115,726	\$115,726
3	1408 Management Improvements Soft Costs	\$199,725	\$234,195	\$234,195	\$220,063
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$144,657	\$144,657	\$144,657	\$144,657
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$97,000	\$97,000	\$97,000	\$78,689
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$186,040	\$200,906	\$200,906	\$183,331
10	1460 Dwelling Structures	\$659,479	\$559,676	\$559,676	\$498,186
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	\$5,000	\$10,000	\$10,000	\$3,525
13	1475 Nondwelling Equipment	\$38,950	\$84,417	\$84,417	\$75,452
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
<b>20</b>	<b>Amount of Annual Grant: (sum of lines 1-19)</b>	<b>\$1,446,577</b>	<b>\$1,446,577</b>	<b>\$1,446,577</b>	<b>\$1,319,628</b>
21	Amount of line 20 Related to LBP Activities	-	-	-	-
22	Amount of line 20 Related to Section 504 compliance	\$16,675	-	-	-
23	Amount of line 20 Related to Security –Soft Costs	-	-	-	-
24	Amount of Line 20 related to Security—Hard Costs	-	-	-	-
25	Amount of line 20 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: <b>QUINCY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: MA06P020501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b>			
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	Obligated	Expended	
MA 20-1	Replace Exterior Siding/Roof	1460	Lump Sum	\$215,471	\$215,479	\$215,479	\$215,479	
MA 20-1	Replace Concrete Stairs	1460	Lump Sum	\$239,355	\$240,179	\$240,179	\$240,179	
MA 20-1	Landscaping/Site Improvements	1450	Lump Sum	\$2,500	\$3,256	\$3,256	\$3,256	
MA 20-1	Plumbing Upgrades	1460	Lump Sum	\$22,669	\$22,665	\$22,665	\$22,665	
MA 20-2	Landscaping/Site Improvements	1450	Lump Sum	\$183,540	\$191,046	\$191,046	\$173,471	
MA 20-2	Replace Entry Door Hardware	1460	Lump Sum	\$25,000	-	-	-	
MA 20-2	Plumbing Upgrades	1460	Lump Sum	\$35,000	\$20,502	\$20,502	-	
MA 20-2	Replace Emergency Generator	1475	Lump Sum	\$1,950	\$1,148	\$1,148	\$1,148	
MA 20-2	Selective Floor Replacement	1460	Lump Sum	\$8,000	\$6,423	\$6,423	-	
MA 20-4	Install Toggle Switches	1460	Lump Sum	\$6,620	\$9,444	\$9,444	\$9,444	
MA 20-4	Plumbing Upgrades	1460	Lump Sum	\$35,000	\$12,230	\$12,230	-	
MA 20-4	Selective Floor Replacement	1460	Lump Sum	\$3,000	\$2,256	\$2,256	\$2,256	
MA 20-6	Landscaping/Site Improvements	1450	Lump Sum	-	\$6,604	\$6,604	\$6,604	
MA 20-6	Security System Upgrades	1460	Lump Sum	\$1,825	\$4,604	\$4,604	\$301	
MA 20-6	Install Toggle Switches	1460	Lump Sum	\$3,500	-	-	-	
MA 20-6	Plumbing Upgrades	1460	Lump Sum	\$20,894	\$20,894	\$20,894	\$5,755	
MA 20-6	Emergency Generator	1475	Lump Sum	-	\$18,240	\$18,240	\$18,240	
MA 20-6	Elevator Repairs	1460	Lump Sum	\$33,145	-	-	-	
MA 20-6	Elevator Repairs	1475	Lump Sum	-	\$33,145	\$33,145	\$33,145	

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

PHA Name: <b>QUINCY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: MA06P020501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>			
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	Obligated	Expended		
HA-Wide	Operations	1406	Lump Sum	\$115,726	\$115,726	\$115,726	\$115,726		
HA-Wide Mgmt Improvements	Management Consultants	1408	Lump Sum	\$26,425	\$26,425	\$26,425	\$23,795		
"	Resident Training Program	1408	Lump Sum	\$120,000	\$120,000	\$120,000	\$109,742		
"	Capital Fund Program Planning	1408	Lump Sum	\$2,000	\$184	\$184	\$184		
"	Accelerate Computer Implementation	1408	Lump Sum	\$11,300	\$52,586	\$52,586	\$52,586		
"	Staff Training Programs	1408	Lump Sum	\$15,000	\$15,000	\$15,000	\$14,081		
"	Update Communications Systems	1408	Lump Sum	\$20,000	\$20,000	\$20,000	\$19,674		
"	Implement Preventive Maintenance Program	1408	Lump Sum	\$5,000	-	-	-		
HA-Wide	Administrative Fees	1410	Lump Sum	\$144,657	\$144,657	\$144,657	\$144,657		
HA-Wide	A/E Consultant Fees	1430	Lump Sum	\$97,000	\$97,000	\$97,000	\$78,689		
HA-Wide Ofc.	Non Dwelling Repairs	1470	Lump Sum	\$5,000	\$10,000	\$10,000	\$3,525		
HA-Wide Ofc.	Maint. Equipment Replacement	1475	Lump Sum	\$10,000	\$10,000	\$10,000	\$1,035		
HA-Wide	Safety and Security	1460	Lump Sum	\$10,000	\$5,000	\$5,000	\$2,107		
HA-Wide	Force Account Tools	1475	Lump Sum	\$10,000	\$4,265	\$4,265	\$4,265		
HA-Wide	Computer System Hardware	1475	Lump Sum	\$17,000	\$17,490	\$17,490	\$17,490		
HA-Wide	Force Account Vehicle	1475	Lump Sum	-	\$129	\$129	\$129		
<b>TOTAL ALL</b>	<b>See Above Items</b>			<b>\$1,446,577</b>	<b>\$1,446,577</b>	<b>\$1,446,577</b>	<b>\$1,319,628</b>		



**Quincy Housing Authority  
Year 5 (FY 2004) HUD Agency Plan**

**Electronic File Attachment 4**

**FY 2002 (501-02) Capital Fund Performance & Evaluation Report  
(Electronic File “MA020e04”)**

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

<b>PHA Name:</b> <b>QUINCY HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P020501-02 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2002</b>
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Original Annual Statement       Reserve for Disasters/ Emergencies       Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 3/31/04       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations			-	-
3	1408 Management Improvements Soft Costs	\$219,426	\$219,426	\$214,716	\$16,853
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$138,759	\$138,759	\$138,759	\$83,217
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$97,000	\$97,000	\$97,000	\$1,747
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$34,840	\$34,840	\$14,840	-
10	1460 Dwelling Structures	\$845,444	\$841,448	\$517,357	\$464,181
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	\$52,129	\$56,125	\$39,254	\$26,579
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
<b>20</b>	<b>Amount of Annual Grant: (sum of lines 1-19)</b>	<b>\$1,387,598</b>	<b>\$1,387,598</b>	<b>\$1,021,926</b>	<b>\$592,577</b>
21	Amount of line 19 Related to LBP Activities	-	-	-	-
22	Amount of line 19 Related to Section 504 compliance	\$6,000	\$0	\$0	\$0
23	Amount of line 19 Related to Security –Soft Costs	-	-	-	-
24	Amount of Line 19 related to Security—Hard Costs	\$45,000	\$0	\$0	\$0
25	Amount of line 19 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: <b>QUINCY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: MA06P020501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
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	Obligated	Expended	
MA 20-1	Roof Replacement	1460		\$50,000	\$135,000	-	-	
	Siding Replacement	1460		\$187,749	\$501,730	\$348,691	\$314,797	
	Stair Replacement	1460		\$92,000	\$97,006	\$97,006	\$97,006	
	Plumbing Upgrades	1460		\$40,000	\$30,000	\$27,695	\$27,695	
	Landscaping – Site Improvements	1450		\$14,840	\$14,840	\$14,840	-	
MA 20-2	Security System Upgrades	1460		\$45,000	-	-	-	
	Elevator Upgrade	1460		\$18,000	-	-	-	
	Replace Roof Exhaust	1460		\$20,000	-	-	-	
	Plumbing Upgrades	1460		\$30,000	-	-	-	
	Window Replacement	1460		\$154,000	\$15,184	\$15,184	\$125	
	Generator Replacement	1475		-	\$1,125	\$1,125	-	
MA 20-4	Landscaping – Site Improvements	1450		\$20,000	\$20,000	-	-	
	Security System Upgrades	1460		\$20,000	-	-	-	
	Replace Central Heat-Hallways	1460		\$10,000	-	-	-	
	Plumbing Upgrades	1460		\$5,000	-	-	-	
	Elevator Upgrades	1460		\$30,000	-	-	-	
	Closet Doors/Shelving	1460		\$45,070	\$15,000	\$5,000	\$829	
	Selective Floor Replacement	1460		-	\$1,000	\$1,000	\$948	
	Window Replacement-Phase 1	1460		\$10,000	\$23,691	-	-	
MA 20-6	Replace Roof Exhaust	1460		\$9,481	\$22,781	\$22,781	\$22,781	
	Security System Upgrades	1460		\$8,175	\$56	-	-	
	Plumbing Upgrades	1460		\$28,469	-	-	-	
	Closet Doors/Shelving	1460		\$6,500	-	-	-	

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

PHA Name: <b>QUINCY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: MA06P020501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
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	Obligated	Expended	
HA Wide	Security Systems – All Buildings	1460		\$30,000	-	-	-	
	Reasonable Accommodations	1460		\$6,000	-	-	-	
	Computer System Hardware Upgrade	1475		\$17,129	\$20,000	\$20,000	\$19,644	
	Maintenance Equipment Replacement	1475		\$10,000	\$10,000	\$10,000	-	
	Force Account Vehicle	1475		\$15,000	\$15,000	\$1,000	\$407	
	Force Account Tools	1475		\$10,000	\$10,000	\$7,129	\$6,528	
	Administration	1410		\$138,759	\$138,759	\$138,759	\$83,217	
	Fees and Costs	1430		\$97,000	\$97,000	\$97,000	\$1,747	
HA Wide	Management Consultant	1408		\$25,126	\$45,126	\$45,126	\$13,960	
Management	Resident Training Program	1408		\$114,000	\$114,000	\$114,000	-	
Improvements	Staff Training	1408		\$30,000	\$15,000	\$15,000	-	
	Office/Communications Equip	1408		\$30,000	\$15,000	\$14,590	\$2,893	
	Accelerate Computer Implementation	1408		\$16,000	\$26,000	\$26,000	-	
	Miscellaneous	1408		\$4,300	-	-	-	
	Employee Assistance Program	1408		-	\$2,200	-	-	
	Capital Fund Planning	1408		-	\$2,100	-	-	
<b>TOTAL ALL</b>	<b>See above items</b>			<b>\$1,387,598</b>	<b>\$1,387,598</b>	<b>\$1,021,926</b>	<b>\$592,577</b>	

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program No: MA06P020502-02 Replacement Housing Factor No:					Federal FY of Grant: <b>2002</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-WIDE Management Improvements	3/31/04	6/29/04		3/31/05	6/29/06		N/A	
MA 20-1	3/31/04	6/29/04		3/31/05	6/29/06		N/A	
MA 20-2	3/31/04	6/29/04		3/31/05	6/29/06		N/A	
MA 20-4	3/31/04	6/29/04		3/31/05	6/29/06		N/A	
MA 20-6	3/31/04	6/29/04		3/31/05	6/29/06		N/A	
HA-Wide Admin Ofcs,	3/31/04	6/29/04		3/31/05	6/29/06		N/A	
HA-Wide Admin (10%)	3/31/04	6/29/04		3/31/05	6/29/06		N/A	
HA-Wide Fees & Costs	3/31/04	6/29/04		3/31/05	6/29/06		N/A	

**Quincy Housing Authority  
Year 5 (FY 2004) HUD Agency Plan**

**Electronic File Attachment 5**

**FY 2003 (501-03) Capital Fund Program Performance & Evaluation Report  
(Electronic File “MA020e05”)**

**Annual Statement/Performance and Evaluation Report**

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

PHA Name: Quincy Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P020501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Original Annual Statement     
  Reserve for Disasters/ Emergencies     
  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 03/31/2004     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-	-	-	-
2	1406 Operations	-	\$53,865	-	-
3	1408 Management Improvements Soft Costs	\$201,704	\$201,704	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$107,730	\$107,730	\$54,968	\$16,285
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$75,000	\$75,000	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$82,000	\$55,000	-	-
10	1460 Dwelling Structures	\$568,838	\$541,973	\$180,942	\$46,958
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	\$42,032	\$42,032	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
<b>20</b>	<b>Amount of Annual Grant: (sum of lines 1-19)</b>	<b>\$1,077,304</b>	<b>\$1,077,304</b>	<b>\$235,910</b>	<b>\$63,243</b>
21	Amount of line 19 Related to LBP Activities	-	-	-	-
22	Amount of line 19 Related to Section 504 compliance	-	-	-	-
23	Amount of line 19 Related to Security –Soft Costs	-	-	-	-
24	Amount of Line 19 related to Security—Hard Costs	-	-	-	-
25	Amount of line 19 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P020501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
20-1	Roof Replacement – Phased	1460	45	\$101,500	-	-	-		
20-1	Replace Exterior Siding - Phased	1460	45	\$175,000	\$180,942	\$180,942	\$46,958		
20-1	Bldg Sumps/Drains	1460		\$40,000	\$40,000	-	-		
20-1	Electrical System Testing/ Replace Plugs & Switches	1460	180	\$45,000	-	-	-		
20-1	Heating System Replacement	1460		\$20,000	\$40,000	-	-		
20-1	Landscape/Site Improvements	1450		\$37,000	\$20,000	-	-		
20-1	Tot Lot	1450		\$45,000	\$35,000	-	-		
20-2	Safety & Security	1460	156	-	\$55,647	-	-		
20-2	Elevator Upgrades	1460	2	\$16,301	-	-	-		
20-2	Bathroom Rehab	1460		\$101,114	-	-	-		
20-4	Replace Central Heat/Hallways	1460		\$6,300	\$7,350	-	-		
20-4	Window Replacement – Phased	1460		\$32,873	-	-	-		
20-4	Closet Doors/Shelving	1460		-	\$32,873				
20-4	Safety & Security	1460		-	\$44,216	-	-		
20-6	Bathroom Rehab - Phased	1460		\$9,000	\$90,000	-	-		
20-6	Security System Upgrades	1460		-	\$10,000				
HA Wide	Operations	1406		-	\$53,865				
HA Wide	Administration	1410		\$107,730	\$107,730	\$54,968	\$16,285		
Admin	Architects/Engineers	1430		\$75,000	\$75,000	-	-		

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P020501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>HA Wide</b>	Reasonable Accommodations – Fed'l		1460		\$6,000	\$6,000	-	-	
	Safety & Security		1460		\$15,750	\$34,945	-	-	
“	Maintenance Equipment Replacement		1475		\$9,180	\$9,180	-	-	
“	Force Account Tools		1475		\$9,180	\$9,180	-	-	
“	Computer Hardware Upgrades		1475		\$20,672	\$20,672	-	-	
“	Force Account Vehicle		1475		\$3,000	\$3,000	-	-	
<b>HA Wide</b>	Management Consultants		1408		\$37,100	\$37,100			
<b>Mgmt Imp</b>	Resident Training Program		1408		\$114,000	\$114,000			
	Staff Training		1408		\$15,000	\$15,000			
	Capital Fund Planning		1408		\$2,040	\$2,040			
	Employee Assistance Program		1408		\$2,244	\$2,244			
	Office/Communications Equip		1408		\$10,000	\$10,000			
	Accelerate Computer Implementation		1408		\$21,320	\$21,320			
<b>TOTAL ALL</b>					<b>\$1,077,304</b>	<b>\$1,077,304</b>			

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program No: MA06P020501-03 Replacement Housing Factor No:					Federal FY of Grant: 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	
Management Consultant	9/30/05			9/30/07			
Resident Training Program				9/30/07			
Staff Training				9/30/07			
Office/Communications Equip	9/30/05			9/30/07			
Miscellaneous	9/30/05			9/30/07			
HA Wide Vehicle Replacement	9/30/05			9/30/07			
HA Wide Improvements	9/30/05			9/30/07			
MA 20-1 Riverview	9/30/05			9/30/07			
MA 20-2 Pagnano	9/30/05			9/30/07			
MA 20-4 O'Brien	9/30/05			9/30/07			
MA 20-6 Drohan	9/30/05			9/30/07			

**Quincy Housing Authority  
Year 5 (FY 2004) HUD Agency Plan**

**Electronic File Attachment 6**

**FY 2003 (502-03) Capital Fund Program (Grant 2) Performance & Evaluation Report  
(Electronic File “MA020e06”)**

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

<b>PHA Name: QUINCY HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P020502-03 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 2003</b>
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Original Annual Statement       Reserve for Disasters/ Emergencies       Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 03/31/04       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations			-	-
3	1408 Management Improvements Soft Costs	\$45,000	\$45,000	\$0	\$0
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$22,753	\$22,753	\$22,753	\$0
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$15,000	\$15,000	\$15,000	\$0
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$10,000	\$10,000	\$0	\$0
10	1460 Dwelling Structures	\$134,784	\$134,784	\$0	\$0
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	\$0	\$0	\$0	\$0
13	1475 Nondwelling Equipment	\$0	\$0	\$0	\$0
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
<b>20</b>	<b>Amount of Annual Grant: (sum of lines 1-19)</b>	<b>\$227,537</b>	<b>\$227,537</b>	<b>\$22,753</b>	<b>\$0</b>
21	Amount of line 19 Related to LBP Activities	-	-	-	-
22	Amount of line 19 Related to Section 504 compliance	\$0	\$0	\$0	\$0
23	Amount of line 19 Related to Security –Soft Costs	-	-	-	-
24	Amount of Line 19 related to Security—Hard Costs	\$0	\$0	\$0	\$0
25	Amount of line 19 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: <b>QUINCY HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: MA06P020502-03 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b> P&E Report Original		
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		
MA 20-1	Landscape/Site Improvements	1450	Lump Sum	\$10,000	\$10,000		
MA 20-1	Bldg Sumps/Drains	1460	Lump Sum	\$15,000	\$15,000		
MA 20-1	Heating System Replacement	1460	Lump Sum	\$20,000	\$20,000		
MA 20-1	Roof Replacement	1460	Lump Sum	\$35,000	-		
MA 20-1	Replace Exterior Siding	1460	Lump Sum	\$34,784	-		
MA 20-2	Plumbing Upgrades	1460	Lump Sum	\$20,000	\$20,000		
MA 20-4	Safety & Security	1460	Lump Sum	-	\$69,784		
MA 20-6	Plumbing Upgrades	1460	Lump Sum	\$10,000	\$10,000		
HA-Wide Mgmt Improvements	Management Consultants	1408	Lump Sum	\$35,000	\$35,000		
HA-Wide Mgmt Improvements	Accelerate Comp Implementation	1408	Lump Sum	\$10,000	\$10,000		
HA-Wide	Administration	1410	Lump Sum	\$22,753	\$22,753		
HA-Wide	Fees and Costs	1430	Lump Sum	\$15,000	\$15,000		
<b>TOTAL ALL</b>	<b>See Above Items</b>			<b>\$227,537</b>	<b>\$227,537</b>		

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program No: MA06P020502-03 Replacement Housing Factor No:					Federal FY of Grant: <b>2003</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE Management Improvements	9/30/05			9/30/07			N/A
MA 20-1	9/30/05			9/30/07			N/A
MA 20-2	9/30/05			9/30/07			N/A
MA 20-4	9/30/05			9/30/07			N/A
MA 20-6	9/30/05			9/30/07			N/A
HA-Wide Admin Ofcs,	9/30/05			9/30/07			N/A
HA-Wide Admin (10%)	9/30/05			9/30/07			N/A
HA-Wide Fees & Costs	9/30/05			9/30/07			N/A

**QUINCY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

Assistant Director (Vacant)	Acting Executive Director	General Counsel
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Admin. Assistant	Admin. Secretary	Receptionist
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Modernization Dept.	Finance Department	Support Services	Tenant Services Department	Leased Housing	Maintenance Department
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Director of Modernization	Finance Director	Sup. Serv. Administrator	Director of Program Management		Superintendent of Maintenance
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Mod Proj. Mgr. 2	Sr. Account	Elderly/Disabled Coord.	Tenant Selector	Rental Assistant Administrator	Maint. Secretary	Labor Foreman
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Mod Coord.	Acct. Payroll Clerk	FSS Coord. 2	Occupancy Specialists 2	Assistant Rental Assistance Administrator	Maint. Op. Coord.	Laborer/Mechanic
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	Bookkeeper I	Ross Grant Coord.	Admissions Clerks 2	Rental Asst. Serv. Coord.	Maint. Clerk	Laborers 14
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	Property Managers 3	Rental Asst/HAP Clerk	Plasterer
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Clerk Typist	Plumbers 2
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Rental Assistance Housing Search Specialist	Carpenters 5
---------------------------------------------	-----------------

Electricians 2
-------------------

Lead Painter/Vacancy Coordinator
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Painters 2
---------------

Pipefitter/Steamfitter
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# Electronic File Attachment 8

## Year 4 Agency Plan Progress Report (Electronic File “MA020e08”)

### Quincy Housing Authority

### Year 4 Agency Plan Progress Report

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During Year 4, the QHA made the following progress in meeting its Agency Plan objectives:

1. Continued the implementation of the HUD Mandatory Income Disregards as applicable.
2. Continued the Flat Rent Program initiated in Year 1. Adjusted the flat rents upward in Year 4.
3. Continued the state elderly income disregard in rent determination for federal elderly residents. Reduced the disregard by 50% for Year 4.
4. Continued the on-going and successful Voluntary FSS Program with 118 participants.
5. During Year 4, adopted and implemented the following new and revised Policies and Procedures:
  - a. Merger of State and Federal Waiting Lists for families and for elderly/disabled.
  - b. Adopted Policy of not instituting interim rent adjustments if gross income increases less than 10%.
  - c. Refinements to the Section 8 Homeownership Plan.
6. Continued both the Section 8 Homeownership and Section 8 Project-Basing Initiatives.
7. Successfully completed and closed-out the Year 2000 HUD Capital Fund Program.
8. Fully obligated the Year 2001 Capital Fund Program.
9. Completed various reviews and assessment by Standard & Poors, et al, in order to participate in the Capital Bond Fund Financing Pool being established by MassHousing.

# **Electronic File Attachment 9**

## **Names and Addresses of Year 5 RAB Members (Electronic File “MA020e09”)**

### **Quincy Housing Authority Year 5 HUD Agency Plan**

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#### **Names and Addresses of RAB Members**

Michelle Leister  
65 Miller St. #7B  
Quincy, MA 02169

John Dansereau  
73 Bicknell St. #335  
Quincy, MA 02169

Sandy Ames  
73 Bicknell St. #618  
Quincy, MA 02169

Kevin Matta  
73 Bicknell St. #G5  
Quincy, MA 02169

Francis Fidler  
60 Quarterdeck Rd. #4  
Quincy, MA 02169

Margaret Scanlon  
73 Bicknell Street, #614  
Quincy, MA 02169

Virginia Miller-Staffier  
128 Doane St., #3  
Quincy, MA 02169

Linda S. Garcia, Senior Paralegal  
Greater Boston Legal Services  
197 Friend Street  
Boston, MA 02114



**Attachment 10: RAB Comments on QHA's Year 5 Agency Plan  
(Electronic File "MA020e10")**

July 2, 2004

Jackie Loud  
Acting Executive Director  
Board of Commissioners  
Quincy Housing Authority  
80 Clay Street  
Quincy, MA 02170

Re: Resident Advisory Board (RAB) Comments to QHA's Year Five Annual Plan

Dear Ms. Loud and Commissioners:

The QHA RAB members extend their support and appreciation to Ms. Loud, QHA staff, and the Board of Commissioners for their superior efforts in preserving the Section 8 voucher portfolio of the QHA without adversely impacting Section 8 voucher participants. This has been an extraordinary year in terms of HUD's interpretation of the Budget Appropriations for the Section 8 voucher program. QHA, Section 8 participants, and landlords have been on a roller coaster ride, not knowing from one day to the next whether there would be sufficient funding to pay HAP contract rents.

QHA and the Board of Commissioners invited participants, landlords, and the RAB to an open meeting to discuss the Section 8 fiscal crisis and how best to approach the problem. This was a traumatic meeting for the participants, many of whom were disabled, or had recently entered the Section 8 program. Many participants left the meeting fearing that they would be homeless and raised concerns that HUD was not present to explain why it was cutting back funding to QHA.

Jackie Loud  
July 2, 2004  
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QHA was confronted with the inability to meet the HAP contract payments because of underfunding by HUD which was not of the QHA's doing. Indeed, this has become a national issue and QHA has taken a national approach in enlisting resources across the country in its negotiations with HUD. QHA has utilized the resources of Congressman William Delahunt, as well as enlisted the support of other Congressional leaders from Massachusetts, Massachusetts Governor Mitt Romney, local political support from State Representatives and Senators as well as from the City Council.

While the fiscal crisis appears tentatively resolved for the moment, it is not clear whether QHA will be faced with another crisis in December 2004. QHA along with many other Housing Agencies will not know how stable the voucher program is until HUD provides them with budget figures in December. We applaud the steps that QHA has taken to ward off this crisis. We are, however, requesting that QHA use caution about future steps it is considering to reduce expenses until the budget and federal appropriations for the upcoming year is clarified. We address that in our comments.

We agreed on many issues during the RAB meetings and are pleased with our discussions and input around the Section 8 crisis, although certainly not pleased with the crisis. We are also happy to see that QHA has signed a draft Voluntary Compliance Agreement on Limited English Proficiency for HUD's Review. We will not address that further in these comments but RAB members expressed their strong belief that applicants and participants with limited or no English proficiency need reliable access to QHA, all of its housing programs, maintenance and training programs through interpreters and appropriate translation services. It also appears that HUD's 504 review of QHA policies regarding accessibility and the provision of reasonable accommodations for those with disabling conditions was completed without any adverse feedback.

We believe that Jackie Loud, as Acting Executive Director, has done an extraordinary job under the worse possible set of circumstances. She has kept the RAB and the community informed and updated. These comments are made with that cooperative effort in mind and RAB members trust these outstanding issues will be considered.

**QHA RAB COMMENTS-Year 5 Annual Plan**

**1. Section 8 Crisis and Proposed Amendments to Section 8 Administrative Plan and Annual Plan**

QHA is taking the following steps to control voucher spending: it has commissioned a rent reasonableness study to determine if contract rents now exceed the market; it has frozen issuance of Section 8 vouchers; and it has challenged HUD's calculations of Per Unit Costs (P.U.C.)<sup>1</sup> as well as HUD's depletion of QHA's Section 8 Reserve Accounts. The latter step has resulted in the release of additional funding from HUD. While not yet out of the woods, we understand that QHA hopes to meet its full June 2004 fiscal obligation to owners participating in the voucher program.<sup>2</sup>

Issues still remain regarding HUD's allocation of Section 8 Administrative Fees for fiscal year 2004 and QHA is pursuing this issue.

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<sup>1</sup>We understand that QHA may be filing an AAF appeal.

<sup>2</sup>QHA had to delay payments to owners in the month of May 2004 and was not able to meet the June payments to owners. QHA and its Board voted to pay owners a portion of June's voucher payment (72%). It now appears that HUD will release further funding which will cover all but approximately \$30,000 to \$40,000 of the \$900,000+ monthly voucher payments. This is tentative and QHA hopes to obtain all of the funding for June from HUD.

**a. Section 8 HAP Contract terminations, p. 26-** This is new language to address the Section 8 funding crisis. In the event QHA has insufficient funding to cover all existing contracts, QHA will terminate tenant-based Section 8 contracts for renters and Section 8 homeowners based on a “last in-first out” policy<sup>3</sup>. This is further defined to mean the date a participant leased up with QHA as opposed to date the participant received the subsidy and/or was leased up through another H.A.. There are some exceptions. QHA has agreed that Shelter Plus Care, Project-based vouchers, including those in Moderate Rehab units, enhanced vouchers, and DHP vouchers will not be considered for termination and are excluded from this policy. The date of admission to QHA’s Section 8 program for those participants who were transferred from MRVPs and/or AHVPs to Section 8 vouchers at the request of DHCD, will revert to the date the participant first entered the MRVP and/or AHVP program. QHA has agreed to add some language stating in the event this problem arises post-the current crisis, it will hold meetings with RAB and participants/owners to discuss other possible alternatives prior to terminating contracts. For example, while QHA currently has a small short-fall of funding for June’s rent, it is not anticipated that any contract will have to be terminated at this time. However, QHA may want to advance reviewing individual rents for reasonableness, especially in older buildings where the contract rent may not be in line with the current market. This could result in reductions that could be used to prevent any contract terminations.

QHA has further agreed to add language in the ACOP stating that those voucher holders who may be faced with Section 8 contract termination will be given a Priority for Placement on QHA’s public housing waiting list. QHA will also consult with DHCD to include this as part of a waiver under its State assisted public housing program Emergency Case Plan.<sup>4</sup>

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<sup>3</sup>Another option QHA should explore is negotiating with housing agencies that may still have available funding and ask them to absorb the participant’s Section 8 voucher rather than terminate the contract and housing subsidy.

<sup>4</sup>QHA is concerned that this may be meaningless in the context of family housing as the waiting list is closed for both the federal and state family public housing. The closed list problem could be greatly ameliorated if QHA is successful in obtaining sufficient funding from DHCD to address a mold problem in 75 state assisted public housing units that are currently vacant. Certainly HRCI would be willing to work with QHA in obtaining necessary funding for those repairs. Elderly/disabled housing does not have a closed waiting list, and for those eligible for this housing, a priority in placement would quite meaningful as the likelihood of having an available unit is greater.

**b. Section 8 Payment Standards, p.29-** We disagree with QHA's proposal to reduce its payment standard and would suggest an alternative. QHA proposes a change in its current payment standard. Up through 2002, the payment standard was 110% of HUD's most recently approved Fair Market Rents (FMR). In 2003, when HUD increased the FMR, QHA left its payment standard at 110% of the 2002 FMR. If QHA intends to make any change, we recommend that QHA use the same payment standard as DHCD which has statewide vouchers. DHCD recently amended its payment standard to 100% of the current FMR, with some exception areas (i.e. Cape Cod is 105%). It is very risky at this point for QHA to further reduce its payment standard, especially where it is not aware of what is HUD going to propose for 2005 FMRs in the Boston area. You could end with too low a payment standard if there is a market shift and voucher holders would not have the ability to lease up in Quincy. We also recommend that QHA bring its payment standard up to the current HUD approved FMRs. Another concern is that if QHA further reduces its payment standard, too many participants will have rent burdens at or above 40% of income. A number of QHA voucher participants are on fixed incomes due to age and/or disability and have no ability to change their financial circumstances. Many would need to request waivers in order to sustain housing and not pay excessive rent shares.

**c. Section 8 Minimum Rent, pp.30-31-** QHA is proposing that Section 8 tenants pay a minimum rent of \$50.00 per month. This is a change from \$0 which is the same standard used in QHA's Federal Public Housing. The RAB opposes this change as we do not believe it will achieve any substantial savings or preserve subsidies. There are 165 participants who currently pay anywhere from \$0 to \$49.00 per month. Some who have \$0 rent share are at that level because of a utility allowance deduction and they will not be considered in this pool. Others are already paying close to \$50.00 per month. QHA will first have to sort out who is paying \$0 rent based on \$0 income. Once it makes that determination, it will then have to notify those households of an opportunity to seek a hardship waiver from the minimum rent. This involves substantial administrative work and expense, at a time when QHA is down-staffed due to attrition.

In addition to administrative time involved in reviewing hardship waivers, QHA will also have to determine which households pay gross rent in excess of the payment standard and are therefore already paying a “minimum rent”. These families should not be penalized by having to pay both the excess rent and the minimum rent- meaning if the tenant had to pay for gross rent in excess of the payment standard, and this amount was equal to or exceeded the minimum rent, the statutory obligation of paying minimum rent would be fulfilled. See 42 U.S.C. § 1437a(a)(3)(A)(i)(III) (PHA shall reduce monthly assistance as may be necessary to ensure payment of such minimum monthly rental amount). The HUD voucher worksheet included with PIH Notice 96-7 (HA), makes this position clear<sup>5</sup>. Consequently in those cases where the difference between the gross rent and the maximum subsidy is equal to or greater than the minimum rent payment, the minimum rent contribution is satisfied. By implementing a minimum rent QHA would end up with a zero sum gain after all of the administrative work involved. If there is any return, we doubt it would save any vouchers.

**d. Section 8 Admissions Preference, pp. 23-25.** QHA informed the RAB that the Fair Share Vouchers for survivors of domestic abuse have been frozen by Medford Housing Authority because of Section 8 funding issues. Where this was a special allocation of money, QHA might want to suggest to MHA that it free up these particular subsidies now, given this is a shared program. The RAB would also like to know when or if these subsidies are unfrozen, whether QHA will accept referrals from other District Attorney offices. It was our previous understanding that any DA’s office could make a referral, not just Norfolk.

## **II. Public Housing Issues**

**a. Senior Earned Income Disregard, pp. 13 & 28-**In 2003, QHA amended its annual plan to eliminate the Senior Earned Income Disregard over a two year period of time. The RAB is requesting that QHA re-institute the full earned income disregard consistent with the earned income disregard provided to seniors in its State Public Housing. Minimally, the RAB requests that QHA continue the current level of 50% of the earned income disregard rather than eliminating it in its entirety. This is an incentive for able seniors to work while providing an additional source of income QHA. Absent such an incentive, many seniors may not work or may not be able to meet particular medical expenses such as increased insurance costs or uninsured medical items.

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<sup>5</sup> Line (i) is the Gross Rent minus the Maximum Subsidy. Line (j)(2) of the worksheet is the minimum rent provision, and the minimum family contribution is listed on (j)(3) (either 10% of monthly income or the minimum rent). The total family contribution is listed as the higher of line (j) or (j)(3).

**b. Admissions Preferences, Transfer Policies, p. 19-**

**i. Preference for at risk voucher participants:** QHA should incorporate language in this Section regarding an admissions preference to QHA voucher holders who are at risk of having the Section 8 contract terminated because of a funding crisis (vouchers only from QHA's portfolio as opposed to other housing agencies simply being administered by QHA). See preceding Section 8 comments, I(a).

**ii. Diversity:** We recommend that QHA adopt a policy that every fourth admission for any particular bedroom size will be drawn according to date of application from the non-local residency preference list. We are concerned that QHA's diverse population in its housing may be declining in certain ethnic and racial groups. For example, on p. 11 of its Annual Plan, QHA states that 33% of the households on its family waiting list are white, 26.1% Afro-American, 13.3% Hispanic, 27.1% Asian, and 0.5% American Indian. However, how does this compare to the current demographics of the existing resident population, the City of Quincy, and contiguous areas?

**ii. Transfer Policy:** QHA proposes new language restricting transfers to one of every four placements. Minimally, QHA should incorporate language to deal with reasonable accommodation and other emergencies. We do not want to see situations where transfers are delayed for months and/or years because of this 1 transfer for every 4 new admissions. QHA has stated that if a household must transfer as part of a reasonable accommodation, the unit is not habitable, relocation for safety reasons, etc., those emergency transfers will take precedence over admissions. However, if 3 transfers occur under this scenario, then 12 new admissions would go ahead of transfers for over-housed families. If the goal is to stop households from development shopping after they have been placed, QHA could eliminate this practice by simply incorporating language in its Admissions and Continued Occupancy Plan (ACOP) that gives a point preference to those currently not housed in QHA property unless they fit into emergency transfer criteria (i.e., disability, sub-standard conditions, relocation for safety reasons, or during modernization). It is not clear how the 1-4 ratio on transfers is going to eliminate the practice of development shopping where a QHA resident may simply put his/her name on the waiting list when it is open. While the family list is closed, at some point it will be open, at least for some bedroom sizes.

**c. Flat rents for public housing, pp.13 & 29-** QHA proposes that the flat rents remain at 2003 level which was a substantial increase from prior years. The RAB has requested that QHA revisit the flat rent levels where there is strong indication that the current market rents in Quincy have declined.. When QHA was doing a review of local ads in paper for a potential rent reasonableness study regarding Section 8 rents, they found market rents had declined. The QHA Board of Commissioners has authorized QHA to commission a study on market rents for rent reasonableness to determine if rents need to adjusted downward which would help to address the Section 8 crisis. The RAB has requested that QHA provide it with data on this study and if market rents have declined, then this should also be reflected in flat rents by for example, the equivalent percentage. If market rents in Quincy have dropped by 6%, then flat rents shall be reduced by 6% from the current level. As QHA has previously recognized, flat rents for public housing units should be less than market rents in view of age of buildings, amenities, etc. Flat rents also encourage stability with mixed income population in family and elderly public housing and encourage employment.

**d. Capital Improvements, Bond Funding, and Maintenance Issues, p. 35, p. 52, and attachments.**

Two RAB meetings were dedicated to discussions around finance, capital needs and modernization improvements, and day to day maintenance issues. We thank the staff for their time as well as their thorough explanations of the current situation

**i. Laborers-**RAB members in the elderly/disabled buildings expressed concern that staff had been reduced from two to one laborer per building. This has had an impact on the ability to keep up with vacuuming hallways and elevators, landscape maintenance, rubbish/trash removal, and assisting disabled and/or fragile residents who are not able to reach up to change ceiling lights. Maintenance is currently understaffed. In addition to doing routine building maintenance, laborers are utilized to try and keep items repaired that really ought to be replaced. While frustrated that this will not be quickly resolved, Senior RAB members acknowledged and understand QHA's and the Maintenance Department's dilemma. Some of the under-staffing problems could be ameliorated if other funding is made available. See below.

## **ii. Funding Opportunities**

**i. Capital Fund Program and Five Year Action Plan, p.35:** At this point in time, QHA has indicated that it is not able to increase the work force due to financial constraints. However, if the Federal Bond Funding comes to fruition this fall and the study being done by DHCD regarding conditions in the State building is completed and state funds are awarded, laborers would no longer have to spend time trying to keep buildings and equipment patched together and instead, major improvements would be made that would alleviate the need for day to day attention. The QHA is now in the final process of getting bonds issued with MassHousing. Once this occurs, a substantial amount of money will be dedicated to major improvements in Riverview. In the interim, capital improvements and modernization are ongoing with existing funds. Overall, the RAB members expressed satisfaction with the replacement work to date on roofs, walk-ways, lighting, and other anticipated work. Heating remains a major issue and all agree that replacement of the current systems is a priority issue that needs to be addressed.

**ii. Step-Up Program, Section 3-tenant employment opportunity funding initiative, p. 44.** QHA is seeking funding from HUD to employ and train residents for skilled apprenticeships with local unions. This will include work at the federal developments which could help out the current labor force and free up their time for other work at the developments. The RAB supports this initiative. QHA has agreed that HRCI will be invited to participate in the selection process of residents for this program.

## **III. Other Information Required by HUD- RAB Re-openers On Major Changes to the Agency Plan, p. 55.**

RAB requests that QHA reopen the process if:

There is any further decrease in Section 8 funding through appropriations or interpretations by HUD that could result in HAP Contract terminations;

Any proposed or mandated federal change in Section 8 operating or reserve accounts or other administrative costs that impact on the viability of the Section 8 housing programs;

Implementation of a Flexible Subsidy Program;

Proposed Waiver on implementation of a change in the payment standard or regulatory change regarding implementation of the payment standard;

Jackie Loud  
July 2, 2004  
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Any proposed or mandated decrease in federal funding for public housing which impacts on repairs, maintenance and upkeep, bond funding, or reserve accounts;

Approval and implementation of Capital Bond Funding Program;

Implementation of HUD's Voluntary Compliance Agreement(VCA) on Limited English Proficiency as drafted or any other HUD VCA or audit which results in changes in QHA's policies and procedures;

Increases in funding for Federal Voucher Program and Federal Public Housing;

Receipt of Funding for Step-Up Program; and

Proposed Renewal and/or proposed changes to the Designated Housing Program.

Respectfully submitted on behalf of  
QHA RAB Members,

Linda S. Garcia  
Senior Paralegal

cc: QHA RAB Members  
Attorney Patricia Hunt

# Electronic File Attachment 11

## Quincy Housing Authority Response to RAB and Public Hearing Comments (Electronic File "MA020e11")

### Quincy Housing Authority Year 5 HUD Agency Plan

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The QHA's responses to the RAB's comments on the Year 5 (FY 2004) Agency Plan are presented below. Before responding, the QHA wishes to thank the RAB and their advisors for their kind words in support of all of the QHA's efforts to maintain the Section 8 voucher program within the past year despite the confusion on the financing of the program at the national level. Also, the QHA appreciates the acknowledgement that many issues were resolved and agreed upon during the Year 5 RAB process.

#### **A. Comments on Section 8 Crisis and Proposed Amendments to Section 8 Administrative Plan and Annual Plan**

**RAB Comments on Section 8 HAP Contract terminations:** The RAB requests that the QHA add language in the ACOP stating that those voucher holders who may be faced with Section 8 contract termination will be given a Priority for Placement on QHA's public housing waiting list. The RAB also requests that the QHA consult with DHCD to include this as part of a waiver under its State assisted public housing program Emergency Case Plan.

**QHA Response:** This issue was discussed with the RAB during the Year 5 process and it was determined by the QHA that giving terminated voucher holders priority for public housing would not achieve the desired results. Furthermore, under its Emergency Case Plan for state assisted public housing program, the QHA will obviously allow any terminated voucher holder who qualifies to participate in this program. Therefore, the QHA does not see the need for such a waiver from DHCD at this time.

**RAB Comments on Section 8 Payment Standards:** The RAB requests that the QHA reconsider reducing its payment standard.

**QHA Response:** The QHA believes that the RAB misunderstands what the QHA's setting of its payment standard between 90-110% of Fair Market Rent (FMR) means. The payment standard is only part of the equation. The other part of the equation is rent reasonableness. The QHA probably averages close to 105% of FMR under rent reasonableness. The QHA does not believe that any further action is required at this time.

**RAB Comments on Section 8 Minimum Rent:** The RAB objects to the QHA proposal that Section 8 tenants pay a minimum rent of \$50.00 per month.

**QHA Response:** Given the recent financial crisis with the Section 8 Program, the QHA believes that the \$50 minimum rent is the reasonable and responsible thing to do at this time. Obviously, hardship waivers will be entertained per existing policy.

**RAB Comments on Section 8 Admissions Preference:** The RAB expressed concern that the Fair Share Vouchers for survivors of domestic abuse have been frozen by Medford Housing Authority (the lead agency under this program) because of Section 8 funding issues.

The RAB requests that the QHA might want to suggest to MHA that it free up these particular subsidies now, given this is a shared program.

**QHA Response:** The QHA will consult with the Medford Housing Authority on these issues.

## **B. Public Housing Issues**

**RAB Comments on Senior Earned Income Disregard:** The RAB requests that the QHA re-institute the full earned income disregard consistent with the earned income disregard provided to seniors in its State Public Housing. Alternatively, the RAB requests that QHA continue the current level of 50% of the earned income disregard rather than eliminating it in its entirety.

**QHA Response:** The QHA respectfully declines to reconsider its decisions on the earned income disregard at this time.

### **RAB Comments on Admissions Preferences, Transfer Policies**

**(1) RAB Comments on Preference for at risk voucher participants:** The RAB recommends that the QHA incorporate language regarding an admissions preference to QHA voucher holders who are at risk of having the Section 8 contract terminated because of a funding crisis.

**(1) QHA Response:** This issue was discussed with the RAB during the Year 5 process and it was determined by the QHA that giving terminated voucher holders priority for public housing would not achieve the desired results.

**(2) RAB Comments on Diversity:** The RAB recommends that QHA adopt a policy that every fourth admission for any particular bedroom size will be drawn according to date of application from the non-local residency preference list for “diversity” reasons.

**(2) QHA Response:** The QHA respectfully declines to consider this recommendation at this time.

**(3) RAB Comments on Transfer Policy:** The RAB recommends that the QHA should incorporate language to deal with reasonable accommodation and other emergencies in its transfer policy.

**(3) QHA Response:** The QHA will adopt and implement the transfer policy and it will consider adding clarifying language with respect reasonable accommodations and other emergencies.

**RAB Comments on Flat rents for public housing:** The RAB requests that the QHA revisit the flat rent levels.

**QHA Response:** For three of the prior four years, the QHA maintained flat rents at a low level. Last year was the first year that the QHA increased its flat rents and, even then, last year's flat rents were readjusted downward to reflect RAB concerns. For this year, the QHA will maintain its flat rent structure at last year's level.

### **RAB Comments on Capital Improvements, Bond Funding, and Maintenance Issues**

**(1) RAB Comments on Laborers:** The RAB expressed concern that the maintenance laborers had been reduced and that this had an impact on the ability to keep up with vacuuming hallways and elevators, landscape maintenance, rubbish/trash removal, etc.

**(1) QHA Response:** The QHA has hired an outside consultant to undertake an assessment of the Maintenance Department. It is hoped that the issues raised by the RAB will be clarified as part of this assessment.

**(2) RAB Comments on Capital Fund Program and Five Year Action Plan:** The RAB expressed its hope that the Bond Funding for Riverview comes to fruition this fall. Also, the RAB members expressed satisfaction with the replacement work to date on roofs, walk-ways, lighting, and other anticipated work. Heating remains a major issue and all agree that replacement of the current systems is a priority issue that needs to be addressed.

**(2) QHA Response:** The QHA appreciates the RAB's kind words on work done to date and shares wholeheartedly its hope that the bond funding comes through.

**(3) RAB Comments on Step-Up Program, Section 3-tenant employment opportunity funding initiative:** The RAB requests that the HRCI will be invited to participate in the selection process of residents for this program.

**(3) QHA Response:** The QHA agrees.

### **RAB Comments on Other Information Required by HUD- RAB Re-openers on Major Changes to the Agency Plan**

In addition to the current six reasons that the QHA considers to be RAB "Re-Openers", the RAB requests that QHA reopen the RAB process for ten (10) additional reasons.

In terms of clarification, the QHA would like to remind the RAB that the process involved in a "Re-Opener" could involve 120 days or more given that a public review draft would have to be available for a minimum of 45 days and that HUD has up to 75 days to review and approve a resubmitted agency plan. Many "changes" that the QHA is authorized or required to implement simply cannot afford to go through a process that might take more than four months to complete. In this regard, the QHA considers it more appropriate and efficient to consider some items warranting a meeting or meetings whereas other items are probably best dealt with as part of the normal annual agency plan and RAB process.

These ten additional reasons for re-opening, as requested by the RAB, are listed below with the QHA's response immediately following in *italics*.

**(1) There is any further decrease in Section 8 funding through appropriations or interpretations by HUD that could result in HAP Contract terminations.** *The QHA agrees to a meeting or meetings if this occurs but not a RAB Re-Opener.*

**(2) Any proposed or mandated federal change in Section 8 operating or reserve accounts or other administrative costs that impact on the viability of the Section 8 housing programs.** *The QHA agrees to a meeting or meetings if this occurs but not a RAB Re-Opener.*

**(3) Implementation of a Flexible Subsidy Program.** *The QHA declines to consider this a RAB Re-Opener.*

**(4) Proposed Waiver on implementation of a change in the payment standard or regulatory change regarding implementation of the payment standard.** *The QHA declines to consider this a RAB Re-Opener.*

**(5) Any proposed or mandated decrease in federal funding for public housing which impacts on repairs, maintenance and upkeep, bond funding, or reserve accounts.** *The QHA declines to consider this a RAB Re-Opener.*

**(6) Approval and implementation of Capital Bond Funding Program.** *The QHA agrees to a meeting or meetings if this occurs but not a RAB Re-Opener.*

**(7) Implementation of HUD's Voluntary Compliance Agreement(VCA) on Limited English Proficiency as drafted or any other HUD VCA or audit which results in changes in QHA's policies and procedures.** *The QHA declines to consider this a RAB Re-Opener.*

**(8) Increases in funding for Federal Voucher Program and Federal Public Housing.** *The QHA declines to consider this a RAB Re-Opener.*

**(9) Receipt of Funding for Step-Up Program.** *The QHA declines to consider this a RAB Re-Opener.*

**(10) Proposed Renewal and/or proposed changes to the Designated Housing Program.** *The QHA declines to consider this a RAB Re-Opener.*