

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

**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: Waltham Housing Authority

PHA Number: MA013

PHA Fiscal Year Beginning: (mm/yyyy) 10/2005

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 City of Waltham Planning Office
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website URL <http://home.tiac.net/~walhous/>
- 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 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions: public housing finance; voucher unit inspections, computer management information systems, inventory systems, procurement
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below) Continue with Community Policing Activities and Triad Program at Elderly/disabled Developments

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2005
[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)]

The Waltham Housing Authority hopes to accomplish within the next fiscal year the following:

Monitor and assess physical facilities and programs to determine quality and effectiveness of programs.

Continue to revise and refine its' Public Housing and Section 8 Administrative Plans to incorporate requirements under the QHWR Act of 1998.

Implement programs which promote independence and self-sufficiency within its' public housing and tenant based programs.

Increase the payment standard under the Section 8 Program. The Waltham Housing Authority hopes to accomplish within the next fiscal year the following:

Monitor and assess physical facilities and programs to determine quality and effectiveness of programs.

Continue to revise and refine its' Public Housing and Section 8 Administrative Plans to incorporate requirements under the QHWR Act of 1998.

Implement programs which promote independence and self-sufficiency within its' public housing and tenant based programs.

Increase the payment standard under the Section 8 Program.

Continue to work with other Section agencies within the State and implement a centralized waiting list for the Section 8 program to better serve program applicants and the Authority.

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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Annual Plan Type	1
ii. Executive Summary	1
iii. Table of Contents	2-5
1. Housing Needs	5-13
2. Financial Resources	13-14
3. Policies on Eligibility, Selection and Admissions	15-24
4. Rent Determination Policies	24-28
5. Operations and Management Policies	28-30
6. Grievance Procedures	30-31
7. Capital Improvement Needs	31-35
8. Demolition and Disposition	36
9. Designation of Housing	36-37
10. Conversions of Public Housing	37-39
11. Homeownership	39-41
12. Community Service Programs	41-43
13. Crime and Safety	43-46
14. Pets (Inactive for January 1 PHAs)	46
15. Civil Rights Certifications (included with PHA Plan Certifications)	46
16. Audit	46-47
17. Asset Management	47
18. Other Information	47-50

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
- FY 2005 Capital Fund Program Annual Statement (attachment m013a02)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)(attachment ma013b02)
- Statement of progress in five year plan (attachment ma013c02.doc)
- Description of pet policy (attachment ma013d02.doc)
- Announcement of RAB membership (attachment ma013e02.doc)

- Description of community service self-sufficiency requirement Component 12D (attachment ma013f02.doc)
- Resident membership on Board of Commissioners(In PHA plan sec.18B.1)
- Definiton of substancial deviation and significant amendment (In PHA plan sec 18D)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan in attachment ma013a02
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (included in PHA Plan sec18A.2)
- Summary of Closed Comp grant and CFP programs(attachment ma013g02)
- Annual Statement Capital Grant MA06P013501-02(attachment ma013h02)
- Annual Statement Capital Grant MA06P013501-03(attachment ma013i02)
- Annual Statement Capital Grant MA06P013502-03(attachment ma013j02)
- Annual Statement Capital Grant MA06P013501-04(attachment ma013k02)
- Management Needs Assessment(attachment ma013l02)
- Physical Needs Assessment(attachment ma013m02)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2872	5	5	4	2	4	5
Income >30% but <=50% of AMI	2408	5	5	4	2	4	5
Income >50% but <80% of AMI	3276	5	5	4	2	4	5
Elderly	3162	5	5	4	4	3	5
Families with Disabilities	914	5	5	4	5	3	5
Race/Ethnicity (Black)	758	5	5	4	2	3	3
Race/Ethnicity (Amer. Ind.)	33	5	5	4	2	3	3
Race/Ethnicity (Asian)	1453	5	5	4	2	3	3
Race/Ethnicity (Hispanic)	1403	5	5	4	2	3	3

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: 2000 CHAS DATA from the following website
<http://socds.huduser.org/chas/raceyear.odb>
- U.S. Census data2000: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset and Summary files SF-1 and SF-3
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires that Housing Authorities (HA) develop a needs assessment based upon local housing market conditions. Specifically, QHWRA mandates that the Waltham Housing Authority (WHA) look at both the citywide housing needs as well as the needs of the our residents and applicants on our waiting lists.

The City Waltham Consolidated Plan for 2001-2005 states that Census Data shows the poorest residents paid the most for housing (in terms of income devoted to housing

costs) Renters comprise ~55% of the households in the City. Renters facing "housing cost burdens(i.e. paying more than 30% of income for housing) are not concentrated in low income areas, but are distributed across the City.

The City of Waltham as of April 2002 has 5.2% of its available housing units counted as affordable according to Mass General Law 40B. Although the city does not meet the affordable goal 10% of the units in the community , it does as of 2003 meet the maximum land area requirement of MGL 40 B . Therefore , zoning relief for affordable housing development under this law may not be available for future affordable housing projects.

To address the identified housing needs, LHA will 1) seek to maintain, improve and preserve our existing housing stock by using appropriate resources, and, 2) continue to be aggressive in applying for additional grants from federal as well as non-federal housing resources to help add to the affordable housing available in our community. . We also intend to continue our working relationship with government and non-profit agencies to try and meet our community’s housing needs. Specifically we also will strive to improve housing management, and conduct outreach to increase the number of potential landlords ,and modernize federal and state public housing .

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

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

Housing Needs of Families on the Waiting List	
Waiting list type: (select one)	
<input type="checkbox"/>	Section 8 tenant-based assistance
<input checked="" type="checkbox"/>	Public Housing
<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:	

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	183		24
Extremely low income <=30% AMI	147	80%	
Very low income (>30% but <=50% AMI)	27	15%	
Low income (>50% but <80% AMI)	9	5%	
Families with children	0		
Elderly families	63	34%	
Families with Disabilities	120	66%	
Race/ethnicity Hisp.	12	6.5%	
Race/ethnicity Black	6	3.5%	
Race/ethnicity Asian	4	2.5%	
Race/ethnicity other	1	0.5%	
Race/ethnicity White	159	87%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	183		
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			

Housing Needs of Families on the Waiting List
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Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	51125		40
Extremely low income <=30% AMI	44159	86%	
Very low income (>30% but <=50% AMI)	6244	12%	
Low income (>50% but <80% AMI)	597	1%	
Families with children	32390	63%	
Elderly families	2895	6%	
Families with Disabilities	14720	29%	
Race/ethnicity Black	10312	20%	
Race/ethnicity Hisp	14921	29%	
Race/ethnicity Asian	1676	3%	
Race/ethnicity other	1034	2%	
Race/ethnicity white	24151	47%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			

Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

The Waltham Housing Authority has since January 2003 has participated in a centralized Sec 8 waitlist administered by the Mass Chapter of NAHRO. Cooperatively, with 48 other Massachusetts PHA's ,a single internet based waiting list has been created. Applicants may submit a standard preliminary application to any participating PHA and be placed on the list for all participating Authorities. Each agency selects families from the list in the manner outlined in their sec 8 administrative plan. PHA participation in the program represents 52 of the Mass PHA's operating the Sec8 HCV program. Additional PHA's have expressed commitment to join the program in the coming year .There are agencies which currently do not operate the Sec 8 Voucher program which have agreed to accept applications to the centralized list ,in order to provide local access to the waiting list for residents of their community. Rules and procedures for using the centralized list and participating in the program are formalized in standard Memorandum of Understanding (MOU) between Mass NAHRO and each PHA. Each PHA's Sec8 Administrative plan reflects the content of the MOU.Updates were sent to all applicants on the list in February 2004 by MassNahro .Detailed information regarding this list is available at the following website <http://massnahro.org/> .

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Replace existing State MRVP vouchers with Sec 8 HCV when MRVP participants' assistance becomes noncompetitive in housing market due to state program funding limitations

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Participate in City of Waltham affordable housing initiatives and advocate that approved programs have set asides for families below 30% 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
- Adopt rent policies to support and encourage work
- Participate in City of Waltham affordable housing initiatives and advocate that approved programs have set asides for families below 50% AMI

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Participate in MassNahro Sec 8 centralized waitlist

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	332564	
b) Public Housing Capital Fund	479251	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	5360040	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
J. Shelter Plus Care	221017	221017
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital fund 2004	132894	132894
3. Public Housing Dwelling Rental Income	851730	851730
4. Other income (list below)		
interest	12000	12000
other	8400	8400
5. Non-federal sources (list below)		
Total resources	7397896	7397896

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number) 10
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) Applicants who require adaptable or barrier free are verified as soon as an appropriate unit is identified as being available.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

(2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?
NONE

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy

- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

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

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? The WHA has only elderly/disabled public housing.

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)

Previous tenancy record if available

(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

The existing Section 8 list was merged with MASS NAHRO centralized waitlist for Section 8 applicants during Fy 2002 .new applicants will be served in order with selection criterion according to date and time selected by lottery initially and absolute date and for all subsequent applications.

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

PHA main administrative office

Any PHA participating in Mass NAHRO Sec 8 Centralized Waitlist , a complete list of agencies is available at the PHA main office or at <http://www.massnahro.org>

(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:

Upon request and demonstration of ongoing housing search activity with a maximum of 120 days unless a reasonable accommodation is granted for persons with disabilities.

(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
- Existing State MRVP vouchers participants when MRVP participants' assistance becomes noncompetitive in housing market due to state program funding limitations and they will lose existing housing or are unable to find replacement housing necessary to meet their needs. The Authority initiated this in 2003 and will continue in 2005

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

1 Date and Time/lottery placement

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Existing State MRVP vouchers participants when MRVP participants' assistance becomes noncompetitive in housing market due to state program funding limitations and they will lose existing housing or are unable to find replacement housing necessary to meet their needs.

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_10% _____
- Other (list below)

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

(2) Flat Rents

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

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

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
 - Comparison of census information for median gross rent of locality vs pmsa

(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)

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:

The Waltham Housing Authority centrally administers its programs from a single main business office area. The maintenance office is located in a separate building less than 150 feet from the main office. The offices share the same mailing address, 110 Pond St Waltham MA 02451, telephone system including telephone numbers, and computer network. The executive director and assistant director provide general overview and supervision to the two divisions, Occupancy/administration and Maintenance. The Occupancy/administration division is headed by a manager with program managers and clerical personnel. Maintenance is headed by the Maintenance director who is in charge of maintenance personnel. The modernization coordinator reports directly to the Asst. Executive director. A maintenance shop and garage is located ½ mile from the main office in a state development. The foreman and the maintenance personnel operate from this central location. This shop is connected to the main office computer network.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	265	24
Section 8 Vouchers	450	40
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Shelter+care	5	2

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
Waltham Housing Authority Management Plan , Personnel policy, and Maintenance Policies and Procedures
- (2) Section 8 Management: (list below)
Waltham Housing Authority Section 8 Management Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment a ma013a03.doc
and
- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Component 7 Capital Fund Program Annual Statement page1 Parts I, II, and II

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

Capital Fund Grant Number MA06P01350105 2005 FFY of Grant
Approval(10/2005MM/YYYY)

- Original Annual Statement

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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	Amount of Annual Grant (Sum of lines 2-19)	
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	

Page 2

**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

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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)

(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 fillin)

-or-

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

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

All of the Authority's Public Housing is elderly /disabled one bedroom units and therefore exempt from this requirement.

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

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

See attachment ma013f01.doc

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

Security concerns have been raised by elderly and disabled residents. This is a perceived fear. Up to date crime statistics demonstrate that the incidence of criminal activity or noncriminal incidents relating to safety are extremely low if not non-existent in and around the Authority's five elderly developments.

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

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

The Authority participates in the City of Waltham Police Dept community police TRIAD program. This program has an officer assigned specifically to educate the elderly in crime prevention /security matters. Also the program is a clearing center for any information regarding crimes against the elderly in the whole community including our housing developments. The Authority is a member of the local community policing partnership.

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

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)

The Authority participates in the City of Waltham Police Dept community police TRIAD program . This program has a officer assigned specifically to educate the elderly in crime prevention /security matters .Also the program is a clearing center for any information regarding crimes against the elderly in the whole community including our housing developments.The Authority is a member of the local community policing partnership.

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

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 . The police dept. also provides the police blotter to the WHA electronically along with all other public safety 911 calls.A record of every 911 call for each property is maintained.
- 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) The Authority participates in the City of

Waltham Police Dept community police TRIAD program . This program has a officer assigned specifically to educate the elderly in crime prevention /security matters .Also the program is a clearing center for any information regarding crimes against the elderly in the whole community including our housing developments.The Authority is a member of the local community policing partnership.The Authority and the WPD jointly maintain a Trespass List of individuals not allowed on WHA property. Assignment to the list is often made based on recommendation of law enforcement agencies.

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

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)] See attachment ma013d01.doc

The Waltham Housing Authority pet policy and contains the following elements:

1. Defines common household pets such as dogs,cats etc.
2. Determines density of tenants and pets, such as number of pets
3. Determines pet size and type, such as prohibited types
4. Determines financial obligations of the tenant, such as pet deposit
5. Determines standards of pet care, such as control,noise,odor,exercise,and area exclusions
6. Determines other rules to be established by the Authority,including compliance with local and state laws,innoculations ,and authorized exemptions from the policy.

The policy was developed in coordination with residents and replaced a previous interim policy with minor changes .The complete policy is attached to the plan as a required attachment

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? 2

5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
 - Provided below:
- The majority of concerns raised were in regards to perceived problems with non-elderly disabled individuals residing in predominantly elderly buildings. The problems were not so much with the residents but with visitors. Tenants wanted the Authority to explore providing personal storage space outside of apartment dwelling units.

Comments were also made on the capital fund work items. Items of primary importance were projects that were contained various Grant program summaries . The residents were pleased with the items either completed or projects underway.

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)The issues raised were explained to RAB as outlined in Sec 13 and Sec 18 .2.A

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.)

NOTE-The current federally assisted resident on the board was appointed under Mass General Law 121b which mandates a tenant be on the board. The tenant is a federal public housing resident.,Clifford Adams term 2002-2007.The appointment was made by the Mayor and confirmed by the City Council of Waltham.

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Waltham
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 The continued commitment to the expansion of the availability of affordable housing units and maintenance of the viability of existing units.

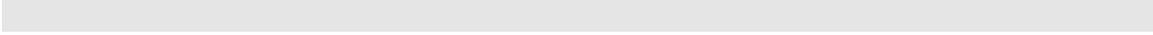
D. Other Information Required by HUD

Significant
 Amendments and Substantial
 Deviations/ Modifications to the Plan

- 1.Changes to rent or admissions policies.
- 2.Organization of the waiting list, in so far as reorganization results in applicants being removed from the list who otherwise would be eligible for program participation
- 3.Additions of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan or change in

the use of replacement reserve funds under the Capital Fund;
4. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. The Authority does not currently have any of these programs or activities.

Changes dictated by modified regulation or law unless specifically required by HUD in the PHA plan shall not be considered substantial deviation, significant modification or amendment.



CAPITAL FUND PROGRAM TABLES

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451		Grant Type and Number Capital Fund Program Grant No: MA06PO13501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005	
<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	70,000				
3	1408 Management Improvements Soft Costs	5,900				
	Management Improvements Hard Costs					
4	1410 Administration	46,000				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	55,000				
8	1440 Site Acquisition					
9	1450 Site Improvement	141,538				
10	1460 Dwelling Structures	64,000				
11	1465.1 Dwelling Equipment—Nonexpendable	21,000				
12	1470 Nondwelling Structures	40,813				
13	1475 Nondwelling Equipment	35,000				
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1502 Contingency					
	Amount of Annual Grant: (sum of line 2-19)	479,251				
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 compliance	10,000				
	Amount of line XX Related to Security –Soft Costs					
	Amount of Line XX related to Security-- Hard Costs	20,000				
	Amount of line XX Related to Energy Conservation Measures					
	Collateralization Expenses or Debt Service					

Signature of Executive Director & Date:

X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

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

PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451	Grant Type and Number Capital Fund Program No: MA06PO13501-05 Replacement Housing Factor No:	Federal FY of Grant: 2005
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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	
MA 13-1,2,4,6,7	9-2006			9-2007			
MA 13-2	9-2006			9-2007			
PHA Wide	9-2006			9-2007			

Signature of Executive Director & Date:
 X _____

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
 X _____

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Waltham Housing Authority		Location: (City/County & State) 110 Pond St, Waltham, MA 02451			Original X	
A. Development Number/Name/HA-Wide	Year 1 FFY:2005	Work Statement for Year 2 FFY Grant: <u>2006</u> PHA FY:	Work Statement for Year 3 FFY Grant: <u>2007</u> PHA FY:	Work Statement for Year 4 FFY Grant: <u>2008</u> PHA FY:	Work Statement for Year 5 FFY Grant: <u>2009</u> PHA FY:	
13-1	Annual State- ment		172,000	70,000		
13-2			165,813	110,000		
13-4		155,813	20,000	73,000		
13-6		200,428		85,813		
13-7				20,000		375,813
B. Physical Improvement Subtotal		356,241	377,318	338,813	375,813	
C. Management Improvement		5,000	5,000	5,000	5,000	
D. HA-Wide Nondwelling Structures and Equipment		20,000	10,000	34,438	14000	
E. Administration		46,000	46,000	46,000	46,000	
F. Other (A&E fees and Cost)		50,000	40,438	55,000	38,438	
G. Operations						
H. Demolition						
I. Hopelnement Reserve						
J. Mud Used for Development						
K. Total CGP Funds		479,251	479,251	479,251	479,251	
L. Total Non-CGP Funds						
M. Grand Total						

Signature of Executive Director & Date:
X _____

Signature of Public Housing Director/Office of Native American Programs Administrator
X _____

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year: <u>2006</u> FFY Grant: PHA FY:			Activities for Year: <u>2007</u> FFY Grant: PHA FY:		
	DEV#	WORK CATEGORIES	COST	DEV#	WORK CATEGORIES	COST
	PHA Wide	Management improvements	5,000	PHA Wide	Management Improvements	5,000
	PHA Wide	Administration	46,000	PHA Wide	Administration	46,000
	MA 13-4	Bathroom Renovations (504) Common Hallway Flooring and Painting	170,000	MA 13-1	Bathroom Renovations (504)	172,000
	MA 13-4	Landscaping	10,000	MA 13-4	Landscaping	70,000
	MA 13-6	Bathroom Renovations (504) Common Hallway Flooring and Painting	165,813	MA 13-2	Bathroom Renovations (504)	165,318
	MA 13-6	Landscaping/Site Fence	10,000	MA 13-2	Landscaping	20,438
	PHA Wide					
TOTAL	TOTAL		479,251	TOTAL		479,251

Activities for Year: <u>2008</u> FFY Grant: PHA FY:			Activities for Year: <u>2009</u> FFY Grant: PHA FY:		
DEV#	WORK CATEGORIES	COST	DEV#	WORK CATEGORIES	COST
MA 13-1	Electrical Upgrades	70,000	MA 13-7	Bathroom Renovations (504) Common Hallway Flooring and Painting	375,813
MA 13-2	Electrical Upgrades	85,318	MA 13-7	Landscaping	12,472
MA 13-4	Electrical Upgrades	73,000		Trash compactor	14,000
MA 13-6	Electrical Upgrades	110,000		Re-pave parking lot	38,438
PHA Wide	Administration	46,000	PHA Wide	Administration	46,000
PHA Wide	Other fees and costs	34,438	TOTAL		503,438

PHA Wide	Management Improvements	5,000			
	PHA wide	34,438			
	Administration	46,000			
	A & E fees and costs	55,000			
	TOTAL	479,251			

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

a. Type of Submission <input type="checkbox"/> Original <input checked="" type="checkbox"/> Revision No: <u>1</u>		b. Fiscal Year Ending <u>9/30/05</u>	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify) <u>1</u>	d. Type of HUD assisted project(s) <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>01</td><td><input checked="" type="checkbox"/></td><td>PHA/HA-Owned Rental Housing</td></tr> <tr><td>02</td><td><input type="checkbox"/></td><td>IHA Owned Mutual Help Homeownership</td></tr> <tr><td>03</td><td><input type="checkbox"/></td><td>PHA/HA Leased Rental Housing</td></tr> <tr><td>04</td><td><input type="checkbox"/></td><td>PHA/HA Owned Turnkey III Homeownership</td></tr> <tr><td>05</td><td><input type="checkbox"/></td><td>PHA/HA Leased Homeownership</td></tr> </table>	01	<input checked="" type="checkbox"/>	PHA/HA-Owned Rental Housing	02	<input type="checkbox"/>	IHA Owned Mutual Help Homeownership	03	<input type="checkbox"/>	PHA/HA Leased Rental Housing	04	<input type="checkbox"/>	PHA/HA Owned Turnkey III Homeownership	05	<input type="checkbox"/>	PHA/HA Leased Homeownership
01	<input checked="" type="checkbox"/>	PHA/HA-Owned Rental Housing																	
02	<input type="checkbox"/>	IHA Owned Mutual Help Homeownership																	
03	<input type="checkbox"/>	PHA/HA Leased Rental Housing																	
04	<input type="checkbox"/>	PHA/HA Owned Turnkey III Homeownership																	
05	<input type="checkbox"/>	PHA/HA Leased Homeownership																	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/HA) WALTHAM HOUSING AUTHORITY																			
f. Address (City, State, Zip Code) 110 POND STREET WALTHAM, MA 02154																			

g. ACC Number NY 435	h. PAS/LOCCS Project No: MA01300103S	i. HUD Field Office BOSTON
j. No. of Dwelling Units 265	k. No. of Unit Months Available: 3180	l. No. of Projects 5

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2003 PUM (2)	<input checked="" type="checkbox"/> Estimate or Actual Curr. Budget Yr. 2004 PUM (3)	Requested Budget Estimates			Amount (to nearest \$10) (7)
					PHA/HA Estimates		HUD Modifications	
					(4)	(5)	PUM (6)	
Homebuyers Monthly Payments for:								
010	771C	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total Break-Even Amount (sum of lines 010,020, and 030)							
050	771E	Excess (or deficit) in Break-Even						
060	779C	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling rental	260.16	258.90	267.84	851,730		
080	3120	Excess Utilities						
090	3190	Nondwelling Rental						
100	Total Rental Income (sum of lines 070, 080, and 090)		260.16	260.16	267.84	851,730		
110	3610	Interest on General Fund Investments	3.77	3.14	3.77	12,000		
120	3690	Other Income	2.20	2.20	2.64	8,400		
130	Total Operating Income (sum of lines 100, 110, and 120)		266.13	264.25	274.25	872,130		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	37.91	43.21	42.70	135,787		
150	4130	Legal Expense	0.63	2.36	2.36	7,500		
160	4140	Staff Training						
170	4150	Travel	1.26	1.42	1.42	4,500		
180	4170	Accounting Fees	1.45	1.79	1.98	6,300		
190	4171	Auditing Fees	1.10	1.57	1.57	5,000		
200	4190	Other Administrative Expenses	5.91	9.75	7.86	25,000		
210	Total Administrative Expense (sum of line 140 thru line 200)		48.26	60.10	57.89	184,087		
Tenant Services;								
220	4210	Salaries						
230	4220	Recreation, Publications and Other Services						
240	4230	Contract Costs, Training and Other	2.04	0.16	2.02	6,425		
250	Total Tenant Services Exp. (sum of lines 220, 230, & 240)		2.04	0.16	2.02	6,425		
Utilities:								
260	4310	Water	36.16	35.85	39.09	124,300		
270	4320	Electricity	26.86	35.41	34.21	108,800		
280	4330	Gas	22.26	20.63	23.08	73,400		
290	4340	Fuel	23.71	23.02	28.02	89,100		
300	4350	Labor	3.77	3.77	3.77	12,000		
310	4390	Other utilities expense						
320	Total Utilities Expense (sum of line 260 thru line 310)		112.76	118.68	128.18	407,600		

Name of PHA/HA		"REVISION #1"			Fiscal Year Ending			
WALTHAM					9/30/05			
Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2003 PUM (2)	Estimates or Actual Curr. Budget Yr. 2004 PUM (3)	Requested Budget Estimates			
					PHA/HA Estimates		HUD Modifications	
					(4)	(5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation								
330	4410	Labor	61.76	63.83	68.36	217,369		
340	4420	Materials	22.64	18.87	15.09	48,000		
350	4430	Contract Costs	16.35	12.58	9.35	29,726		
360	Total	Ordinary Maint. & Operation Exp. (lines 330 to 350)	100.75	95.28	92.80	295,095		
Protective Services:								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract Costs						
400	Total	Protective Services Exp. (sum of lines 370 to 390)						
General Expense:								
410	4510	Insurance	12.28	23.96	28.06	89,243		
420	4520	Payments in Lieu of Taxes	15.12	14.02	13.97	44,413		
430	4530	Terminal Leave Payments						
440	4540	Employee Benefit Contributions	38.29	43.87	49.40	157,101		
450	4570	Collection Losses						
460	4590	Other General Expense						
470	Total	General Expense (sum of lines 410 to 460)	65.69	81.85	91.43	290,757		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	329.51	356.07	372.32	1,183,964		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500	Total	Operating Expense (sum of lines 480 and 490)	329.51	356.07	372.32	1,183,964		
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance	8.49	8.49	0.00			
520	7520	Replace. of Nonexpendable Equip. Less: 4420 (800)	2.36	2.36	0.00			
530	7540	Property Betterments and additions	0.44	0.44	0.00			
540	Total	Nonroutine Expend. (sum of lines 510, 520, and 530)	11.29	11.29	0.00	0		
550	Total	Operating Expenditures (sum of lines 500 and 540)	340.80	367.36	372.32	1,183,964		
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year						
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	340.80	367.36	372.32	1,183,964		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(74.66)	(103.11)	(98.06)	(311,834)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects: Current Year						
610	8011	Prior Year Adjustments - (Debit) Credit						
620	Total	Basic Ann. Contrib. (line 600 plus or minus line 610)						
630	8020	Contributions Earned - Op. Sub: - Cur. Yr. (before year-end adj)	80.94	93.28	98.06	311,834		
640		Mandatory PFS Adjustments (net):						
650		Other (specify):						
660		Other (specify):						
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)						
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	80.94	93.28	98.06	311,834		
690	Total	HUD Contributions (sum of lines 620 and 680)	80.94	93.28	98.06	311,834		
700		Residual Receipts (or Deficit)(sum of line 590 plus line 690) Enter here and on line 810	6.28	(9.83)	0.00	0		

Operating Reserve			PHA.HA Estimates	HUD Modifications
Part I - Maximum Operating Reserve - End of Current Budget Year				
740	2821	PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	591,982	

Part II - Provision for and Estimated or Actual Reserve at Fiscal Yr. End				
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): 9/30/03	526,767	
790		Provision for Operating Reserve - Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input checked="" type="checkbox"/> Actual for FYE 9/30/04	(31,274)	
800		Operating Reserve at End of Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input checked="" type="checkbox"/> Actual for FYE 9/30/04	325,048	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from Line 700 9/30/05	0	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of Lines 800 and 810) 9/30/05	325,048	
830		Cash Reserve Requirement - 20% of Line 480	236,793	

Comments:

PHA/IHA Approval	Name _____	Title _____	Signature _____	Date _____
Field Office Approval	Name _____	Title _____	Signature _____	Date _____

Progress in meeting 5-year plan Mission and goals 2005

The Waltham Housing Authority continues working to improve the availability of housing by working with community groups and the City of Waltham to educate the Public on the availability of affordable housing services and subsidies provided by the Authority. The Authority has a social worker assigned by an Elder Care agency whose primary focus is to assist the Authority mitigating problems encountered with non-elder disabled individuals living in our primary elderly public housing developments.

The Authority is participating in a Centralized Section 8 waitlist program with Massachusetts NAHRO . The internet based application will allow applicants to apply at any of the 52 participating PHA's and go be entered on the waiting list of all of them. This vastly increases the housing assistance availability to eligible families throughout the City of Waltham and the state. The centralized waitlist opened in January 2003 and has been successfully implemented.

The Authority has provided outreach to potential Landlords in the Section 8 program to inform them of opportunities for them and potential tenants in the program.

The Authority has through community policing programs and crime reporting agreements with the Police Department sought to mitigate tenant's fears about security in Elderly/disabled developments. The Authority has updated its crime reporting policy as well as its Admission and continued occupancy policy.

The Authority continues to attempt to complete its Physical Improvement programs although slow in implementation the quality of capital improvements and their physical need fulfillment have been excellent.

The Authority has an extremely diverse resident and Section 8 population. The Authority continues to provide equal housing opportunity for all residents and applicants to our programs. The Authority is continuing to increase the opportunities for disabled applicants and participants in the Section 8 program by facilitating use of issued vouchers

in shared housing arrangements . The Authority has taken special efforts to educate service providers in the necessary policies and procedures to utilize these housing situations. This included reviewing local private and residential programs for the disabled, holding special needs based briefing sessions, and assisting service provider agencies in tracking their consumers through the Section 8 assistance process.

The Authority has updated its computer network and increasing its MIS capabilities with technology improvements in hardware and software as well as additional staff training. New maintenance and inventory software has been deployed. The Authority is updating its inventory control system and has rewritten its Procurement policy.

WALTHAM HOUSING AUTHORITY PET POLICY

DISCRETIONARY PET RULES

1. **Define common household pet:**

House cat, dog, small animals kept in cages, i.e., hamsters, gerbils. Does not affect animals used to assist the handicapped.

2. **Determine density of tenants and pets:**

One pet per dwelling unit, except for caged animals, maximum of two (2) cages per dwelling unit of sufficient size to house the animals living within them. Standard size cages normally used in a residential setting are cages referred to in this section.

3. **Determine pet size and type:**

Pets in excess of twenty-five (25) lbs not to be permitted. Pit Bulls (American Pit Bull Terrier) and Rotweiler breeds are not permitted.

4. **Determine financial obligations of the tenant:**

Pet deposit shall be equal to one month's rent or \$150.00 whichever is less.

5. **Determine standards of pet care:**

- a. Tenants shall not be allowed to use project area for the deposit of pet waste. The exception will be that disposable pet waste mediums, such as cat litter or cage waste may be allowed to be disposed of at each development in a manner prescribed by the Authority as follows:
Disposable pet waste shall be double bagged in substantial plastic trash bags and securely sealed. The trash bag shall then be placed in an exterior trash receptacle as designated at each project.
- b. Tenants are not allowed to exercise their pets on WHA property.
- c. Cats and dogs must be appropriately and effectively restrained and under the control of responsible individual while in the common areas

of the project and must comply with City of Waltham Leash laws.

- d. Pets may be excluded from common areas of a project such as lobbies, sitting rooms, laundry rooms and social rooms at the request of the project's tenant association, or in the event there is no tenant association by a majority vote of the tenants in attendance at a meeting held at the project to determine these restrictions. The exclusion from common areas shall not deny the animal reasonable ingress and egress to the project or building.
- e. The pet owner shall be responsible for the control of noise and odor caused by the pet.

6. **Determine other rules to be established by the Authority.**

- a. All pet owners must comply with all local or state laws or regulations governing and licensing and inoculation of pets.
- b. Tenants with dogs must present proof to the Authority of a dog license issued by the City of Waltham prior to the animal entering the premises of the project.
- c. All owners of cats and dogs must present proof to the Authority that their animal has been vaccinated against rabies prior to the animal entering the premises.
- d. All owners of cats and dogs must present proof to the Authority that the animal has been spayed or neutered. The only exception would be that if it is medically inappropriate due to the age or physical condition to alter the animal. The owner is responsible for providing evidence of this condition from a veterinarian or licensed animal health care professional. The owner will still be responsible for having the pet spayed or neutered when it is medically appropriate. All this must be completed prior to the animal entering the premises.
- e. Prior to a tenant bringing a pet to live in their dwelling unit in the case of current tenants, or in the case of new tenants prior to moving in to an apartment with a pet, the tenant must register the pet with the Authority including submission of required documentation.

- f. In addition to pet documentation, the tenant pet owner must supply to the Authority a signed statement by a responsible individual who will care for the pet in the event of the incapability of the resident to take care of the animal. The person(s) should be able to be reached and must assume responsibility for the care of the animal within twenty-four (24) hours of notification by the Authority. A current address and telephone number for this person(s) must be [provided. In the case where this individual must be provided initial access to the apartment after normal working hours of the Authority, the tenant will be charged for this service at standard rates.
- 7. Pets not owned by WHA residents, or pets not registered with the Waltham Housing Authority are not allowed on the premises. This does not include visiting pet programs sponsored by humane societies or other non-profit organizations, or animals that are used to assist the handicapped.

Adopted 7/11/02

Direct reference to the Pet Policy is made in the Public Housing lease

Announcement of Resident Advisory Board
For Fiscal year 2005 PHA plan

NAME	DEVELOPMENT
Alice Spurr	13-7
Clifford Adams	13-2
Sadie Eisner	13-1
Joan Morrison	13-2

COMPONENT 12D WALTHAM HOUSING AUTHORITY PHA PLAN 2005

DESCRIPTION OF COMMUNITY SERVICE AND SELF-SUFFICIENCY REQUIREMENTS

1. The Waltham Housing Authority has 265 one bedroom units at five housing development locations. All residents of these units were housed as either elderly or disabled.
2. The Waltham Housing Authority expects that all residents of our public housing units will be exempt from the requirements of section 12(c) of the United States Housing Act of 1937 as amended by section 512 of the Quality Housing and Work Responsibility Act of 1998.
3. The Authority will by July 31, 2003, provide to all residents written notice about the reinstatement of the community service and self-sufficiency requirement as outlined in 24 CFR§960.605. This notification must alert residents of the requirement, whether or not they are exempt, and what they need to do in order to comply. This reinstatement is contained in PIH notice 2003-17 dated June 20,2003.
4. Those residents whom the Authority records indicate as being 62 years of age or older will be designated as exempt with no further action required by the resident.
5. All other residents who will not attain the age of 62 by October 31,2003 will be required to certify that because of their disability they are unable to comply with the service provisions; or primary caretakers of such individuals, if they qualify as Blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act(42 U.S.C. 416(i)(1); 1382c). The Authority will provide the form of certification.
6. Any remaining residents who are not elderly, not disabled, or disabled and do not certify that they are unable to comply will be further required to show that they are engaged in work activities as defined in section 407(d) of the Social Security Act(42 U.S.C. 607(d)). Those who provide evidence of appropriate work activities will be determined exempt.
7. Those residents who do not qualify as exempt will be required to perform community service or self-sufficiency of at least 8 hours a month by October 31,2003.
8. The Authority will assist any nonexempt residents by identifying local public and private agencies which commonly need and accept volunteers, e.g. Waltham Council On Aging, Middlesex Human Services Agency, Waltham Public Library, Salvation Army , and the RedCross.
9. It is not anticipated that any resident of our one bedroom elderly/disabled units would be eligible for any TANF or welfare to work type of State or Federal program so the Authority will not initiate linkages with those program types.
10. The Authority will maintain reasonable documentation of service requirement performance or exemption in each residents file.
11. All residents housed after the initial notification in July 2003 and thereafter shall be subject to all the same requirements and procedures as contained herein.

Attachment f ma013g02.doc

Summary of closed out Comprehensive Grant and Capital
Programs listed in 2004 PHA Plan not listed in Current Plan

The following grants have had Cost certificates submitted and have been audit after
closeout:

	Final Expenditure
Capital Fund MA06P013501-01	\$580,273

Annual statements for active Capital fund programs are contained as individual
attachments in the 2004 PHA plan.

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451		Grant Type and Number Capital Fund Program Grant No: MA06P013501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies Revised Annual Statement (revision no)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-05 <input checked="" 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	900	900	900	900
3	1408 Management Improvements Soft Costs	4,950	4,950	4,950	4,950
	Management Improvements Hard Costs				
4	1410 Administration	42,100	42,100	42,100	42,100
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	58,084	41,832	41,832	40,348.47
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	252,831	269,083	269,083	269,083
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures	29,000	29,000	29,000	29,000
13	1475 Nondwelling Equipment	40,450	40,450	40,450	40,450
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of line 2-19)	428,315	428,315	428,315	428,315
	Amount of line XX Related to LBP Activities				

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451		Grant Type and Number Capital Fund Program Grant No: MA06P013501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies Revised Annual Statement (revision no)						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-05 <input checked="" type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
	Amount of line XX Related to Section 504 compliance					
	Amount of line XX Related to Security –Soft Costs					
	Amount of Line XX related to Security--Hard Costs					
	Amount of line XX Related to Energy Conservation Measures					
	Collateralization Expenses or Debt Service					

Signature of Executive Director & Date:
Programs Administrator & Date:

X _____

Signature of Public Housing Director/Office of Native American

X _____

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

PHA Name: Waltham Housing Authority		Grant Type and Number Capital Fund Program No: MA06PO13501-02 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA 13-7 48 Pine	9-30-04			9-30-05			No revisions necessary

Signature of Executive Director & Date:
 Programs Administrator & Date:
 X _____

Signature of Public Housing Director/Office of Native American
 X _____

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Waltham Housing Authority		Location: (City/County & State) 110 Pond St, Waltham, MA 02451		Original X	
A. Development Number/Name/HA-Wide	Year 1 FFY: <u>200</u> <u>2</u>	Work Statement for Year 2 FFY Grant: <u>2003</u> PHA FY:	Work Statement for Year 3 FFY Grant: <u>2004</u> PHA FY:	Work Statement for Year 4 FFY Grant: <u>2005</u> PHA FY:	Work Statement for Year 5 FFY Grant: <u>2006</u> PHA FY:
13-1	Annual State- ment		60,000	172,000	
13-2			90,000	200,000	
13-4		180,000	75,000		80,000
13-6		190,000	90,000		90,000
13-7					200,000
B. Physical Improvement Subtotal					
C. Management Improvement					
D. HA-Wide Nondwelling Structures and Equipment					
E. Administration		58,315	58,315	\$56,315	58,315
F. Other (A&E fees and Cost)			55,000		
G. Operations					
H. Demolition					
I. Hoplnement Reserve					

J.Mud Used for Development					
K. Total CGP Funds		428,315	428,315	428,315	428,315
L Total Non-CGP Funds					
M. Grand Total					

Signature of Executive Director & Date:
 American Programs Administrator & Date:

Signature of Public Housing Director/Office of Native

X _____

X _____

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

Activities for Year 1	Activities for Year : <u>2003</u> FFY Grant: PHA FY:			Activities for Year: <u>2004</u> FFY Grant: PHA FY:		
	DEV#	WORK CATEGORIES	COST	DEV#	WORK CATEGORIES	COST
	MA 13-4 Cedar	Bathroom Renovations	180,000	MA 13-1 Lower Pond & School	Electrical Upgrades	60,000
	MA 13-6 Dale	Bathroom Renovations	190,000	MA 13-2 Pond	Electrical Upgrades	90,000
				MA 13-4 Cedar	Electrical Upgrades	75,000
				MA 13-6 Dale	Electrical Upgrades	90,000
	Administration		58,315	Administration		58,315
				A & E Fees and Costs		55,000
TOTAL			428,315	TOTAL		428,315

Activities for Year : <u>2005</u> FFY Grant: PHA FY:			Activities for Year: <u>2006</u> FFY Grant: PHA FY:		
DEV#	WORK CATEGORIES	COST	DEV#	WORK CATEGORIES	COST

MA 13-1	Bathroom Renovations	172,000	13-4 Cedar	Window Replacement	80,000
MA 13-2	Bathroom Renovations	200,000	13-6 Dale	Window Replacement	90,000
Administration		56,315	Administration		58,315
TOTAL		428,315	TOTAL		428,315

CAPITAL FUND PROGRAM TABLES

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451		Grant Type and Number Capital Fund Program Grant No: MA06PO13501-03 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-05 <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	1,950	1,950	1,950	1,950
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs	33,004	30,180	30,180	30,180
4	1410 Administration	41,750	41,750	41,750	20,875
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000	9,417	9,417	9,417
8	1440 Site Acquisition				
9	1450 Site Improvement	53,393	130,699	64,573	28,898.60
10	1460 Dwelling Structures	84,617	58,947		58,947.31
11	1465.1 Dwelling Equipment—Nonexpendable	65,510	75,510	48,229.50	48,229.50
12	1470 Nondwelling Structures	51,770	51,770		
13	1475 Nondwelling Equipment	48,229	30,000		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of line 2-19)	430,223	430,223	258,820.31	198,497.41
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	53,400			
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Signature of Executive Director & Date:
 X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
 X

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

PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451		Grant Type and Number Capital Fund Program Grant No: MA06PO13501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Management Imp		1408		\$1950				
PHA Wide	Administration		1410	1	\$41,750				
PHA Wide	A&E Fees and costs		1430	1	\$9,417				
MA13-1, 13-2,	Site work Parking, landscaping		1450		\$130,699				
MA 13-1	Roofing repairs		1460		\$58,947				
MA 13-1	New Boiler and Water storage		1465.1		\$75,510.				
MA 13-2 Charles Lawless 94-120 Pond	Office Addition storage and filing systems		1470	1 2 0 1 6	\$51,770				
MA 13-4 46-48 Dale	HP laundry		1460		0				
PHA Wide	Federal Maintenance Truck		1475		\$30,000				
Management Imp	Computers and server and misc.		1408		\$30,180				
	TOTAL				\$430,223				

Signature of Executive Director & Date:
 X _____

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
 X _____

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

PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451	Grant Type and Number Capital Fund Program No: MA06PO13501-03 Replacement Housing Factor No:	Federal FY of Grant: 2003
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA 13-7 48 Pine St	9-2005			9-2006			

Signature of Executive Director & Date:
 X _____

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
 X _____

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Waltham Housing Authority		Location: (City/County & State) 110 Pond St, Waltham, MA 02451			Original X	
A. Development Number/Name/HA-Wide	Year 18FFY: 2003	Work Statement for Year 2 FFY Grant: <u>2004</u> PHA FY:	Work Statement for Year 3 FFY Grant: <u>2005</u> PHA FY:	Work Statement for Year 4 FFY Grant: <u>2006</u> PHA FY:	Work Statement for Year 5 FFY Grant: <u>2007</u> PHA FY:	
13-1	Annual Statement		172,000	50,000	314,600	
13-2			190,000	90,000		
13-4		155,000		89,000		
13-6		175,000		90,000		
13-7						
B. Physical Improvement Subtotal						
C. Management Improvement		10,000	10,000	10,000	15,400	
D. HA-Wide Nondwelling Structures and Equipment						
E. Administration		41,100	41,050	41,050	41,050	
F. Other (A&E fees and Cost)		58,123	56,777	50,000	59,223	
G. Operations						
H. Demolition						
I. Hopelment Reserve						
J. Mud Used for Development						
K. Total CGP Funds		430,223	430,223	430,223	430,223	
L. Total Non-CGP Funds						
M. Grand Total						

Signature of Executive Director & Date:
X _____

Signature of Public Housing Director/Office of Native American Programs Administrator
X _____

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

Activities for Year 1	Activities for Year : <u>2005</u> FFY Grant: PHA FY:			Activities for Year: <u>2006</u> FFY Grant: PHA FY:		
	DEV#	WORK CATEGORIES	COST	DEV#	WORK CATEGORIES	COST
	PHA Wide	Administration	58,315	PHA Wide	Administrations	56,315
	MA 13-4	Bathroom Renovations (504)Common Hallway Flooring and Painting	160,000	MA 13-1	Bathroom Renovations (504) Common Hallway Flooring and Painting	162,000
	MA 13-4	Landscaping	10,000	MA 13-1	Landscaping	10,000
	MA 13-6	Bathroom Renovations (504)Common Hallway Flooring and Painting	180,000	MA 13-2	Bathroom Renovations (504) Common Hallway Flooring and Painting	175,000
	MA 13-6	Landscaping	11,908	MA 13-2	Landscaping	26,908
TOTAL			430,223	TOTAL		430,223

Activities for Year : <u>2007</u> FFY Grant: PHA FY:			Activities for Year: <u>2008</u> FFY Grant: PHA FY:		
DEV#	WORK CATEGORIES	COST	DEV#	WORK CATEGORIES	COST
MA 13-1	Electrical Upgrades	50,000	MA 13-7	Bathroom Renovations (504)Common Hallway Flooring and Painting	304,600
MA 13-2	Electrical Upgrades	91,908	MA 13-7	Landscaping	10,000
MA 13-4	Electrical Upgrades	73,000			
MA 13-6	Electrical Upgrades	90,000			
PHA Wide	Administration	58,315	PHA Wide	Administration	60,000
			A&E Fees & Cost	Designer Fee	40,223
TOTAL		430,223	TOTAL		430,223

CAPITAL FUND PROGRAM TABLES

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451		Grant Type and Number Capital Fund Program Grant No: MA06PO1350203 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<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: 3-31-04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	\$5,000		\$5,000	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$5,000		\$5,000	1,500
8	1440 Site Acquisition				
9	1450 Site Improvement	\$80,866		\$80,866	80,866
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	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of line 2-19)	\$90,866		\$90,866	82,366
	Amount of line XX Related to LBP Activities				
	Amount of line 13 Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Signature of Executive Director & Date:
 X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
 X

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

PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451		Grant Type and Number Capital Fund Program Grant No: MA06PO1350203 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	
PHA Wide	Administration		1410	1	\$ 5,000				
PHA Wide	A&E Fees and costs		1430	1	\$ 5,000				
MA 13-2 94-120 Pond Street	Landscaping /Site improvement 13-2		1450	1	\$80,866				
	TOTAL				\$90,866				

Signature of Executive Director & Date:
 X _____

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
 X _____

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

PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451		Grant Type and Number Capital Fund Program No: MA06PO1350203 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	4-2004			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA 13-2	4- 2004			8-2005			

Signature of Executive Director & Date:
X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
X

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Waltham Housing Authority		Location: (City/County & State) 110 Pond St, Waltham, MA 02451			Original X	
A. Development Number/Name/HA-Wide	Year 1 FFY: <u>2003</u>	Work Statement for Year 2 FFY Grant: <u>2004</u> PHA FY:	Work Statement for Year 3 FFY Grant: <u>2005</u> PHA FY:	Work Statement for Year 4 FFY Grant: <u>2006</u> PHA FY:	Work Statement for Year 5 FFY Grant: <u>2007</u> PHA FY:	
13-1	Annual State- ment		172,000	50,000	314,600	
13-2			190,000	90,000		
13-4		170,000		73,000		
13-6		190,000		90,000		
13-7						
B. Physical Improvement Subtotal						
C. Management Improvement		10,000	10,000	10,000	15,400	
D. HA-Wide Nondwelling Structures and Equipment						
E. Administration		38,315	36,315	38,315	60,000	
F. Other (A&E fees and Cost)		21,908	21,908	55,000	38,315	
G. Operations						
H. Demolition						
I. Hopelment Reserve						
J. Mud Used for Development						
K. Total CGP Funds		430,223	430,223	430,223	430,223	
L. Total Non-CGP Funds						
M. Grand Total						

Signature of Executive Director & Date:
X _____

Signature of Public Housing Director/Office of Native American Programs Administrator
X _____

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

Activities for Year 1	Activities for Year : <u>2004</u> FFY Grant: PHA FY:			Activities for Year: <u>2005</u> FFY Grant: PHA FY:		
	DEV#	WORK CATEGORIES	COST	DEV#	WORK CATEGORIES	COST
	PHA Wide	Administration	58,315	PHA Wide	Administrations	56,315
	MA 13-4	Bathroom Renovations (504)Common Hallway Flooring and Painting	160,000	MA 13-1	Bathroom Renovations (504)Common Hallway Flooring and Painting	162,000
	MA 13-4	Landscaping	10,000	MA 13-1	Landscaping	10,000
	MA 13-6	Bathroom Renovations (504)Common Hallway Flooring and Painting	180,000	MA 13-2	Bathroom Renovations (504)Common Hallway Flooring and Painting	175,000
	MA 13-6	Landscaping	10,000	MA 13-2	Landscaping	25,000
TOTAL			428,315	TOTAL		428,315

Activities for Year : <u>2006</u> FFY Grant: PHA FY:			Activities for Year: <u>2007</u> FFY Grant: PHA FY:		
DEV#	WORK CATEGORIES	COST	DEV#	WORK CATEGORIES	COST
MA 13-1	Electrical Upgrades	50,000	MA 13-7	Bathroom Renovations (504)Common Hallway Flooring and Painting	304,600
MA 13-2	Electrical Upgrades	90,000	MA 13-7	Landscaping	10,000
MA 13-4	Electrical Upgrades	73,000			
MA 13-6	Electrical Upgrades	90,000			
PHA Wide	Administration	58,315	PHA Wide	Administration	60,000
			A&E Fees & Cost	Designer Fee	38,315
TOTAL		428,315	TOTAL		428,315

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

PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451	Grant Type and Number Capital Fund Program Grant No: MA06PO13501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: 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
1	Total non-CFP Funds				
2	1406 Operations	1,950	1,950		
3	1408 Management Improvements Soft Costs	5,000	5,000		
	Management Improvements Hard Costs				
4	1410 Administration	50,000	50,000		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000	50,000		
8	1440 Site Acquisition				
9	1450 Site Improvement	176,265	176,265		
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	20,000	20,000		
12	1470 Nondwelling Structures	200,223	200,223		
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of line 2-19)	503,438	503,438		
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	10,000			
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Signature of Executive Director & Date: _____ X _____
 Signature of Public Housing Director/Office of Native American Programs Administrator & Date: _____ X _____

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

PHA Name: Waltham Housing Authority 110 Pond Street Waltham, MA 02451	Grant Type and Number Capital Fund Program No: MA06PO13501-04 Replacement Housing Factor No:	Federal FY of Grant: 2004
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA 13-1,2,4,6,7	9-2005			9-2006			
MA 13-2	9-2005			9-2006			
PHA Wide	9-2005			9-2006			

Signature of Executive Director & Date:
 X _____

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
 X _____

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Waltham Housing Authority		Location: (City/County & State) 110 Pond St, Waltham, MA 02451			Original X	
A. Development Number/Name/HA-Wide	Year 1 FFY: <u>2004</u>	Work Statement for Year 2 FFY Grant: <u>2005</u> PHA FY:	Work Statement for Year 3 FFY Grant: <u>2006</u> PHA FY:	Work Statement for Year 4 FFY Grant: <u>2007</u> PHA FY:	Work Statement for Year 5 FFY Grant: <u>2008</u> PHA FY:	
13-1	Annual State- ment		172,000	70,000		
13-2			190,000	110,000		
13-4		180,000	20,000	73,000		
13-6		200,428		110,000		
13-7				20,000		400,000
B. Physical Improvement Subtotal		380,428	402,000	363,000	400,000	
C. Management Improvement		5,000	5,000	5,000	5,000	
D. HA-Wide Nondwelling Structures and Equipment		20,000	10,000	34,438	14000	
E. Administration		46,000	46,000	46,000	46,000	
F. Other (A&E fees and Cost)		50,000	40,438	55,000	38,438	
G. Operations						
H. Demolition						
I. Hopelnement Reserve						
J. Mud Used for Development						
K. Total CGP Funds		503,438	503,438	503,438	503,438	
L. Total Non-CGP Funds						
M. Grand Total						

Signature of Executive Director & Date:

X

Signature of Public Housing Director/Office of Native American Programs Administrator

X

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

Activities for Year 1	Activities for Year : <u>2005</u> FFY Grant: PHA FY:			Activities for Year: <u>2006</u> FFY Grant: PHA FY:		
	DEV#	WORK CATEGORIES	COST	DEV#	WORK CATEGORIES	COST
	PHA Wide	Management improvements	5,000	PHA Wide	Management Improvements	5,000
	PHA Wide	Administration	46,000	PHA Wide	Administration	46,000
	MA 13-4	Bathroom Renovations (504)Common Hallway Flooring and Painting	170,000	MA 13-1	Bathroom Renovations (504)	172,000
	MA 13-4	Landscaping	10,000	MA 13-4	Landscaping	70,000
	MA 13-6	Bathroom Renovations (504)Common Hallway Flooring and Painting	190,000	MA 13-2	Bathroom Renovations (504)	190,000
	MA 13-6	Landscaping/Site Fence	10,000	MA 13-2	Landscaping	20,438
	PHA Wide					
TOTAL	TOTAL		503,438	TOTAL		503,438

Activities for Year : <u>2007</u> FFY Grant: PHA FY:			Activities for Year: <u>2008</u> FFY Grant: PHA FY:		
DEV#	WORK CATEGORIES	COST	DEV#	WORK CATEGORIES	COST
MA 13-1	Electrical Upgrades	70,000	MA 13-7	Bathroom Renovations (504)Common Hallway Flooring and Painting	400,000
MA 13-2	Electrical Upgrades	110,000	MA 13-7	Landscaping	12,472
MA 13-4	Electrical Upgrades	73,000		Trash compactor	14,000
MA 13-6	Electrical Upgrades	110,000		Re-pave parking lot	38,438
PHA Wide	Administration	46,000	PHA Wide	Administration	46,000
PHA Wide	Other fees and costs	34,438	TOTAL		503,438

PHA Wide	Management Improvements	5,000			
	PHA wide	34,438			
	Administration	46,000			
	A & E fees and costs	55,000			
	TOTAL	503,438			

**MANAGEMENT NEEDS
ASSESSMENT**
Comprehensive Grant Program (CGP)
Attachment L ma013102.doc

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

OMB Approval No. 2577-0157 (exp. 06/30/2005)

HA Name Waltham Housing Authority	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number _____	
General Description of Management Needs	Urgency of Need (1-5)	Preliminary Estimated HA-Wide Cost
1. Computer Training	1	\$5,000
2. Procurement Training	1	\$5,000
3. Comprehensive Policy	1	\$25,000
A. Energy Audit		
B. Management Consultant		
4. Technology Assessment	1	\$5,000
Total Preliminary Estimated HA-Wide Cost		\$ 40,000
Date Assessment Prepared		6-30 05
Source(s) of Information		

PHYSICAL NEEDS ASSESSMENT
 Comprehensive Grant Program (CGP)

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

HA Name Waltham Housing Authority 110 Pond Street Waltham MA. 02451			x Original <input type="checkbox"/> Revision Number _____		
Development Number MA06PO13002		Development Name Charles Lawless		DOFA Date or 1967 Construction Date	
Development Type Rental <input checked="" type="checkbox"/> X Turnkey III – Vacant <input type="checkbox"/> Turnkey III – Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Occupancy Type Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> x Mixed <input type="checkbox"/>	Structure Type Detached/Semi Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-Up <input checked="" type="checkbox"/> x Elevator <input type="checkbox"/>	Number of Buildings 7 Current Bedroom Distribution 0 ___ 1 <input checked="" type="checkbox"/> 2 ___ 3 ___ 4 ___ 5 ___ 6 ___	Number of Vacant Units % Total Current Units
General Description of Needed Physical Improvements				Urgency of Need (1-5)	
Bathroom Renovations				2	
Electrical and Lighting Updates				3	
Landscaping				5	
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$290,000	
Per Unit Hard Cost				\$ 6,170	
Physical Improvement Will Result in Structural/System Soundness at a Reasonable Cost			Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>		
Development Has Long-Term Physical and Social Viability			Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>		
Date Assessment Prepared				10-22-05	

PHYSICAL NEEDS ASSESSMENT
Comprehensive Grant Program (CGP)**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

HA Name Waltham Housing Authority		X Original <input type="checkbox"/> Revision Number _____		
Development Number MA06PO13004		Development Name 100 Cedar street		DOFA Date or 1969 Construction Date _____
Development Type		Occupancy Type	Structure Type	Number of Buildings 1
Rental <input checked="" type="checkbox"/> X Turnkey III – Vacant <input type="checkbox"/> Turnkey III – Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>		Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> X Mixed <input type="checkbox"/>	Detached/Semi Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-Up <input checked="" type="checkbox"/> X Elevator <input type="checkbox"/>	Number of Vacant Units 1 Current Bedroom Distribution 0 ___ 1 <input checked="" type="checkbox"/> X 2 ___ 3 ___ 4 ___ 5 ___ 6 ___
				Total Current Units 22
General Description of Needed Physical Improvements				Urgency of Need (1-5)
Bathroom Renovations				1
Landscaping/Site fencing				3
Electrical Upgrades				2
Total Preliminary Estimated Hard Cost for Needed Physical Improvements				\$243,000
Per Unit Hard Cost				\$11,045
Physical Improvement Will Result in Structural/System Soundness at a Reasonable Cost				Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability				Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>
Date Assessment Prepared				6-30 05
Source(s) of Information				

PHYSICAL NEEDS ASSESSMENT
 Comprehensive Grant Program (CGP)

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

HA Name Waltham Housing Authority 110 Pond Street Waltham MA 02451			X Original <input type="checkbox"/> Revision Number _____	
Development Number MA06PO13006	Development Name 46-48 Dale Street		DOFA Date or 1971 Construction Date	
Development Type Rental <input checked="" type="checkbox"/> X Turnkey III – Vacant <input type="checkbox"/> Turnkey III – Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>	Occupancy Type Family <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> X Mixed <input type="checkbox"/>	Structure Type Detached/Semi Detached <input type="checkbox"/> Row <input type="checkbox"/> Walk-Up <input checked="" type="checkbox"/> X Elevator <input type="checkbox"/> Wheelchair lift <input checked="" type="checkbox"/> X	Number of Buildings Current Bedroom Distribution 0 ___ 1 <u>X</u> 2 ___ 3 ___ 4 ___ 5 ___ 6 ___	Number of Vacant Units % Total Current Units

General Description of Needed Physical Improvements	Urgency of Need (1-5)
Empty space for description	Empty space for urgency

Total Preliminary Estimated Hard Cost for Needed Physical Improvements		\$
Per Unit Hard Cost		\$
Physical Improvement Will Result in Structural/System Soundness at a Reasonable Cost		Yes <input type="checkbox"/> No <input type="checkbox"/>
Development Has Long-Term Physical and Social Viability		Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Assessment Prepared		
Source(s) of Information		

