

# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
(exp 05/31/2006)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 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. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

## Streamlined Annual Plan for Fiscal Year 2005

Chelsea Housing Authority Electronic File "ma016v03"

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.**

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name: Chelsea Housing Authority**

**PHA Number: MA016**

**PHA Fiscal Year Beginning: (mm/yyyy) 01/2005**

**PHA Programs Administered:**

**Public Housing and Section 8**

Number of public housing units: 350  
Number of S8 units: 459

**Section 8 Only**

Number of S8 units:

**Public Housing Only**

Number of public housing units:

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### 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 and attachments (if any) are available for public inspection at: (select all that apply)

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

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

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

## Streamlined Five-Year PHA Plan PHA FISCAL YEARS 2005 - 2009 [24 CFR Part 903.12]

### 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)

The Chelsea Housing Authority (CHA) is committed to providing a full range of safe, secure, suitable, and appropriate affordable housing opportunities to extremely-low, very-low, and low income family, elderly and disabled households in a fair manner. The CHA is committed to assisting all residents who are moving from welfare-to-work with affordable housing opportunities that do not act as a disincentive to economic advancement. The CHA is committed to deconcentrating poverty within its federal conventional public housing developments and attempting to provide and support greater access to affordable housing opportunities throughout the entire community. The CHA is committed to fair and non-discriminatory practices throughout all of its housing programs and activities.

### 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: specifically for victims of domestic violence
  - 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) High Performer
  - Improve voucher management: (SEMAP score) 100%
  - Increase customer satisfaction: 100% RASS score
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units: See CFP Workplans
  - 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: Briefing sessions
  - 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: Surveillance cameras
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)  
Implement / maintain on-site Resident Housing Manager at Mace Development.

**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: Adult Computer Learning Centers

- 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)**

- The CHA includes as one of its goals, the preservation of elderly and disabled housing.

## Streamlined Annual PHA Plan PHA Fiscal Year 2005 [24 CFR Part 903.12(b)]

### Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

#### A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

<input checked="" type="checkbox"/>	1. Housing Needs	pg 7
<input checked="" type="checkbox"/>	2. Financial Resources	pg 12
<input checked="" type="checkbox"/>	3. Policies on Eligibility, Selection and Admissions	pg 13
<input checked="" type="checkbox"/>	4. Rent Determination Policies	pg 23
<input checked="" type="checkbox"/>	5. Capital Improvements Needs	pg 27
<input checked="" type="checkbox"/>	6. Demolition and Disposition	pg 28
<input checked="" type="checkbox"/>	7. Homeownership	pg 29
<input checked="" type="checkbox"/>	8. Civil Rights Certifications (included with PHA Certifications of Compliance)	pg 30
	9. Additional Information	
	a. PHA Progress on Meeting 5-Year Mission and Goals	pg 30
	b. Criteria for Substantial Deviations and Significant Amendments	pg 35
	c. Other Information Requested by HUD	
	i. Resident Advisory Board Membership and Consultation Process	pg 36
	ii. Resident Membership on the PHA Governing Board	pg 47
	iii. PHA Statement of Consistency with Consolidated Plan	pg 49
	iv. (Reserved)	
<input checked="" type="checkbox"/>	10. Project-Based Voucher Program	pg 49
<input checked="" type="checkbox"/>	11. Supporting Documents Available for Review	pg 50
<input checked="" type="checkbox"/>	12. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report	pg 53
<input checked="" type="checkbox"/>	13. Capital Fund Program 5-Year Action Plan	pg 63
<input type="checkbox"/>	14. Other (List below, providing name for each item)	

#### B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**

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

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

**Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

**A. 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 PHA’s Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	39		23
Extremely low income <=30% AMI	35	89.74	
Very low income (>30% but <=50% AMI)	4	10.26	
Low income (>50% but <80% AMI)	0	0	
Families with children	23	58.97	
Elderly families	4	10.26	
Families with Disabilities	8	20.51	
Race/ethnicity: White	34	87.18	
Race/ethnicity: Black	4	10.26	
Race/ethnicity: Amer. Indian	0	0	
Race/ethnicity: Asian	1	2.56	
Race/ethnicity: Hispanic	21	53.85	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 118 mos; October 31, 1994			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

Housing Needs of Families on the PHA's Waiting Lists			
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:			
	# of families	% of total families	Annual Turnover
Waiting list total	978		
Extremely low income <=30% AMI	20	94.07	
Very low income (>30% but <=50% AMI)	47	4.81	
Low income (>50% but <80% AMI)	11	1.12	
Families with children	787	80.47	
Elderly families	23	2.35	
Families with Disabilities	31	3.17	
Race/ethnicity: White	585	59.82	
Race/ethnicity: Black	183	18.71	
Race/ethnicity: Amer. Indian	11	1.13	
Race/ethnicity: Asian	28	2.86	
Race/ethnicity: Other	171	17.48	
Race/ethnicity: Hispanic	465	47.55	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	129	13.19	
2 BR	619	63.29	
3 BR	208	21.27	
4 BR	22	2.25	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 1 mo; June 2004			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

## B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.12 (b), 903.7 (c)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	1,066,812	
b) Public Housing Capital Fund	909,710	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,197,032	
f) Resident Opportunity and Self-Sufficiency Grants	13,219	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,169,724	Operations
<b>4. Other income (list below)</b>		
Investment	500	
Laundry/parking/misc	41,000	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	8,397,997	

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

[24 CFR Part 903.12 (b), 903.7 (b)]

## 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: (pool of 15-20 applicants)  
 When families are within a certain time of being offered a unit: (state time)  
 Other: (describe)

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

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

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

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

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

### (2)Waiting List Organization

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

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

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

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? \_\_\_

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? \_\_\_

4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

\*Pool of applicants will result in exceeding targets.

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

- 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)  
 \* Resident Handbook

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

**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):
- Other (list below)

\*Credit checks for hidden assets, fraud, etc. Credit checks are *not used* to prevent low-income applicants from being accepted from housing because of past credit difficulties.

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?

The Criminal Offender Record Information obtained from the State enforcement agency includes local and State criminal records.

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)

To assist the property owner in the conduct of applicant screening, the only information the CHA will release under this narrow exception is:

- a. The tenant family's current address
- b. Name and address of the current property owner
- c. Name and address of the previous property owner

Requests must be in writing.

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

The initial term of the Voucher is 120 days. Recipients will be asked, but are not required, to maintain a record of their housing searches with comments as to why particular units were not selected. Families will be asked to contact their Program Representative at the thirty, sixty and ninety day points in their housing search. At each conversation, the Program Representative will review with the family the efforts it has made to find a suitable dwelling unit and problems it has encountered.

The 120-day period will “toll” if the household in housing search has submitted a unit for tenancy approval. A household may submit one or more tenancy approval requests at the same time. The household must request that the “freeze” on the 120-day period be implemented by contacting their Section 8 Program Representative either by telephone or in person, or by submitting a RFTA. Automatic extensions to the 120-day search time will be granted with appropriate documentation for reasons including reasonable accommodation.

Suspensions may be granted for the following reason:

- a. A lead inspection or deleading is pending
- b. A family member becomes temporarily confined to a hospital, nursing home, etc.
- c. The family is detained pending trial
- d. The family is admitted to drug rehab or other rehab program
- e. Any other situation that is beyond the family’s ability to control, and prevents the family from conducting a housing search

Failure to submit the RFTA within the period stated or other delays in asking for tenancy approval may keep the clock tolling for housing search, and no retroactive freeze will be implemented. General assistance to families during the period between issuance of the Voucher and the approval and execution of the lease includes maintaining listings of available rentals provided by property owners, and the availability of Program Representative for personal or telephone conferences to clarify any questions that may have developed since issuance of the Voucher. Where possible and effective, additional assistance will be provided to large families and minorities.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

\*The Chelsea Housing Authority will grant an automatic preference to AHVP participants presently receiving assistance from the Chelsea Housing Authority under the Alternative Housing Voucher Program, who have been identified by DHCD as eligible for transition to another affordable housing program due to budget reductions. They will receive automatic preference, and must be issued a voucher, provided they have complied with all of the requirements of their AHVP subsidy and have been unable to secure other long-term rental assistance during the term of the temporary subsidy.

The Chelsea Housing Authority, at the discretion of the Executive Director, will grant an automatic preference to a current Chelsea public housing resident in good standing, who has a need and a desire to move outside of the city of Chelsea due to being in a "life threatening situation". The subsidy may be issued in "life threatening situations" involving victim/witness protection, avoiding reprisals, domestic violence threats and hate crimes, regardless of whether the waiting list is open or closed

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)
- 1  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
- Other preference(s) (list below)

\*The Chelsea Housing Authority will grant an automatic preference to AHVP participants presently receiving assistance from the Chelsea Housing Authority under the Alternative Housing Voucher Program, who have been identified by DHCD as eligible for transition to another affordable housing program due to budget reductions. They will receive automatic preference, and must be issued a voucher, provided they have complied with all of the requirements of their AHVP subsidy and have been unable to secure other long-term rental assistance during the term of the temporary subsidy.

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.12(b), 903.7(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 of the following two)

- 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))

- 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; The CHA implemented a \$50 minimum rent effective January 1, 2004.

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% of adjusted income

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

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

\*30% or Flat Rent

- 1 bedroom unit - \$600/month
- 2 bedroom unit - \$700/month
- 3 bedroom unit - \$850/month
- 4 bedroom unit - \$950/month

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

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

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

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents

(ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

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

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

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

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

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

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR; The CHA adopted 110% of current HUD approved FMR as PS effective October 1, 2004
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually  
 Other (list below)

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

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

## **(2) Minimum Rent**

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

- \$0  
 \$1-\$25  
 \$26-\$50; The CHA implemented a \$50 minimum rent effective January 1, 2004.

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

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

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

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

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

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

### **(1) Hope VI Revitalization**

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)  
Development name:  
Development (project) number:  
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
- c.  Yes  No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d.  Yes  No: 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:
- e.  Yes  No: 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:

### **6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If "No", skip to component 7; if "yes", complete one activity description for each development on the following chart.)

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

### **7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

(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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

#### **(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, what is the maximum number of participants this fiscal year? \_\_\_

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:

c. What actions will the PHA undertake to implement the program this year (list)?

#### **(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2005- 2009.*

#### **Statement of Progress**

*The Chelsea Housing Authority is pleased to report on the progress it has made in meeting the mission and goals outlined in our current Agency Plan.*

#### **Authority-Wide:**

##### **◆ Keep Chelsea Beautiful Program**

Once again, this year the Chelsea Housing Authority joined with the Chelsea City Manager, Jay Ash in his new program called the "Keep Chelsea Beautiful" campaign. The CHA works with the City at various citywide clean-up programs to the benefit of our residents and neighborhoods.

##### **◆ Video Surveillance Network Program**

We have completed the installation of a comprehensive video surveillance system at the

Scrivano, Buckley, Margolis, Union Park and Mace Developments. This system allows us to monitor every hall, stairway and outside common area of the development that the system is installed in. The system has greatly increased the safety of the developments for our residents. The system includes high tech, vandal resistant cameras that are connected to a digital video recorder (DVR) which saves the video images on a compact computer disk. In January 2004, these DVR's were tied to a high speed Internet connection in such a way that authorized viewers can view any camera in a development remotely on the Internet. This will allow the Director of Public Safety, Resident Police Officers and other authorized Chelsea Housing Staff to check in on any area of the developments from anywhere there is a computer with the Internet. In March of 2004 we began the installation of the system at the Prattville Family Housing Development. When completed we will have every development covered except for the Innes Family Development. We are aggressively working to secure funding to complete this final site to tie all of the developments into the remote viewing system.

◆ Resident Officer Program

One of our model programs continues to be the Resident Police Officer Program. Currently, the Chelsea Housing Authority has Resident Officers living at both the Margolis and Scrivano federal developments. This program was designed in an effort to cost effectively enhance the security at our developments. This program has been operating in both our state and federal developments. The program has been very successful and has allowed us to develop several very strong, development-based neighborhood crime watches. The officers living in the developments have created a connection and trust with their neighbors. With this trust has come information that generally would not be shared with the local police or housing managers.

◆ Crime Watch Meetings

Crime watch meetings are held monthly in all of our developments. These meetings are to insure that we provide safety and security to enhance the quality of life for our residents. The resident officers and the residents of each development including the children conduct crime watch meetings. The exchange of ideas and the public safety instruction has led to a huge decrease in crime in all CHA developments.

**Resident Services at Family Developments:**

◆ IBA/STRIVE Job Readiness Program

The STRIVE program is a nationally recognized and highly successful job-readiness program that was featured on the "60 Minutes" television program. It is an intensive professional training and development course. The program is free of charge to those wishing to improve their job skills. The program lasts 4 weeks, and meets from 9 a.m. to 5 p.m. each day. In September of 2002 Chelsea Housing partnered with IBA to establish this program at the 61 Watts St. location within the Chelsea Housing Authority's Innes Apartments.

The IBA/Strive program has trained about 190 participants in its first 18 months of operation. IBA/STRIVE is different from other workforce development programs because it challenges participants to come face to face with whatever issues may be holding them back from reaching

their full job potential.

◆ Computer Learning Center

The Chelsea Housing Authority has developed and opened a new Computer Learning Center at the Prattville Apartments. The center is open to all residents of Chelsea Housing and it offers training for both adult and youth. The center provides residents with the on-line access needed to post resumes and find employment. The center teaches the computer skills that are often necessary to find employment. Also, it offers Chelsea Housing youth tools to help with their schoolwork and prepare for the future.

Great progress has been made on the Computer Learning Center (CLC) during 2003. Renovation was completed, 16 new computers were installed and loaded with the latest software, and an instructor was hired. The first class began on January 14, 2004. The center is open Monday, Wednesday and Friday from 3 PM to 7 PM.

◆ Community Service

Resident Services has been working with Housing Management and Maintenance to help coordinate Community Service workers who are required to perform 8 hours per month of community service under HUD guidelines. The Community Service requirement has provided a two-fold benefit. First, resident community service workers have become more active in the upkeep of their own community. Secondly, many residents have been motivated to find employment in order to be exempt from community service. This has turned out to be a long-term benefit to the resident and their family.

◆ Chelsea Earned Income Tax Credit Campaign

The Earned Income Tax Credit is a federal and state income tax benefit for people who work. It has been estimated that eligible Chelsea residents are not accessing more than 1 million dollars in EITC benefits. The EITC is designed to encourage welfare recipients to enter and remain in the work force. It is a way of rewarding work through the tax code. Benefits depend on earned income and family demographics.

The Chelsea Housing Authority was one of the sponsors of this program in Chelsea in 2004. John Koch, CHA Resident Services Coordinator worked with CHA Director of Finance, Vitus Shum, to help make the program a great success here in Chelsea. The Chelsea Housing Authority provided a program site as well as outreach assistance, especially targeting public housing residents here in Chelsea.

◆ Resident Housing Manager

HUD has approved a live-in Resident Housing Manager to reside at the Mace Development. This has proven to have a dramatic impact in communications and understanding between the Authority and the residents.

◆ The Children's Center at the Innes Apartments

This successful and professional program offers high quality childcare for 33 children from the age of 2 months up to 3 years old. It is located at 170 Central Avenue and operated by East

Boston Social Centers. The center has 12 nurturing and committed staff members. It is open Monday to Friday from 7:30 AM to 5:30 PM. In addition to being licensed by the Massachusetts Office of Child Care Services, this program has earned a prestigious accreditation from the National Association for the Education of Young Children (NAEYC). Children from Chelsea Housing developments receive priority at this program.

◆ The Sister to Sister Program at the Prattville Apartments

Chelsea ASAP (Alcohol and Substance Abuse Program) runs this program which serves girls ages 8 to 13. The program focuses on teaching life skills and substance abuse prevention strategies. The development of peer leaders is another important aspect of this program.

◆ The Brother and Sister Program at the Scrivano Apartments

With goals similar to the Sister to Sister Program, and also run by Chelsea ASAP, this program serves both young boys and young girls. In addition to teaching life skills and substance abuse strategies, this program also helps to draw CHA children toward healthy activity.

◆ Individual On-Site Social Services in Family Developments

In 2004 the CHA Resident Services Coordinator provided direct on-site services or consultation for residents of Family Housing in situations that are especially difficult, complex or sensitive. Cases included substance abuse, neighbor disputes, mental health assessment, and health and safety issues.

◆ Police Action Counseling

The Police Action Counseling Team (PACT) is a service designed to benefit children and families. Mass General Hospital, the Chelsea Police Department, the Department of Social Services and the Chelsea Housing Authority have teamed together to respond to emergency calls where children have been exposed to a traumatic event, such as domestic violence, violent criminal activity, homicide or a traumatic medical crisis. The MGH Chelsea clinicians are doctoral or master's level clinicians in psychology or social work who have expertise in juvenile matters, domestic violence, and the impact of violence on children. Children who have seen or heard a traumatic event or events are affected in many ways at that time, and often long after the initial trauma. These incidents can threaten the basic sense of safety and security that children have with adults. They can also disrupt a child's psychosocial development, emotional well-being, and this can manifest in problems at home, school or in their relations with friends and family. Immediate help to children at the time of the traumatic scene or shortly thereafter can help prevent later problems for the children. There is no cost for PACT services to our residents.

**Resident Services at Elderly/Disabled Developments**

◆ On-site Licensed Social Worker/Service Coordinator Program

The Chelsea Housing Authority provided elderly and disabled residents with a licensed (master's level) Social Worker who worked on-site to assist residents. This year the Social Worker/Service Coordinator has responded to over 600 requests for individual resident services. This work focuses in these areas:

- Services for frail elderly & disabled residents  
A number of our frail elderly residents live alone and have no family support. They depend upon home care services including visiting nurses, personal care, homemakers and meals-on-wheels. Sometimes there are gaps in these services, especially after a hospital discharge. Resident Services works with hospital discharge planners to prevent gaps and provide emergency services when needed.
- Mental health problems  
Resident Services has been especially busy responding to mental health-related problems with elderly/disabled residents. In each case Resident Services was able to offer timely assessment and clinical interventions as needed.
- Benefit, health insurance and money problems
- Assisting Housing Managers and Resident Councils

#### ◆ Medical Services

In a partnership between the Chelsea Housing Authority and Massachusetts General Hospital, the weekly on-site MGH medical clinic at the Buckley Apartments provides valuable services. This collaboration often eased and facilitated difficult decisions and transitions for residents and their families. Resident Services also assisted the medical team in transitioning some of our more frail residents who were able to smoothly move to a local skilled nursing facility where they continued under a doctor's care.

#### ◆ Flu Shot Clinics

Resident Services has been working with the City of Chelsea Health Department to offer free flu shots to elderly residents at the Buckley, Margolis and Union Park Apartments in 2003. The outreach efforts turned out to be very successful as about 100 residents took advantage of this program and received free flu shots. This is especially important for some of our more frail residents who are at high risk of serious complications from the flu and who might not have received the flu shot unless it was offered in their own development.

#### ◆ Transportation for the Elderly

Resident Services coordinates special transportation services for elderly and disabled residents. The Free Elderly Ride Service provided by the City of Chelsea continued to grow in popularity among CHA residents. Brochures about this service were distributed (in English and Spanish) to all residents. Weekly free bus transportation to the Mystic Mall continued through an agreement between Beth Israel Medical Center North and CHA Resident Services. Stop & Shop Supermarkets also provided free rides to their store through a special bus that stopped at our elderly developments.

#### ◆ Resident Councils and Resident Groups

Resident Services continued to promote positive activity in elderly housing. In addition to the regular calendar of activities distributed to all Buckley residents, Resident Services continued to assist the Resident Council Officers at both Buckley and Margolis with planning and promotion of activities.

◆ Advisory Board of CRW

In 2003 and 2004 the CHA Resident Services Coordinator served as a member of the Board of Directors of Chelsea-Revere-Winthrop (CRW) Home Care Corporation. CRW is the local Area Agency on Aging and the local Home Care Corporation for Chelsea, Revere and Winthrop. This position is helpful in assuring that the elderly residents of Chelsea Housing and the entire city have an advocate helping to bring services and programs to meet their needs.

Finally, the Chelsea Housing Authority has worked diligently to address concerns and improve the quality of assisted housing. Physical improvements, in addition to improved maintenance and security have been made throughout the developments funded under the Capital Fund Program.

Specifically, recent accomplishments include:

- Completion of new playgrounds at Mace and Scrivano
- Landscaping improvements at Mace and Scrivano
- Replacement and upgrading of the emergency generator system at the Margolis Apartments

Work planned for the future includes:

- Improved front-entry lock systems at Mace and Scrivano.
- Installation of new baseboard heating pipe and commercial grade covers in all units at Scrivano Apartments
- Installation of new boilers at the Scrivano Apartments
- Installation of new windows at the Mace Apartments (a five-year replacement program)
- Installation of new windows at the Scrivano Apartments (a five-year replacement program)
- Sidewalk and site repairs at the Mace Apartments
- Sidewalk and site repairs at the Scrivano Apartments
- Waterproofing the exterior brick at the Margolis Apartments
- Elevator work at Margolis

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### a. Substantial Deviation from the 5-Year Plan

**b. Significant Amendment or Modification to the Annual Plan**

The Chelsea Housing Authority has adopted HUD's definition of significant amendments and substantial deviation/modifications to the Plan in accordance with HUD's Notice PIH 99-51 that provided a working definition as guidance to housing authorities. The definition was as follows:

Changes to rent or admission policies or organization of the waiting list(s);

Additions of non-emergency work items (not included in the current Annual Plan or 5 Year

Action Plan) or changes in the use of replacement reserve funds under the Capital Fund;

Any change with regard to demolition or disposition, designation, homeownership program or conversion activities.

**C. Other Information**

[24 CFR Part 903.13, 903.15]

**(1) Resident Advisory Board Recommendations**

**RAB Membership**

- a. Sandra Rivera, 134 Clark Avenue
- b. Yvonne Gerena, 125 Arlington Street
- c. Dalia Gomez, 15 Crescent Avenue
- d. Linda McCusker, 17 Garfield Avenue, #1
- e. Jesus Iraola, 96 Fourth Street, #1
- f. Paula Alvarez, 27 Chester Avenue
- g. Norma Rosa, 1 Webster Ct, #4
- h. Ursula Quintana, 3 Webster Ct. #4
- i. Maria Ventura, 2 Webster Ct, #10
- j. Carmen Hernandez, 5 Webster Ct., #2
- k. Gilda Ramirez, 5 Webster Ct, #12
- l. Marcia Martinez, 260 Clark Avenue, #1004
- m. Theresa Zenga, 260 Clark Avenue, #406
- n. George Ferullo, 260 Clark Avenue, #1308
- o. Aleja Caraballo, 260 Clark Avenue, #601
- p. Freddy Capeles, 2 Clinton Ct, #12
- q. Maria Irizarry, 1 Mill Ct, #5
- r. Carmen Rivera, 1 Mill Ct, #8
- s. Joselito Rivera, 4 Clinton Ct, #2

- a.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? If yes, provide the comments below:

September 30, 2004

***Re: Comments Submitted by a member of the Scrivano Tenants Council, Individual member of the Residents Advisory Board, and Individual Public Housing Tenants on Draft 5-Year Plan***

Dear Mr. McLaughlin:

*A member of the Scrivano Tenants Council, a member of the Residents Advisory Board and individual federal public housing tenants of the Chelsea Housing Authority (CHA) submit these written comments on the draft 5-Year Plan for Fiscal Years 2005-2009.*

***1. Turnover of Vacant Units***

*In Section 1.B(1) of the plan, CHA identifies as one of its strategies the need to reduce the amount of time to turn over vacant units and to renovate units. We would like to clarify the average turnover periods are. Further we ask that the 5-Year plan incorporate special performance goals for turnover. For instance, if the CHA currently has a policy that units will not be vacant for longer than a certain period of time, this should be incorporated in the 5-Year plan.*

***2. Available Assistance to Families with Disabilities***

*We would like to see the CHA include as one of its goals, the preservation of elderly and disabled housing. In Section 1.B(1) of the Plan the CHA states that it will “carry out the modifications needed in public housing based on the Section 504 Needs Assessment for Public Housing. What are these modifications? Moreover, has CHA updated its Section 504 Needs Assessment? Under HUD guidance, PHA’s should regularly update those assessments (see NOTICE PIH 2002-01). We would like to review both the original assessment and any updated assessment.*

*Tenants would like a clarification of the CHA’s plans for modifications, what funding has been and is being allocated for such modifications. Further we are concerned about how modification projects are prioritized by the CHA.*

***3. The Modernization Program***

*In Section B of the introduction to the 5-Year plan the CHA indicates that one of its goals is to “renovate or modernize public housing units”. As mentioned above, Section 1.B refers to the 504 Analysis with respect to modifications. CHA’s Capital Fund Program Annual Statements indicate that no money has been set aside for Section 504*

*compliance. And although the Performance and Evaluation Report indicates that many construction/rehab projects were at least planned each year, it is not clear if any of these were intended to work on accessibility of CHA properties.*

*HUD regulations 24 C.F.R. 8.22, applicable to new construction and 24 C.F.R. 8.23, which applies to "alterations of existing housing facilities" require that at least 5% of the dwelling units in a project are accessible to and usable by individuals with mobility impairments. Once this percentage is reached, "then no additional elements of dwelling units, or entire dwelling units are required to be accessible" (24 C.F.R 8.23). It may be that the CHA has met the requirement with regard to the modernization of its properties, but this is not clear from the information provided thus far. We recommend CHA clarify its modernization and modification plans for the upcoming five years.*

*A number of housing authorities, including the Boston Housing Authority, were threatened with suit by HUD, when HUD analyzed that a sufficient number of accessible units had not been created based on modernization funding received since 1989. We recommend the CHA conduct an analysis, and explain the modernization progress made thus far. If the CHA determines that more units need to be made accessible, we ask that the CHA articulate its plan to make these units accessible. Taking these steps should head off compliance action by HUD.*

**a. Project-Based Voucher Program and Waiting List Organization**

*We applaud the CHA on its decision to project base some of the tenant-based vouchers, referred to in Section 10 of the Plan. This program could expand the number of affordable units in Chelsea. However, some clarification is necessary with respect to how the project-based voucher list will relate to the existing tenant-based voucher waiting list. This information is missing from Section 3.B (2) of the Plan. If there will be a merged list, or two separate lists, we ask that this waiting list management issue be clarified. In addition, the subject of how households are to be added to the project-based list should be addressed by the Plan.*

**b. Ethnic Makeup of the Section 8 and Public Housing Waiting Lists and Outreach**

*The CHA lists as one of its strategies, its intent to "affirmatively market to races/ethnicities shown to have disproportionate housing needs." We therefore ask that the CHA strongly consider the marked difference in the ethnic make-up between the Section 8 and Public Housing waiting lists. The section 8 tenant-based list is largely white, while the public housing list is more evenly distributed among ethnicities. We recommend that the CHA conduct outreach to minorities for the Section 8 program when the waiting list reopens.*

*In addition, if the CHA has been the subject of an Occupancy audit within the last few years, we would like to see the results of the audit.*

**c. Section 8 Concerns**

*We want to comment generally on the current state of the Section 8 program, because we know that the CHA along with many other housing authorities have undergone a great deal of turmoil and pressure since the Spring of 2004. Changes in the HUD funding formula and the proposed changed FMRs have also subjected Section 8 Program participants and private landlords alike to uncertainty. Participants are not sure if they will face termination, and landlords do not know whether they will continue to receive housing assistance payments at the same level.*

*We would propose that CHA work jointly with the RAB, Section 8 participants, GBLS, and other allies to help guard against termination, ensure that subsidy payments are sufficient for tenants to find and maintain housing, and to ensure that owners can remain confident in the stability of the Section 8 program.*

**d. Emergency Maintenance Services**

*Tenants have reported some problems obtaining immediate maintenance assistance after regular business hours for emergencies such as burst plumbing, overflowing toilets, or loss of hot water, and instead having to wait until regular office hours for assistance. We recommend that CHA clarify the types of maintenance problems requiring immediate assistance with its staff, and with its tenants, including the after hours answering service. The public housing tenants think that emergency after-hours services should include, but not be limited to, no hot water, no heat, lock outs of apartments and of buildings, and serious plumbing problems.*

**e. Routine Maintenance Services**

*A Scrivano tenant reports that some residents have been charged maintenance fees that change without notice. Changing maintenance fees without proper notice is illegal. Specifically, a posted schedule of maintenance charges should be posted, and if CHA plans on changing that schedule, it must first give tenants 30 days written notice and an opportunity to submit written comment. A copy of the notice of change must be mailed or delivered directly to each tenant; or posted in at least three conspicuous places within each building in which the affected units are located (see 24 CFR\_966.5).*

*Federal regulations permit the PHA to enter the tenant's unit upon "reasonable advance notification to the tenant", for the purpose of conducting routine inspections or maintenance (24 CFR 966.4). However, a tenant from Scrivano reports that sometimes inspections or maintenance repairs occur without the appropriate notice. At other times, the routine maintenance repairs occur at times other than originally specified by the maintenance personnel. In other cases, when not requested by the tenant, the purpose of the inspection is not made clear to the tenant. "Reasonable advance notification" is defined in the regulation as a "written statement specifying the purpose of the PHA entry delivered to the dwelling unit at least two days before such entry" (24 CFR 966.4). We recommend that CHA continue to work to ensure that its staff follow these guidelines.*

*At Margolis there are specific repairs which need to be made, including but not limited to:*

*1) The parking lot needs to be paved. The tenants were told roughly five months ago that the parking lot would be paved over the summer, but this was not done.*

*2) Three of the six dryers are broken or in disrepair, and they have not worked for months, despite the fact that maintenance has been notified of the problem.*

*3) The lobby of the development is in need of painting, and the wallpaper and rugs are stained.*

*4) In the Spring of 2004 a prison work crew spent a day and a half painting the inside of the garage, but left without finishing the painting. Since then, the work has not been completed by CHA maintenance.*

## **8. Customer Satisfaction**

*CHA has stated in its 5-Year Plan its objective of increasing customer satisfaction. We appreciate the great strides in this area which the CHA staff have recounted to us in the past. We also wish to bring your attention to the following areas in need of improvement:*

## **2. Language and Communication**

*In 2001, the CHA explained that it had recently instituted a system to make Spanish language interpretation more broadly available. Recently, tenants have reported that CHA translations of important notices and documents issued to them are sometimes not accurate, and do not reflect the original English content. In 2002, we commented that although we applauded the efforts made by CHA, tenants were continuing to report that CHA's after-hours answering service personnel were often impatient and rude if a caller does not speak English. Now in 2004, tenants still express frustration that they are often met with rudeness by the answering service when they convey that they are non-English speakers. We recommend that CHA continue to work to ensure that its answering service is able to accommodate non-English speakers of other languages, particularly to ensure compliance with DOJ and HUD Limited English Proficiency (LEP) guidance.*

*In June 2002 the Department of Justice published "Guidance to Federal Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons". The Guidance was published pursuant to Executive Order 13166, and Title VI of the 1964 Civil Rights Act. In December 2003, HUD published its own "Notice of Guidance to Federal Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficiency" (Guidance). The Final Notice has not yet been issued by HUD as of the date of these comments.*

*In its Guidance, HUD emphasizes its commitment to improve accessibility of federally-funded programs to eligible Limited English Proficient (LEP) persons throughout the United States. The Guidance is intended to help federally-funded programs, such as PHAs, improve LEP accessibility. Under the Guidance, recipients of federal funds are required to "take reasonable steps" to ensure LEP persons access to their programs. The first step is for the recipient to undertake an assessment that incorporates a four-part analysis focusing on: 1) "the number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee; 2) the frequency with which LEP persons come into contact with the program; 3) the nature and importance of the program, activity, or service provided by the program to people's lives; and 4) the resources available to the grantee/recipient and costs."*

*In 2004, the Quincy Housing Authority entered into a Voluntary Compliance Agreement (VCA) with HUD entitled "Regarding Limited English Proficiency (LEP) Policies and Procedures". This agreement was required by HUD following a review of the QHA's policies and procedures regarding LEP persons. HUD found that although the QHA had made efforts to accommodate LEP persons, it had not established a specific LEP procedure, and it had not undertaken the four-part analysis required by the Guidance. HUD is taking enforcement of the LEP guidance seriously in the Greater Boston area.*

*The Voluntary Compliance Agreement illustrates the importance HUD places upon making federal housing programs accessible to non-English speakers and readers. In addition, it demonstrates the authority of HUD to initiate and enforce such agreements as needed to compel a housing authority to establish the appropriate LEP procedures. We recommend that CHA adopt and apply the four-part analysis required by HUD. In addition, we recommend that the CHA continue to work to develop and implement measures to ensure that LEP persons are able to access and to participate in the CHA's programs more fully.*

### **3. Civility**

*Tenants still report rude treatment by some maintenance workers who come to their homes and by some after hours answering service staff. One individual at Margolis reports that the head of maintenance told him to stop calling him about continuing maintenance problems in the building. These incidents refer to maintenance issues, but we are sure CHA understands that tenants deserve to be treated with courtesy and respect by CHA staff in all aspects of their dealings with the housing authority.*

## **9. Safety and Crime Prevention**

*Tenants in all federal public housing developments are concerned about the need for improved security. In particular, tenants have concerns and recommendations in the following areas:*

### **A. Phasing Out of CHA Security Personnel at Developments**

*Scrivano and Margolis tenants have observed that the CHA security employees are either being phased out, or are no longer staffing the housing developments. One tenant was told by management that the CHA lacked funds to provide security in the developments. This is of particular concern to the tenants, and they request clarification on this matter. In addition to safety concerns, the tenants request a clarification of the amount of money available for security measures, and how these funds are being utilized.*

### **B. Outdoor Lights**

*In 2002, we commented that more lighting was needed in the Margolis parking lots. As of the date of these comments, tenants report that one of the lights in the parking lot was not working for four months, and that for months tenants were informed that the light needed a "part". Recently a bulb was replaced in the light, and it was operational for two months. However, the light has been out again for the past three weeks. Tenants worry that this is a safety risk.*

### **C. Security Cameras**

*Tenants report that the security cameras at Margolis are not being staffed because there are no longer any security personnel to staff them. Further, management has asked that some tenants volunteer to staff the security cameras, which raises privacy and safety concerns. One tenant reports that he has been informed by management that the cameras are not always turned on. These issues lead the tenants to question the original rationale for implementing and keeping security cameras, especially now that there are no security officers to monitor them.*

### **D. Alarms in Units at Margolis**

*Tenants report that the switch light-alarms previously in each unit, were removed within the last few years because management staff said they were not useful. However, tenants report that the alarms were helpful in the past in alerting tenants in the hallways if a resident was in need of assistance. Tenants feel that this was a protection that worked well, and recommend that the CHA provide for a similar device to be put in place as a safety measure.*

### **E. Patrolling Officers of the Chelsea Police Department**

*Residents at all public housing developments are concerned about crime and safety generally at their developments. The residents would like CHA to work with the Chelsea Police Department to arrange for a police officer or to see a comparable security officer physically to patrol the developments at all times, in particular during all hours of darkness. Tenants are aware and appreciative of the presence of patrolling Chelsea police officers between the hours of 6 PM and 11 PM within the developments. Unfortunately, due to the absence of the CHA security force, the tenants are aware that*

*the hours in which their safety is being monitored are limited to these Chelsea PD patrols.*

#### ***F. Resident Officers***

*The Chelsea Police Department's website describes the placement of resident officers in its "Office Next Door Program". The description provides that officers are expected to "address resident concerns", and that officers "routinely hold office hours". Tenants report that they are not aware of routinely held office hours, and that they have not been made aware that the resident officers are placed in the developments to address their concerns. The 5-Year plan makes reference to the "Resident Officer Program", which we assume to be the same program referred to by the Chelsea Police Department website.*

*Tenants continue to identify their concerns with the role and duties of police officers resident in public housing developments. In July 2002 the Scrivano Tenant Council asked the CHA to provide a written explanation of the duties and responsibilities of the Resident Officers. In August 2002 the Resident Officer at Scrivano said he would distribute the written explanation to all of the Scrivano tenants. As of September 2004 the tenants still have not received this explanation.*

*A tenant reports that at Margolis, the resident officer does not hold office hours, and has not been responsive to tenant concerns. The tenants are aware that the officer runs a monthly crime watch meeting. However, the tenants in general have not been made aware that the officer is available to address their safety concerns.*

*The Scrivano tenants reiterate their request that the written explanation of the resident officer's duties in the Resident Officer program, first promised in 2002, be distributed at the developments in both English and Spanish. The tenants' request provides an opportunity to dispel confusion regarding the Resident Officers and to allow residents and the CHA to work more closely to implement the Resident Officer program.*

#### ***10. Parking***

*Scrivano residents have had difficulty in finding parking and are in need of more available resident parking. The Margolis tenants are not currently experiencing a shortage of parking spaces. However, tenants have noticed that some of the spaces are used by people who are not public housing tenants. In one instance, a non-resident vehicle was left in a Margolis parking space for several months. A resident of Margolis suggests that the CHA implement a policy of assigning parking spots for each unit. Such a policy would clearly be within the authority of the CHA pursuant to G.L. 121B §32A, which provides that a housing authority may make reasonable rules and regulations for the use of parking areas under its control.*

#### ***11. Section 8 Tolling Search Period and Suspensions***

*In Section 3.B(3) of the Plan, we ask that the CHA clarify the statement: "Failure to submit the RFTA within the period stated or other delays in asking for tenancy approval may keep the clock tolling for housing search, and no retroactive freeze will be implemented."*

## **12. Elimination of Discretionary Deductions for Public Housing Residents**

*On September 27, 2004, when GBLS attempted to confirm the discretionary deduction policy provided for in Section 4.A(1)(d) of the 5-Year Plan, we were first informed by the Director of Operations that this deduction program was currently in effect. We applaud the CHA for its adoption and implementation of this program. However on September 28<sup>th</sup>, the Director of Operations informed us that this program would be eliminated. This important change is not reflected in the Plan.*

*If it is indeed the intention of the CHA to eliminate these deductions we recommend that it consider adding this objective to the annual plan. Of course, under the PHA plan regulation (24 CFR Part 903) and public housing lease & grievance regulation (24 CFR Part 966), tenants must have the opportunity to comment.*

*Thus, we strongly suggest that the CHA:*

*(a) have it be a RAB and public comment "reopener" during the course of the PHA plan year, with full notice and comment under PHA plan regulations, as a substantial modification to existing plan; (b) make sure that at the same time all individual public housing residents are given 30 days written notice and opportunity to comment in accordance with 24 CFR 966.5, because this is a change in policy; C) if the CHA decides to proceed with this after following these steps, the CHA must make sure adequate advance notice of implementation and proper training for managers take place.*

## **13. Ms. Denise Rodriguez continued participation on the tenant council while serving as a housing manager violates conflict of interest rules as applied to public housing.**

*The 5-Year plan makes reference to the onsite resident manager located at the Mace Development. Although the Plan explains that this employee's placement has "proven to have a dramatic impact in communications and understanding between the Authority and the residents", many residents do not agree. In fact the continuing presence of Mace resident manager, Denise Rodriguez, constitutes a violation of federal law.*

*In a letter dated July 23, 2003 HUD was notified that tenants had raised concerns regarding an election at the Mace Development. The primary issue was that Ms. Denise Rodriguez was improperly appointed on the tenant council while still serving as a housing manager. Furthermore, the December 10, 2002 election to which Ms. Denise Rodriguez was appointed violated the federal regulation requiring five democratically elected tenant council members. See 24 C.F.R. §964.115).*

*Thus, there are two major problems. First, a conflict of interest problem under HUD guidelines. See 24 C.F.R. §964.145. The reason being that Ms. Rodriguez is both in a policy making and supervisory position at the Mace Development and receives a salary from the Chelsea Housing Authority. The HUD PIH notice specifically states: "it is a conflict of interest when an officer serves in a policy making or supervisory position at the HA and receives a salary from the HA." See HUD PIH 96-5 3.0 (a). Second, the existence of an improperly and illegally formed tenant council at the Mace Development. The Code of Federal Regulations sets forth specific requirements for the creation of a resident council. One such requirement is that "[i]t must have a democratically elected governing board that is elected by the voting membership. At a minimum, the governing board should consist of five (5) elected board members." See 24 C.F.R. §964.115 (c).*

*Unfortunately, these situations still exist. We intend to follow up with Ms. Ellen Bradley at HUD to ensure the problems are addressed. However, we would prefer that the CHA simply order Ms. Rodriguez to remove herself from the tenant council and thus avert any need for us to contact HUD again about this situation. Also, based on the potential problems associated with her participation along with the inherent illegality of the Mace Tenant council we also recommend that a new tenant council be elected and the current one lose its recognition.*

### **Conclusion**

*Thank you for the opportunity to submit these comments, and particularly for extending the forty-five day comment period to allow for full participation. We look forward to a continuing productive exchange with the CHA on these issues.*

*Sincerely,*

*Edwin Mejia*

*Lila Roberts*

*Jay Rose*

*Attorney*

*Staff Attorney*

*Managing Attorney*

*GBLS Housing Unit*

*GBLS Housing Unit*

*GBLS Housing Unit*

*617-603-1644*

*617-603-1646*

*617-603-1651*

b. 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:

The Chelsea Housing Authority included as one of its goals the preservation of elderly and disabled housing.

Other: Addressed verbally at the public hearing.

## (2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Robert McWatters

Method of Selection:

Appointment  
The term of appointment is (include the date term expires): February 28, 2007

Election by Residents (if checked, complete next section--Description of Resident Election Process)

### Description of Resident Election Process

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)

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)

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)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Jay Ash, City Manager

### (3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

#### **Consolidated Plan jurisdiction: (City of Chelsea is a member of the North Suburban Consortium)**

a. 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 on its waiting list 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)

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

### (4) (Reserved)

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

## **10. Project-Based Voucher Program**

- a.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

The Chelsea Housing Authority Section 8 program assists low-income families in renting safe and sanitary housing in the private market. In an effort to increase the number and type of affordable housing available to Section 8 families, as well as assure the availability of unit, the CHA is considering implementing a Section 8 project based voucher program. Project basing of units will ensure that affordable housing is available for a longer period to eligible families from the CHA Section 8 waiting list. In light of the difficulty voucher recipients experience leasing eligible units in a tight rental market, the CHA has determined that project basing of units is an appropriate option to ensure continued voucher utilization.

The Chelsea Housing Authority will initially attach project based assistance to existing units where the owner will not be required to invest other funds in the property. In the future, the CHA may expand the project based Section 8 program to encourage new construction or rehabilitation of units to further expand housing opportunities.

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

The CHA will ensure that the proposed location of project based units in Chelsea will comply with the goal of deconcentrating poverty, expanding housing opportunities and affirmatively further fair housing. The CHA has received an informal expression of interest to attach PBA assistance to a property located at 10 Forsythe Street in Chelsea. The owner would like to project base 25% or less of the total number of units in the building. The CHA will advertise the availability of project based voucher assistance as required by HUD regulations. All owners will be required to respond to the advertisement and complete an application for assistance. The CHA will screen and evaluate the applications received to determine that the project proposed achieves the goals stated above. Projects will not be sited in areas where the

census data reflects a poverty rate of less than 20% unless HUD has approved an exception to this requirement.

The CHA has the option to convert up to 20% of its tenant based voucher allocation to project based voucher assistance. With the CHA’s present portfolio size of 459 tenant based units, 20% would equate to 91 units. The CHA will consider incrementally converting up to 20% of its Section 8 base line units to project based assistance.

### 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to 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	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input 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 type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input 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	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	infestation).	
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input 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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required	Pet Policy

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

## FY 2002 Capital Fund Program Annual Statement/Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01650102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	95,470		95,470	95,470
3	1408 Management Improvements Soft Costs	197,000		197,000	197,000
	Management Improvements Hard Costs				
4	1410 Administration	95,470		95,470	95,470
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	104,938		104,938	104,938
8	1440 Site Acquisition				
9	1450 Site Improvement	85,500		85,500	85,500
10	1460 Dwelling Structures	376,323		376,323	376,323
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling 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	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	954,701		954,701	954,701
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of line 21 Related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



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

PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program No: MA06P01650102 Replacement Housing Factor No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-wide Operations	3/31/04	6/30/03	6/30/03	9/30/04	6/30/03	6/30/03		
HA-wide Management Improvements	3/31/04	6/30/03	6/30/03	9/30/04	6/30/03	6/30/03		
HA-wide Administration	3/31/04	6/30/03	6/30/03	9/30/04	6/30/03	6/30/03		
16-1,2,4/fees and costs	3/31/04	3/31/04	3/31/04	9/30/04		6/30/04		
16-1/Scrivano site	3/31/04	6/30/03	6/30/03	9/30/04	6/30/03	6/30/03		
16-1,4/electrical, HVAC	3/31/04		3/31/04	9/30/04		6/30/04		



## FY 2003 Capital Fund Program Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01650103 and MA06P01650203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/04 <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	78,550	94,206	94,206	94,206
3	1408 Management Improvements Soft Costs	157,100	188,412	188,412	188,412
	Management Improvements Hard Costs				
4	1410 Administration	78,550	94,206	94,206	94,206
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	60,000	60,000	60,000	60,000
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000	20,000	11,731	11,731
10	1460 Dwelling Structures	391,315	485,240	77,507	77,507
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	785,515	942,064	526,062	526,062
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of line 21 Related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01650103 and 203 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	
16-1/Scrivano	Boiler replacement	1460	105 units	212,419				
16-1/Scrivano	Site improvements	1450	105 units	10,000				
16-2/Mace	Site improvements	1450	105 units	10,000				
16-1/Scrivano	Windows	1460	105 units	96,411				
16-2/Mace	Windows	1460	95 units	96,410				
16-4/Margolis	Waterproofing	1460	151 units	80,000				
HA-wide	Architectural/engineering fees	1430	351 units	60,000				
HA-wide	Operations	1406	351 units	94,206				
HA-wide	Management Improvements	1408						
HA-wide	Security system equipment	1408	351 units	15,000				
HA-wide	Computer system maintenance	1408	351 units	27,472				
HA-wide	Bobcat, chipper, mower, 3 maintenance vans	1408	351 units	105,000				
HA-wide	Maintenance vacancy turnover staffing	1408	351 units	40,940				
HA-wide	Administration	1410						
HA-wide	Staff salaries	1410	351 units	59,642				
HA-wide	Benefits	1410	351 units	32,714				
HA-wide	Accounting fees	1410	351 units	850				
HA-wide	Ads & sundry	1410	351 units	1,000				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Chelsea, MA Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: MA06P01650103 and 203 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
16-1/Scrivano	3/31/05			9/30/05			
16-2/Mace	3/31/05			9/30/05			
16-4/Margolis	3/31/05			9/30/05			
HA-wide Operations	3/31/05		6/30/04	9/30/05		6/30/04	
HA-wide Management Improvements	3/31/05		6/30/04	9/30/05		6/30/04	
HA-wide Administration	3/31/05		6/30/04	9/30/05		6/30/04	

## FY 2004 Capital Fund Program Annual Statement/Performance and Evaluation Report

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01650104 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/04 <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	95,470	90,971		
3	1408 Management Improvements Soft Costs	190,940	181,942		
	Management Improvements Hard Costs				
4	1410 Administration	95,470	90,971		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	75,000	75,000		
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000	25,000		
10	1460 Dwelling Structures	472,821	445,826		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	954,701	909,710		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of line 21 Related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Chelsea, MA Housing Authority			Grant Type and Number Capital Fund Program Grant No: MA06P01650104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-wide	Operations	1406	351 units	95,470	90,971			
HA-wide	Management Improvements	1408						
HA-wide	Security system equipment	1408	351 units	15,000	15,000			
HA-wide	Computer system maintenance	1408	351 units	30,000	30,000			
HA-wide	Bobcat, chipper, mower, 3 maintenance vans	1408	351 units	105,000	96,002			
HA-wide	Maintenance vacancy turnover staffing	1408	351 units	40,940	40,940			
HA-wide	Administration	1410						
HA-wide	Staff salaries	1410	351 units	60,906	57,906			
HA-wide	Benefits	1410	351 units	32,714	31,215			
HA-wide	Accounting fees	1410	351 units	850	850			
HA-wide	Ads & sundry	1410	351 units	1,000	1,000			
HA-wide	Architectural/engineering fees	1430	351 units	75,000	75,000			
16-1/Scrivano	Site improvements	1450	105 units	12,500	12,500			
16-2/Mace	Site improvements	1450	95 units	12,500	12,500			
16-1/Scrivano	Windows	1460	105 units	96,411	82,913			
16-2/Mace	Windows	1460	95 units	96,410	82,913			
16-4/Margolis	Waterproofing	1460	151 units	80,000	80,000			
16-4/Margolis	Elevator replacement	1460	151 units	200,000	200,000			

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Chelsea, MA Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: MA06P01650104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-wide Operations	3/31/06			9/30/06			
HA-wide Management Improvements	3/31/06			9/30/06			
HA-wide Administration	3/31/06			9/30/06			
16-1,2,4/Fees and costs	3/31/06			9/30/06			
16-1,2/Site improvements	3/31/06			9/30/06			
16-1,2/Windows	3/31/06			9/30/06			
16-4/Waterproofing	3/31/06			9/30/06			
16-4/Elevator replacement	3/31/06			9/30/06			

## FY 2005 Capital Fund Program Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01650105 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	95,470			
3	1408 Management Improvements Soft Costs	190,940			
	Management Improvements Hard Costs				
4	1410 Administration	95,470			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	75,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000			
10	1460 Dwelling Structures	472,821			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	954,701			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of line 21 Related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Chelsea, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01650105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-wide	Operations	1406	351 units	95,470				
HA-wide	Management Improvements	1408						
HA-wide	Security system equipment	1408	351 units	30,000				
HA-wide	Computer system maintenance	1408	351 units	30,000				
HA-wide	Maintenance equipment upgrades	1408	351 units	75,000				
HA-wide	Maintenance vacancy turnover staffing	1408	351 units	55,940				
HA-wide	Administration	1410						
HA-wide	Staff salaries	1410	351 units	60,906				
HA-wide	Benefits	1410	351 units	32,714				
HA-wide	Accounting fees	1410	351 units	850				
HA-wide	Ads & sundry	1410	351 units	1,000				
HA-wide	Architectural/engineering fees	1430	351 units	75,000				
16-1/Scrivano	Site improvements	1450	105 units	12,500				
16-2/Mace	Site improvements	1450	95 units	12,500				
16-1/Scrivano	Windows	1460	105 units	96,411				
16-2/Mace	Windows	1460	95 units	96,410				
16-4/Margolis	Waterproofing	1460	151 units	80,000				
16-4/Margolis	Elevator replacement	1460	151 units	100,000				
16-1/Scrivano	Heating upgrade	1460	105 units	100,000				

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

PHA Name: Chelsea, MA Housing Authority	<b>Grant Type and Number</b> Capital Fund Program No: MA06P01650105 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	
HA-wide Operations	3/31/07			9/30/07			
HA-wide Management Improvements	3/31/07			9/30/07			
HA-wide Administration	3/31/07			9/30/07			
16-1,2,4/Fees and costs	3/31/07			9/30/07			
16-1,2/Site improvements	3/31/07			9/30/07			
16-1,2/Windows	3/31/07			9/30/07			
16-4/Waterproofing	3/31/07			9/30/07			
16-4/Elevator replacement	3/31/07			9/30/07			
16-1/Heating upgrade	3/31/07			9/30/07			

### Capital Fund Program Five-Year Action Plan

#### Part I: Summary

PHA Name: Chelsea, MA Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
	Annual Statement				
<b>HA-wide</b>		381,880	381,880	381,880	381,880
16-1/Scrivano		286,411	286,411	400,000	172,821
16-2/Mace		286,410	286,410	172,821	400,000
CFP Funds Listed for 5- year planning		954,701	954,701	954,701	954,701
Replacement Housing Factor Funds					



