

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

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# PHA Plan

## Barnstable Housing Authority

Annual Plan for Fiscal Year 2004

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

## PHA Plan Agency Identification

**PHA Name:** Barnstable Housing Authority

**PHA Number:** MA046

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2004

### 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)

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

**PREVIOUSLY SUBMITTED**

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

**Planning Process:**

The Barnstable Housing Authority continues to make a good faith effort to meet all of the requirements of the PHA Plan. The documentation required has been a part of our internal Management Plan and remains available at the agency. The BHA approached the development of this plan as an opportunity to continue with it's strategic planning for the year 2004.

**Growth Impact:**

The most recent census information for the Town of Barnstable shows the Town's population to be at **47,821** which accounts for a **16.78%** increase over the past decade. This translates into 6,872 additional year-round occupants of the Town who are impacting available housing stock. According to the 2000 Census data, 23.8% of housing units in the Town of Barnstable are renter occupied (4,672).

In 1999, the Town of Barnstable conducted a random Community Services Survey. Approximately 1,100 questionnaires were distributed to all seven villages of the Town. Questionnaires were also hand-delivered to homeless shelter residents in the Town. 353 responses were received.

This 33% response rate was viewed by the Town as excellent. When asked what public services and public facilities the citizenry perceived as most important and in what order, the top three most important noted by respondents were:

1. Local Housing: Housing & Health Code Enforcement
2. Local Housing: Elderly/Disabled Housing
3. Homelessness: Emergency Services

**Affordability Gap:**

Massachusetts has the dubious distinction by the Washington based National Low Income Housing Coalition of having the highest rents in the Nation. Renters need at least \$18.60 per hour in order to afford a 2 bedroom unit which is three times the minimum wage.

**Community Housing Planning Process:**

The BHA continues to be intimately involved in the Town of Barnstable's affordable housing planning strategy. The Executive Director serves as the liaison to the local Barnstable Housing Committee. The Housing Committee prepared a nine point, 2000-2001 Housing Action Plan which was approved by the Barnstable Town Council and reads as follows:

Year 2001 Action Plan: The proposed Action Plan focuses on items selected from the Local Comprehensive Plan, adopted by the Town Council on October 30, 1997 and approved by the Cape Cod Commission on February 12, 1998.

- 1.0 Continue Implementation of Inclusionary Ordinance.
- 2.0 Continue support of the development of BHA's Wakeby Road Site.
- 3.0 Develop Affordable Housing within the S & D District in coordination with Commercial uses and the installation of an advanced technology septic system.
- 4.0 Rezone small lot subdivisions from one acre minimum lot size back to their original area requirement and encourage the development of Affordable Housing on these sites. For example, Danvers Way, Hyannis.
  - .1 Explore the possibilities of expanding the RAH zoning.
- 5.0 Continue to develop plan to purchase and remodel existing housing for Affordable Housing.
  - .1 Continue support of BHA Rental Acquisition Program

- .2 Develop an Accessory Dwelling Unit (ADU) ordinance with deed-restricted affordability
- 6.0 Educate landlords, tenants, and municipal agencies regarding landlord/tenant rights
  1. Distribute pamphlets of landlord and tenant rights to municipal agencies and town officials
  2. Advertise the availability of landlord and tenant rights pamphlets
  3. Adopt an ordinance authorizing the Town Council to enter into a Development Agreement.
- 7.0 Coordinate efforts with the Land Bank Committee to analyze potential land purchases for any opportunities to develop Affordable Housing.
- 8.0 Inventory and determine long-range uses for town-owned land.
  1. Determine long-range plans for Darby and Lombard properties.

Additionally, the BHA has been included in the Town's Affordable Housing Plan which was published January 31, 2001. The BHA is working with The Town's Housing Committee to revise the Housing Plan due to go before the Town Council in January 2004.

The Town's Housing Committee has adopted this Plan as its future Action Plan. Portions read as follows:

The Affordable Housing Plan contains a number of initiatives and we have tried to answer questions of who, what, when, where, and how they will be developed. They have been grouped according to their function as either **preservation and production** of housing or **policies** that affect the supply of affordable housing in Barnstable.

Included in the Plan is a pipeline of related projects. These include Barnstable Housing Authority (BHA) and Housing Assistance Corporation (HAC) projects that are either underway or in the planning stages and which will increase the stock of affordable units in Barnstable.

## **Preservation**

### **A. Amnesty Plan**

The Amnesty Plan, which was approved by Town Council on November 16, 2000, may be viewed as both a **preservation** and a **production** initiative. As a preservation initiative, it includes (in summary):

- a. zoning relief for landlords who are presently in non-compliance of the zoning ordinance for their area
- b. tenant income certification, re-certification of tenant incomes, and annual inspections of all units included in the program
- c. a deed restriction that ensures that the tenant's income does not exceed 80% of median

62 units have been added to the Town of Barnstable's affordable housing inventory as of 2003 through this program.

### **Production**

Future BHA initiatives include the development of sites in Osterville and Cotuit, which will add up to 87 new affordable rental apartments by the end of 2004.

The BHA through its Rental Acquisition Program (RAP) hopes to continue to purchase rental properties that are in good condition and after a modest amount of work, move BHA wait-list tenants into those units. In 2003 the BHA has purchased four additional affordable rental units through RAP. The goal is to preserve existing units as affordable dwelling units for those most in need of decent, safe, and sanitary housing.

The Executive Director serves as the Barnstable County's Assembly of Delegates representative for the Town of Barnstable. In this position the Executive Director has been working on regional affordable housing strategies. Barnstable County appropriated \$500,000 for the production of housing on a Regional basis. The Executive Director has been working with community leaders on the implementation of this funding.

The BHA continues to be looked to by the Town as the lead agency in Barnstable. The BHA also works to promote affordable housing opportunities throughout Barnstable County. In September 2000, the Town of Barnstable received certification under Massachusetts Executive Order 418. The Town of Barnstable was part of an application submitted by Cape Cod Commission on behalf of all communities in it's region. The Town of Barnstable took 12 proactive steps to encourage housing production which will give the Town priority for the discretionary grant funds covered under the Executive Order. The 12 steps include:

- Holding a regional housing forum;
- Implementing a regional policy housing plan;
- Receiving a MHP technical assistance grant on a regional basis for all Barnstable County residents;
- Applying for and receiving grant funds to increase the supply of low/mod housing on a regional basis;
- Working with local banks and other financial establishments to create a soft second loan program, HOME program, and first time home buyers assistance program;
- Identifying land suitable for development of affordable housing at the former County Hospital;
- Appointing a designee to negotiate proposals for low and moderate-income housing;
- Creating a regional housing partnership;
- Having established a regional affordable housing trust;
- Encouraging the use of alternative Title V technology;
- Adopting an inclusionary zoning bylaw; and
- Having regulations for development of reasonable impact that requires 10% affordable housing units or a payment in lieu thereof.

This Annual Plan reflects both our internal management of federal programs and our role in the community as a provider of affordable housing. The BHA manages thirteen different federal, state and local housing programs. In the Fall of 2000, HUD awarded 94 Fair Share Housing Choice Vouchers to the BHA as lead agency for the Cape Cod Consortium of Housing Agencies. Ten Housing Authorities in Barnstable County will cooperatively utilize these additional subsidies utilizing existing Section 8 wait lists in the county. The agency continues to maintain a near 100% utilization rate during 2003.

Because of a shortage of rental housing for low income families, the BHA has started the Rental Acquisition Program (RAP) in order to preserve as much affordable rental housing as possible. The goal set for this program at it's inception was to purchase five affordable rental units a year for the next five years using a combination of grant money and conventional funding from local banks.

The BHA continues to administer its Section 8 Wait List in conjunction with our local Regional Non-Profit, the Housing Assistance Corporation Inc. (HAC). Under this system, the BHA uses the established Section 8 Wait List maintained by HAC. This list is constantly open and applications are available at both HAC and the BHA.. HAC and the BHA have signed Board approved MOU's. The goal of this Centralized Wait List is to reduce duplication of effort and house residents of Cape Cod in need of rental assistance. Based on the BHA's initial success with the shared wait list, other local housing authorities are also cooperatively working with HAC. This wait list program has been a success and has operated smoothly.

**Resident Involvement on Board of Commissioners:**

The BHA is governed by Massachusetts General Law, Chapter 121B. Under this statute, our Board of Commissioners is elected locally, with one of the five members being appointed by the Governor. The BHA has been fortunate over the years to have residents of public housing run for the elected positions.

**Summary:**

The BHA is an active agency with lengthy wait lists for each program. Our federal conventional elderly/disabled housing and the Section 8 programs are vital components of our housing supply.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	6
1. Housing Needs	10
2. Financial Resources	17
3. Policies on Eligibility, Selection and Admissions	18
4. Rent Determination Policies	28
5. Operations and Management Policies	32
6. Grievance Procedures	33
7. Capital Improvement Needs	34
8. Demolition and Disposition	36
9. Designation of Housing	37
10. Conversions of Public Housing	38
11. Homeownership	39
12. Community Service Programs	42
13. Crime and Safety	44
14. Pets (Inactive for January 1 PHAs)	46
15. Civil Rights Certifications (included with PHA Plan Certifications)	47
16. Audit	47
17. Asset Management	47
18. Other Information	48

### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration **N/A**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled **ONLY**) **N/A**

#### Optional Attachments:

- PHA Management Organizational Chart (**Attachment - a**)
- FY 2000 Capital Fund Program 5 Year Action Plan(all Capital Fund Programs) (**Attachment - e**)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (**Attachment - f**)
- Other (List below, providing each attachment name)
  - Capital Fund Tables
  - CFP 2001 - **Attachment - b**
  - CFP 2002 - **Attachment - c**
  - CFP 2003 - **Attachment - d**

CFP 2004 – Attachment - h

Section 8 Project Basing – Attachment – g

**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	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial 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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing	Annual Plan: Rent

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	development <input type="checkbox"/> check here if included in the public housing A & O Policy	Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open	Annual Plan: Safety and Crime Prevention

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

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	16.1%	5	5	4	3	4	4
Income >30% but <=50% of AMI	11.6%	5	5	4	3	4	4
Income >50% but <80% of AMI	17.1%	4	5	4	3	4	4
Elderly	22%	5	5	4	4	4	4
Families with Disabilities	8%	5	5	4	5	4	4
Minority Population	5.8%	5	5	4	3	4	4
Breakdown by Race							
Black	2.7%						
Hispanic	1.7%						
Asian	.80%						

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Native American	.59%						
Other/non-white	1.7%						

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2001 - 2006
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 2000
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: 1999 Barnstable County Needs Assessment
- Other sources: (list and indicate year of information)  
Cape Cod Commission Regional Policy Plan  
Town of Barnstable
  - Local Comprehensive Plan
  - Year 2001 Action Plan
  - Town of Barnstable Affordable Housing Plan January 31, 2001
  - The Human Condition Barnstable County Dept. of Human Services

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance (Centralized Wait List at HAC-Town of Barnstable)		
<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>Housing Needs of Families on the Waiting List</b>			
Waiting list total	239		25
Extremely low income <=30% AMI	194	81%	
Very low income (>30% but <=50% AMI)	35	15%	
Low income (>50% but <80% AMI)	10	4%	
Families with children	157	66%	
Elderly families	15	6%	
Families with Disabilities	97	41%	
Minorities	66	28%	
Black/African	20	8.4%	
Amer. Indian	10	4.2%	
Asian or Pacific Islander	1	.4	
Hispanic	15	6.3%	
Non-Hispanic, No Race Specified	20	8.4%	
Characteristics by Bedroom Size (Public Housing Only) 46-3 *			
1BR	N/A		
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance (Centralized Wait List at HAC-Town of Barnstable)			
<input checked="" type="checkbox"/> Public Housing <b>46-3 Elderly/disabled – Colony House</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
Waiting list total	194		7
Extremely low income <=30% AMI	142	74%	
Very low income (>30% but <=50% AMI)	35	18%	
Low income (>50% but <80% AMI)	17	9%	
Families with children	N/A		
Elderly families	94	48%	
Families with Disabilities	100	52%	
Minorities	19	10%	
Black/African	10	5%	
Amer. Indian	5	3%	
Asian or Pacific Islander	0	-	
Hispanic			
Non-Hispanic, No Race Specified	4	2%	
Characteristics by Bedroom Size (Public Housing Only) 46-3 *			
1BR	302		
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>
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\*Colony House is a public housing facility for elderly and disabled folks. There are 68 one bedroom units in the building. This is the only federal public housing under the BHA's administration. We are unable to break down the Minority reporting by Race at this time, however, our current computer program is being replaced and we project the new software should be able to break down statistics in this category for our next report in 2004.

### 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.

Contained in **Executive Summary Section** above.

#### (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) Amnesty Accessory Dwelling Unit Ordinance adopted by the Town of Barnstable

**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)  
Preserve affordable housing stock in the Town via the Rental Assistance Program (RAP) see **Executive Summary**.

**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)  
Provide additional affordable housing resources through RAP for families earning below 80% AMI.

**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 (RAP)
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below) Utilize Project Based Funding for assistance to Special Needs Families and Individuals. The BHA will utilize Section 8 Vouchers to preserve affordable housing units for low income families and individuals with disabilities.

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	84,501	
b) Public Housing Capital Fund	75,328	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,656,442	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	15,000	Development of additional affordable housing units; utilizing the PT affordable housing development coordinator.
i) HOME		
Other Federal Grants (list below)		
<b>Shelter Plus Care</b>	278,160	Rental Subsidies for individuals & families living with AIDS.
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CFP 2002	57,483	Colony House Modernization Work
<b>3. Public Housing Dwelling Rental Income</b>	174,000	Operation and Administration of Colony House
<b>4. Other income (list below)</b>		
Laundry & Misc. Receipts	3,000	.
Interest Income	2,630	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$4,346,544</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (top 3 on list)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) When a vacancy occurs.

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) CORI Checks

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

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

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

##### **(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- PHA development site management office
- Other (list below) via U.S. Mail

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? (1)

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?

Colony House is the only federal conventional housing development owned and operated by the BHA (68 units).

3.  Yes  No: May families be on more than one list simultaneously? If yes, how many lists? Only 1 site based federal list available-Colony House. Applicants may be on both State and Federal lists simultaneously.

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

X Date and Time (All Applications)

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 Substandard housing
- 1 Homelessness
- 3 High rent burden
- 4 Living or working in the Town of Barnstable

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- 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) Tenant Handbook

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? **The BHA does not have any general occupancy (Family) public housing development covered by the Deconcentration Rule. NO.**

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? (select all that apply)

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

## **B. Section 8**

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

### **(1) Eligibility**

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

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

- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- The name and phone number of current landlord upon request by prospective landlord is released.

**(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)

The BHA continues to work with Housing Assistance Corp.(HAC),a Regional non-profit housing agency which services all of Cape Cod. The BHA as lead agency for a Fair Share Grant signed an MOU with HAC in January 2002 which established a Centralized Waiting List for use by PHA's in the Cape Cod Region utilizing HAC's Section 8 Wait List. Over the past year, this centralized wait list system has worked very efficiently and has facilitated the housing of low income families in Barnstable and on Cape Cod. The BHA will continue to use this centralized wait list system. Under this system, the list remains open at all times.

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below) Housing Assistance Corporation-Regional Non-Profit

**(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:

Participants must demonstrate an active housing search in order to qualify for an extension..

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

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

X Date and Time (All Applications)

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 Substandard housing
- 1 Homelessness
- 3 High rent burden
- 4 Living or working in the Town of Barnstable

Other preferences (select all that apply)

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)
- BHA Program Listing Brochure

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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

- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) 10%
- Other (list below)

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

## **(2) Flat Rents**

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

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

## **B. Section 8 Tenant-Based Assistance**

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

The BHA is a high performing PHA – Exempt.

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	68	10
Section 8 Vouchers	177	20
Section 8 Certificates	0	0
Section 8 Mod Rehab	16	10
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Shelter Plus Care	35	10
Project Based	29	4
DIAL(Disabled Independent Adult Living Program	200	10
Fair Share Program	94	10
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

### **B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **Capital Fund Tables for 2001 through 2003 are submitted as attachments B through D** .

-or-

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

#### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-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: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly

families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

**2. Activity Description**

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Colony House
1b. Development (project) number:	MA046-003
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>09/09/97</u> <u>renewal approved by HUD 07/26/2002.</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	68
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

- Requirements no longer applicable: site now has less than 300 units  
 Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

BHA is currently working on a policy for administering a Section 8 Homeownership Program. In conjunction with the other Housing Authorities located in the Cape Cod Region, the BHA is working on a plan to provide a consistent home ownership application and administrative procedure for participants. The BHA has met with local bank presidents and the Cape Home Ownership Center who will be working with the local housing authorities on this program. The local housing authorities will be working together to create a regional administrative plan for implementation of this Section 8 Home Ownership Program.

**A. Public Housing**

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

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

2. Activity Description

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

<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.)

2. Program Description: **Under Development.**

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

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

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 N/A
- Public housing admissions policies N/A
- 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. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)


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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2000 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
Public Housing	N/A	N/A
Section 8	6	6

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

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

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

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

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

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

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

### C. Coordination between PHA and the police

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

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

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24 CFR Part 903.7 9 (n)]

Barnstable Housing Authority adopted the following regulations governing ownership of pets in Federally subsidized housing units for the elderly and disabled in 1984 which is currently in effect:

1. Pet ownership may be permitted in accordance with the pet screening procedure of the BHA. Pets residing in BHA property must have the prior written approval of the Authority and must be registered with the office.
2. Only one small common household pet may be kept in any one apartment. The head of household shall be responsible for the pet. No guests may bring pets onto the premises.
3. The ownership of pets must conform to all applicable laws and regulations of the Town.
4. No pet shall be allowed to run loose or unattended in the building common areas or on the exterior grounds. When pets are transported in or out of the building, they shall be carried by their owner or other responsible person.
5. While outside the apartment, every pet must be kept on a leash. The animal must be accompanied by a person who is able to control it.
6. Every dog or cat must wear a valid animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number.
7. Female dogs and cats over six months of age must be spayed and males over the age of eight months must be neutered.
8. The owner of every pet is responsible for picking up the waste (feces) left by the pet on BHA or adjoining property and disposing of it in a proper receptacle.
9. No pet may make excessive noise which disrupts the peace of the complex.
10. Pet owners are liable for any damage caused by their pet.
11. The inside of apartment units must be kept free of animal odors, and maintained in a clean and sanitary manner. Management reserves the right to inspect the apartment on a monthly basis and requires a pet security deposit of \$50.00 if pet related damage is observed.
12. No pet that bites or attacks may be in BHA housing.
13. A pet which is determined to be the cause of a medically documented health or safety related problem of a resident or residents of the development shall be removed by the owner.
14. If in the opinion of management, a pet poses a nuisance it shall be removed by the owner. A tenant who receives three (3) letters in any 12 month period relating to violations of any provision of the pet regulations shall be required to remove the pet from the premises.
15. Pet owners are required to designate a person who would act on their behalf in caring for the pet in the event of illness or incapacity of the tenant. If the person could not do so, the Authority would make the decision whether to put the pet in a kennel or the MSPCA.

## **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?

5.  Yes  No: If yes, how many unresolved findings remain? \_\_\_\_\_  
Have responses to any unresolved findings been submitted to HUD? N/A  
If not, when are they due (state below)?

## **17. PHA Asset Management Exempt**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) **Attachment E**
  - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- 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 BHA is functioning under the Town of Barnstable’s Charter, therefore under Mass State Law (MGL 121B ss5) 4 members of the 5 member Board of Commissioners are elected to 4 year terms at Town-wide elections. Candidates for the Housing Authority Board are subject to all state election laws including the gathering of 150 certified registered voter signatures for placement on the Primary Ballot. If nominated through the Primary Election Process they stand for election at the regular Town-wide election. This process is open to all registered voters in the Town of Barnstable and governed by the Town Clerk of the Town of Barnstable. Candidates are subject to campaign finance laws and other statutes governing the running for public office.

The BHA has encouraged residents of its public housing programs to participate in this electoral process. The BHA has had residents elected to it’s Board of Commissioners in the past as well as at the present time. Currently, Dolores Rucker a resident of Colony House is serving a 4 year term on the BHA Board of Commissioners.

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance

- Any adult member of a resident or assisted family organization
- Other (list) Candidates nominated through the Town's Primary Election Process

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) Registered voters in the Town of Barnstable.

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  1. BHA will continue with acquisition and preservation of affordable rental properties under its Rental Acquisition Program(RAP) and will begin the process of developing rental units on BHA owned property on Tree Top Circle in Marstons Mills.  
**CP Initiative – Increase the supply of affordable rental housing And diminish the threat of homelessness for very low to low income tenants.**
  2. BHA will continue its partnership with the Town of Barnstable and Housing Assistance Corp.(HAC)in the creation of additional affordable rental and home ownership units on Town owned Property and with HAC on Gallagher Way in Marstons Mills.  
**CP Initiative– Increase Home Ownership opportunities for first Time low income homebuyers.**

- Other: (list below)

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

- Holding a regional housing forum;
- Applying for and receiving grant funds to increase the supply of low/mod housing on a regional basis;
- Working with local banks and other financial establishments to create a soft second loan program, HOME program, and first time home buyers assistance program;
- Appointing a designee to negotiate proposals for low and moderate-income housing;
- Creating a regional housing partnership;
- Having established a regional affordable housing trust;
- Encouraging the use of alternative Title V technology;
- Adopting an inclusionary zoning bylaw; and
- Having regulations for development of reasonable impact that requires 10% affordable housing units or a payment in lieu thereof.

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

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

#### **Section 8 PHA Project-Based Vouchers**

Aunt Sarah's	12 units: 93 Pleasant Street, Hyannis
Career House	8 Units: 71 Pleasant Street, Hyannis
Oldest Hyannis House	1 Unit: 89 Pleasant Street, Hyannis
CHAMP House	5 Units: 82 School Street, Hyannis
126 Ashley Dr.	1 Unit: 126 Ashley Dr., Centerville

#### **RAB**

The BHA's public housing program consists of 1 sixty-eight unit building which houses elderly/disabled individuals. Residents have chosen to meet monthly. The BHA Resident Service Coordinator schedules these meetings and distributes an agenda prior to same. Annually the BHA

asks the residents if they would like to organize more formally into a Resident Advisory Board or a Resident Council. The group has preferred to continue it's long standing practice of meeting informally on a monthly basis. The BHA issues a monthly newsletter to keep residents informed and to notify them of social events either coordinated for the building or taking place in the community. Resident suggestion/complaint forms are available to any resident who wishes to comment or complain about how Colony House is managed.

The BHA has solicited volunteers to make up its RAB for 2003 and has secured three tenants of 500 Old Colony Road for this Board. They are: William Rego(Apt. 205), Rosemary O'Donnell (Apt. 313), Amelia Fenner (Apt. 202).

### **Attachments**

Attachment - a	Barnstable Housing Authority Organizational Chart
Attachment - b	2001 CFP CHARTS
Attachment - c	2002 CFP CHARTS
Attachment - d	2003 CFP CHARTS
Attachment - e	CFP 5 YEAR PLAN PLAN
Attachment - f	RAB Comments
Attachment - g	SECTION 8 PROJECT BASED
Attachment - h	2004 CFP CHARTS

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number \_\_\_\_\_ FFY of Grant Approval: (\_\_\_\_)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</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	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MA046-003 Colony House			

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



**ORGANIZATIONAL CHART  
BARNSTABLE HOUSING AUTHORITY**

**BOARD OF COMMISSIONERS**

Paula Schnepp, Chairman  
Arthur Kimber, Vice Chairman  
Dolores Rucker, Treasurer  
Richard A. Cross, Jr., Member  
Carl H. Johnson( State Appointee 8/2/00)

**EXECUTIVE DIRECTOR**

Thomas K. Lynch

**ASSISTANT EXECUTIVE DIRECTOR**

Sandra J. Perry

**SPECIAL  
SVCS.**

**FISCAL  
OFFICER**

**MAINTENANCE  
SUPERVISOR**

**LEASED  
HOUSING  
COORDINATOR**  
Rob Hooper

**CONGREGATE  
SVCS. COORD.**  
Pearl Franklin

Terri Gillis

David Hart

**ARCHITECTS  
ENGINEERS**

**ADMIN. ASSIST.**  
Donna Muncherian

**PT ADMIN.**  
Peggy Roberts

**LABOR/MECH.**  
Roland Brierly

**PROGRAM REPRESENTATIVE**  
Michelle McKinstry

**FEE  
ACCOUNTANT**  
Howard Gordon

**TENANT SELECT. SPEC.**  
Estelle Stanley  
**ADMIN. ASSISTANT**  
Rebeca Lauzon  
**SUPPORT SVCS. COORD.**  
Mary Garen

**LABORERS**  
Willie Albury  
Edward Chipman  
Larry Franklin

**LAWYER**  
Jane Davis

**FT RECEPTIONIST**  
C. Beth Teeters

**PART TIME CLERK**  
Shirley Anderson

**CONSULTANTS**

**PT RECEPTIONIST**  
Louise O'Donnell

**08/03**

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHA Name: <b>Barnstable Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: MA06P04650101 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: ( 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>06/30/2003</b> <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement	98,308	36,500	36,500	12,261	
10	1460 Dwelling Structures	0	61,808	61,808	834	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collaterization or Debt Service					

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

<b>PHA Name: Barnstable Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P04650101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 2001</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: 06/30/2003  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	98,308	98,308	98,308	13,095
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Barnstable Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P04650101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA046-003	Exterior Lighting Installation	1450	Site	18,000		0	0	CFP2000
	Rear Retaining Wall Replacement	1450	2	8250		8250	8250	Completed
	Greenhouse Replacement	1460	1	10,000	24,239	0	0	Quotes
	Exterior staining and painting in conjunction with deck replacement/repair work	1460		61,808		49,008	0	Contract Awarded Fall 2002 Work to start Spring 2003
	Tree Work	1450	Site	3290		3290	3290	Completed
	Signage-Parking Lot	1450	Site	721		721	721	Completed
	Sunroom Blinds	1460	Site	0	834	834	834	Complete

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Barnstable Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P04650101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Barnstable Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: MA06P04650101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA046-003	03/31/03		03/31/03	09/30/04		09/30/04	

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

PHA Name: Barnstable Housing Authority		Grant Type and Number Capital Fund Program No: MA06P04650101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA046-003	3/31/03		3/31/03	09/30/04		09/30/04	



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
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## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHA Name: <b>Barnstable Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: MA06P04650102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2003 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	50,500.00		23,414	8,908	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	34,810.00		9,348	9,348	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collaterization or Debt Service					

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

<b>PHA Name: Barnstable Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P04650102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 2002</b>
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**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending: 6/30/2003**  **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	6241.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	91,551.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Barnstable Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P04650102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA046-003								
Colony House	New Locks on Units, due to antiquated lock system	1460	70	22,000.00	23,812	23812	8,908	
	Slider Door Replacement	1460	16	18,000.00				
	Roof Ridge Repair	1460	1	8,000.00				
	Elevator Ventilation required by State certification agency	1460	1	2,500.00				
	Community Room and Sun Room Furniture Replacement. Existing Furniture in Sunroom is original bamboo structure and is falling apart with cushions being faded/frayed. Also, for the new renovated community room some window treatments and furnishings will be needed.	1475	-	5,000.00		1950	1950	
			-					
	Truck-BHA has a 1984 Chevy truck which has been taken off the road for safety concerns. The agency needs a replacement in order to continue to function effectively.	1475	1	27,000.00			21,810	CFP 2000 Complete

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

PHA Name: Barnstable Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P04650102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Snow Blower/Mower-Gravelly unit is old and no longer safe to operate.	1475	1	4,000.00		3801	3801	
	Rug Shampoo Machine-Replacement of old antiquated machine	1475	1	4,000.00		3597	3597	
	Contingency	1502		7808				

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













## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Barnstable Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P04650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	0	5400		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0	3500		
8	1440 Site Acquisition				
9	1450 Site Improvement	15,000	40,000		
10	1460 Dwelling Structures	32,000	0		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	38,500	38,500		
13	1475 Nondwelling Equipment	5,000	0		2001 CFP Job Complete
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

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

<b>PHA Name:</b> Barnstable Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P04650103 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2003
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 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
20	1502 Contingency	1051	2,940		
21	Amount of Annual Grant: (sum of lines 2 – 20)	91,551	90340		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Barnstable Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P04650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA046-003 Colony House	Parking Lot sealing, striping and repair as well as replacement of fencing & dividers outside the units with vinyl  Front patio slate is crumbling and presents a safety hazard. Replacement is necessary	1450	3 lots-46 spaces  18 units-exterior	5,000  10,000  0	   20,000			
	Kitchen Renovation work to begin phase 1 of modernization to cabinets, counters and floors of Colony House Apartments	1460	7 units	32,000	0			
	Metal Door Replacement-3 emergency exit doors and one outside office door in E.D.'s office  Office Expansion-small kitchen area no longer needed to be converted into office space	1470	4 doors	3,500  35,000				



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

PHA Name: Barnstable Housing Authority	<b>Grant Type and Number</b> Capital Fund Program No: MA06P04650103 Replacement Housing Factor No:	<b>Federal Grant Year: 2003</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	





**Capital Fund Program Five-Year Action Plan**  
**Part I: Summary**

PHA Name Barnstable Housing Authority		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 2			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
	Annual Statement				
MA046-003					
Colony House		\$72,440	\$76,440	\$76,440	\$76,440
Administration		\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
Contingency		\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400
Architectural		\$ 4,000			
CFP Funds Listed for 5-year planning		\$90,340	\$90,340	\$90,340	\$90,340
Replacement Housing Factor Funds					



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

Activities for Year :_4__ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5__ FFY Grant: 2007 PHA FY: 2007		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
MA046-003 Colony House	Kitchen Renovations (15 units)	76,440	MA046-003 Colony House	Kitchen Renovations (15 units)	76,440
	Administration	\$8,500		Administration	\$8,500
	Contingency	\$5,400		Contingency	\$5,400
<b>Total CFP Estimated Cost</b>		\$90,340			\$90,340



**TO BE REPLACED BY 2004 RAB MEETING MINUTES**

**Barnstable Housing Authority**  
**Annual Plan**

**Resident Advisory Board**  
**Comments**

On September 27, 2002, the Resident Advisory Board met to review and discuss the PHA 2003 Annual Plan as drafted by staff of the Barnstable Housing Authority. Members, William Rego and Amelia Fenner attended the meeting and commented on various aspects of the Plan. The comments fell into three main categories. They are as follows:

**Development:**

Members support the development of additional affordable housing in the Town and questioned the status of two Town and BHA owned parcels of land which had been identified as possible sites for future affordable housing. Lombard Farm in West Barnstable and Old Oyster Road in Cotuit. Both parcels have had legal challenges by neighbors who were against the development of affordable housing on the property and on the process involved with the Town's Tax Title taking. Members encouraged the BHA to continue to aggressively pursue additional low income housing projects.

**Safety Issues:**

Both members of the RAB would like to see more fire drills conducted. Also, mentioned was getting tenants to be very careful about who they let into Colony House. One exterior door is being propped open, giving access to anyone which is a breach in the security of the building. Residents would also like to see an emergency pull cord installed near the first floor laundry, to be available in case of an emergency in or near the lobby. Members also suggested that BHA employees wear ID tags so residents could readily identify staff members at all times.

**Modernization – CFP:**

Members noted that they would like to see a generator installed so that in case of power outages, the newly renovated first floor community room could be provided with heat and cooking facilities for tenants should the building be without power due to severe weather. Also, the RAB would like to see the old benches in the main lobby replaced, additional furnishings acquired for the new community room and the front patio repaired/renovated due to the deterioration of the slate which is breaking up and sinking due to its age. Members also commented that instead of replacing the green house with another similar structure, it would be nice to have a solarium where folks could enjoy the sunshine and not a structure for plants alone.

In summation, following a review of the 2003 Plan, the RAB concurred with the information in the document and in the overall direction which the BHA Plan follows for 2003. Members thanked the BHA for past improvements made at Colony House and were very appreciative of HUD funding which the BHA has received for this purpose. They were happy to note that the BHA is out to bid on the exterior painting of the Colony House which is slated for the Fall of 2002.



**Barnstable Housing Authority**  
**Annual Plan**  
**Section 8 Project-Based Assistance Program**

<b><u># of Units</u></b>	<b><u>Location</u></b>
8*	71 Pleasant Street, Hyannis
12*	93 Pleasant Street, Hyannis
5	83 School Street, Hyannis
1	126 Ashley Drive, Centerville

\*Awarded in January 2001, under guidelines prior to 1/16/2001 changes, allowing for 100% project basing within a development.

Because the supply of units for tenant-based assistance is extremely limited within the Town of Barnstable, project-basing is a very valuable tool which is needed to assure that there will be rental resources available for low income families seeking housing in this very difficult rental market within the Town of Barnstable. The Barnstable Housing Authority (BHA) has plans to use the Section 8 Project Based Voucher Program in order to secure control of additional affordable housing stock for low income families and to assist with financing of specific projects which would be preserved as permanently affordable within the Town of Barnstable. The Barnstable Housing Authority has been part of an aggressive program by the Town Administration to preserve and produce additional low income affordable housing. Project Basing, per HUD guidelines, is another tool the BHA intends to use to help place affordable housing under our control. The Town of Barnstable working with local landlords has been obtaining deed restrictions to keep housing affordable in perpetuity.

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Barnstable Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P04650104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	8,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	72,440			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

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

<b>PHA Name:</b> Barnstable Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MA06P04650104 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2004
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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
20	1502 Contingency	5,400			
21	Amount of Annual Grant: (sum of lines 2 – 20)	90,340			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Barnstable Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P04650104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MA046-003 Colony House	Kitchen Renovation work to continue phase 1 of modernization to cabinets, counters and floors of Colony House Apartments	1460	11 units	53,940				
	Balcony Metal Door Replacement-37 Tenant's Units	1460	37 doors	18,500				
HAWide	Architectural Costs	1430		4,000				
	Administration	1410		8,500				
	Contingency	1502		5,400				

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

PHA Name: Barnstable Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P04650104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

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

PHA Name: Barnstable Housing Authority	Grant Type and Number Capital Fund Program No: MA06P04650104 Replacement Housing Factor No:	Federal Grant Year: 2004
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