

PHA Plans

Streamlined 5-Year/Annual Version 3

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

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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 thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2010

Streamlined Annual Plan for Fiscal Year 2005

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: Woburn Housing Authority

PHA Number: MA019

PHA Fiscal Year Beginning: 07/2005

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units: 100
 Number of S8 units: 288

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 - 2010

[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: The Woburn Housing Authority (WHA) was duly established in January 1946 as a Public Corporation. The mission then, as it is now, was to provide decent, safe, sanitary and affordable housing primarily to persons of low income.

The Woburn Housing Authority agrees and endeavors to maintain those basic requirements of law enabling equal and fair treatment toward those applying for and participating in, all of its public housing and tenant based programs.

Those persons seeking eligibility may do so without bias or prejudice and will be assured of equal opportunity. It is therefore a requirement of the Woburn Housing Authority, to adhere to all Federal and State regulations. Additionally it is our mission to abide by all Fair Housing Standards and Laws.

While it is important that our citizens have equal access, it is also a primary standard that the Authority assemble and provide mechanisms that improve the quality of life for our low-income community. It is the goal of this agency to never settle for mediocre or status quo.

This mission statement reflects the highest ideals of the Woburn Housing Authority. We recognize that as our community needs change, it is prudent that our purpose and deployment methodologies, be re-evaluated and adjusted accordingly.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:

- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below) Work with Mayor and Woburn Community Development office
- to have contractors set aside in perpetuity affordable units in a Local Initiative Plan for First time home buyers.

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score) 90
 - Improve voucher management: (SEMAP score) 93
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
 - Increase marketability.
 - Strive to attain a move-out rate of 10% or lower

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

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

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

- persons with disabilities)
- Other: (list below) Work with Local Community Agency (CSN, Inc.) to introduce Tenants to IDA accounts to help them improve themselves.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below) Work with Local Community Agency (CSN, Inc.) to introduce Tenants to IDA accounts to help them improve themselves.

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)

Maintain Management and Maintenance delivery systems that operate cost effectively and with efficiency.

- Expand community partnerships by seeking local and jurisdictional decision-making leaders.
- Develop solid goal-oriented initiatives through such resources as public safety officials, resident advisors, non-profits, service providers, school financial institutions, businesses, and employers.
- Promote and assist our community membership through self sufficiency programs and asset development; raising the bar for employment and educational opportunities.
- Pursue grants, outside resources and actively employ innovation.

- Seek to increase the availability of affordable rental property and home ownership programs.
- Develop and improve policies and procedures to ensure the physical and social viability of our community.
- Re-evaluate performance criteria and targets.

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

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
 - a. PHA Progress on Meeting 5-Year Mission and Goals
 - b. Criteria for Substantial Deviations and Significant Amendments
 - c. Other Information Requested by HUD
 - i. Resident Advisory Board Membership and Consultation Process
 - ii. Resident Membership on the PHA Governing Board
 - iii. PHA Statement of Consistency with Consolidated Plan
 - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 2005 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 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.

The Woburn Housing Authority (WHA), as witnessed by its Mission Statement, strives to achieve a comprehensive management strategy which includes the increased marketability of our properties, and reduction in vacant unit turnaround time. The common direction of all of our efforts however has been, and will continue to be, providing safe and affordable housing for its largely low-income applicants. A strong alliance exists between the WHA and the local jurisdiction. This alliance has encouraged linkage efforts between the local jurisdiction and the private sector in planning future housing initiatives. This alliance has helped us to receive a Grant for the JUMP START Program from the Department of Labor. Our tenant advisory group is active in assisting the designing of initiatives for its fellow residents. These initiatives through existing programs, provide residents with education and training and our service programs through Community Services Networks, enable our residents to obtain information and assistance in finding adequate employment to enhance their quality of life.

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 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	298		15
Extremely low income <=30% AMI	279	93.62	
Very low income (>30% but <=50% AMI)	15	5.03	
Low income (>50% but <80% AMI)	4	1.33	
Families with children	211		
Elderly families	4	1.33	
Families with Disabilities	3	1.23	
Race/ethnicity white	182	61.07	
Race/ethnicity black/african	99	33.22	
Race/ethnicity amer ind/ alas	0	0	
Race/ethnicity asian	15	5.03	
Race/ethnicity none	2	.67	

Housing Needs of Families on the PHA's Waiting Lists			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	60		
2 BR	192		
3 BR	34		
4 BR	12		
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)? 10 months since May 1, 2004 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one) THE FIGURES IN THE TABLE APPLY TO THE MASS. NAHRO CENTRALIZED WAITING LIST, IN WHICH THE WHA PARTICIPATES. <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	40680		15
Extremely low income <=30% AMI	34834	86	
Very low income (>30% but <=50% AMI)	5201	13	
Low income (>50% but <80% AMI)	521	1	
Families with children	25571	63	
Elderly families	2386	6	
Families with Disabilities	13322	33	
Race/ethnicity White	20082	49	
Race/ethnicity Black/African	8140	20	
Race/ethnicity American Ind	730	2	
Race/ethnicity Asian	1406	3	
Race/ethnicity Pacific Is	114	0	
Hispanic	10985	27	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			

Housing Needs of Families on the PHA's Waiting Lists			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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: There is a shortage or 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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	250,732.00	
b) Public Housing Capital Fund	178,515.00	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,546,693.00	
f) Resident Opportunity and Self-Sufficiency Grants	0	
g) Community Development Block Grant	0	
h) HOME	0	
Other Federal Grants (list below)		
FSS HCV COORDINATOR	54,115.00	
JUMP START (D.O.L.)	20,198.16	
HOMEOWNERSHIP	2,000.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
MA06DEP0190101	3915.65	
MA06P019501-04	178,515.00	
MA06P019501-03	154,144.00	
MA06P019502-03	30,720.00	
MA06P019501-02	114,620.00	
3. Public Housing Dwelling Rental Income	405,400.01	
4. Other income (list below) interest	6,478.13	
Maintenance charges	2,896.87	
4. Non-federal sources (list below)		
Total resources	4,948,942.82	

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: (3)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) Upon notification or a vacancy, the appropriate bedroom size list is checked.

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) Credit Report

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? 0

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

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

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

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

Other (list below)

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- 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) On a case by case basis determined by the Executive Director.

c. Preferences

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

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

Former Federal preferences:

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

High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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)

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

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

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

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

Criminal or drug-related activity

Other (describe below) Previous LL's when asked and counsel the perspective LL's to check Credit Histories and all previous LL's. Also to check Tax Records at place where the perspective tenant lived to make sure the LL name is same as building owner's name.

(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) We are members of the Statewide waiting List so they can apply at any Authority on the Statewide list and on line at MASSNAHRO.ORG

(3) Search Time

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

If yes, state circumstances below: We will give another 60 days if they show proof of having been diligently seeking housing. Also as a reasonable accommodation when requested in a timely manner.

(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) Those who live and work in Woburn and/or elderly or disabled

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.

❶ 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 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) Those who live and/or work in Woburn and/or elderly or disabled

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

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?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: Flat Rents equal to 55% of the Payment Standards in Existence, 1 bedroom \$593, 2 bedroom \$741, 3 bedroom \$915, 4 bedroom \$1014

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

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) _____
- 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) A review of the payment standards for Woburn. Dividing the PUM cost by the number of bedrooms in the development, getting a Per Bedroom Cost times the number of bedrooms in the unit. Reviewing the income of the highest paying family per bedroom size and then calculating 55% of the of the payment standard.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment

- of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below) At least Annually or more depending on Funding.

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

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

(2) Minimum Rent

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

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

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

5. 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.)

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

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? 25

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). Has been running a Homeownership program since 2001. Also has an MOU with a HUD Certified Counseling Agency, Community Service Network, Inc. to do pre, post homeownership counseling and any budgeting counseling necessary.

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 2000 - 2004.

The Authority has been progressing in modernizing the Kitchens in the development by redoing every vacant apartment and then started a more aggressive program to do the occupied units so that over 80% of the kitchens have had, cabinets, energy star refrigerators, gas stoves and floors replaced. By using a combination of in house staff and hired labor we have been able to best utilize the CFP funds.

The Authority has marketed and implemented Individual Savings Accounts for any interested public housing and HCV families in conjunction with Community Service Network, Inc and a Local Bank. The funds that the family deposits into the bank account is

matched up to 3 to 1 ratio.

The HCV Homeownership program has 10 families using their HCV to pay their mortgage.

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 Woburn Housing Authority hereby defines substantial deviation and significant amendment or modification as any change in policy which significantly and substantially alters the Authority's stated mission and the persons the Authority serves. This would include admissions preferences, demolition or disposition activities and conversion programs. Discretionary or administrative amendments consonant with the Authority's stated overall mission and basic objectives will not be considered substantial deviations or significant modifications.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

- 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:

- 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:
 - Other: (list below)

(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: Kathleen Gallagher

Method of Selection:

Appointment

The term of appointment is (include the date term expires):

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):

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

(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: (Department of Housing and Community Development)

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. (See letter from DHCD)
- Other: (list below)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (See letter from DHCD)

(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:)

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

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
	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
X	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 checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies	Annual Plan: Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	for the prevention or eradication of pest infestation (including cockroach infestation).	and Maintenance
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
	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
	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
	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
X	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
X	Policies governing any Section 8 Homeownership program (Section addendum of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	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
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	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)	Annual Plan: Community

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	grant program reports for public housing.	Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet 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)

Resident Advisory Board Members

Kathleen Gallagher 38 Spring Ct Ext Woburn, MA 01801

Maria Martinez 67 Spring Ct Ext Woburn, MA 01801

Marguerite Rebal 111 Spring Ct Ext Woburn, MA 01801

Margaret Stewart 1 Spring Ct Ext Woburn, MA 01801

Dorothy A. Ferris 510 Fellsvie Terrace # 517C Stoneham, MA 02180

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 I: Summary					
PHA Name: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P019501-05 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	178,515			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines.....)	178,515			
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				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 I: Summary					
PHA Name: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P019501-05 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 II: Supporting Pages**

PHA Name: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P019501-05 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
MA06-P019	PRINTER AND COPIER		1408	15,000					
	ADMINISTRATION		1410	17,800					
	A&E		1430	15000					
			1450						
	BATHROOMS, ROOFS, HEATING & HOT WATER		1460	130,715					
			1465.1						
			1470						
			1475						
KEY *	Prorated utilizing State Operating								

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P019501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:12/31/2004 <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	178,515			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	178,515			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P019501-04 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:12/31/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 II: Supporting Pages**

PHA Name: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P019501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MA06-P019	COMPUTER SOFTWARE		1408	10,000					
	ADMINISTRATION		1410	17,800					
	A&E		1430	2000					
			1450						
	WINDOWS, ROOFS, HOT WATER, HEATING AND PAINT SIDING		1460	158,715					
			1465.1						
			1470						
			1475						
KEY *	Prorated utilizing State Operating								

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 III: Implementation Schedule**

PHA Name: WOBURN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program No: MA06P019501-04 Replacement Housing Factor No:	Federal FY of Grant: 2004
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA06-P019							
1408	9/2005			8/2007			
1410	9/2005			8/2007			
1430	01/2006			8/2007			
1460	09/2005			8/2007			
1475							

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P01950103 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: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: Dec ,2004 <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		154,144		
3	1408 Management Improvements Soft Costs	35,000			
	Management Improvements Hard Costs				
4	1410 Administration	15,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	94,144			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	154,144	154,144		
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P01950103 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: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: Dec ,2004 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
	compliance			
	Amount of line XX Related to Security –Soft Costs			
	Amount of Line XX related to Security-- Hard Costs			
	Amount of line XX Related to Energy Conservation Measures			
	Collateralization Expenses or Debt Service			

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 II: Supporting Pages								
PHA Name: WOBURN HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: MA06P01950103 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
MA06-P019	A&E FEES		1430		10000			
	ADMINISTRATION		1410		15000			
	COMPUTER REPLACEMENT		1408		35,000			
	WINDOWS / BATHROOMS / HEATING / ROOFS		1460		94,144			
			1475		0			
			1475		0			
			1430					
			1450		0			
			1450		0			
KEY *	Prorated utilizing State Operating							

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 III: Implementation Schedule**

PHA Name: WOBURN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program No: MA06P01950103 Replacement Housing Factor No:	Federal FY of Grant: 2003
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA06-P019							
1408	9/2004						
1430	9/2004						
1410	9/2004						
1450	9/2004						
1460	10/2004						
1475							

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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: WOBURN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MA06P01950203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Dec ,2004 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations		30720		
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	3000	0		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	27720	0		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	30,720	30720		
	Amount of line XX Related to LBP Activities				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P01950203 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: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: Dec ,2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 II: Supporting Pages									
PHA Name: WOBURN HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: MA06P01950203 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
MA06-P019	A&E FEES		1430						
	ADMINISTRATION		1410		3000				
			1408						
	WINDOWS / BATHROOMS / HEATING / ROOFS		1460		27720				
			1475						
			1475						
			1430						
			1450		0				
			1450		0				
KEY *	Prorated utilizing State Operating								

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 III: Implementation Schedule**

PHA Name: WOBURN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program No: MA06P01950203 Replacement Housing Factor No:	Federal FY of Grant: 2003
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA06-P019							
1408	9/2004						
1430	9/2004						
1410	9/2004	9/2004					
1450	9/2004						
1460	10/2004	06/2005					
1475							

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P01950102 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 checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: Dec,2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs	10,000			
4	1410 Administration	8,000	18000	18000	18000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10000	0		
8	1440 Site Acquisition				
9	1450 Site Improvement		3000	3000	2580
10	1460 Dwelling Structures	159,345	146345	146345	48036
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P01950102 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 checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: Dec,2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	187,345		187345	
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 II: Supporting Pages									
PHA Name: WOBURN HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: MA06P01950102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MA06-P019	A&E FEES		1430		10000				
	ADMINISTRATION		1410		18000				
	COMPUTER REPLACEMENT		1408		10,000				
	KITCHEN AND BATHS		1460		146,345				
			1475		0				
			1475		0				
			1430						
			1450		0				
			1450		0				
KEY *	Prorated utilizing State Operating								

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P01950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) MAY 29,2003 <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: Dec 2004 <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	7,157	7157	7157	7157
2	1406 Operations				
3	1408 Management Improvements Soft Costs	10,000	845	845	845.30
	Management Improvements Hard Costs	15,000	24155	24155	24154.70
4	1410 Administration	6,000	15,000	15000	15000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	38,000	30240	30240	30240.38
10	1460 Dwelling Structures	75,000	48652	48652	48651.75
11	1465.1 Dwelling Equipment—Nonexpendable		65848	65848	65848
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	52843	12103	12103	12103
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	204000	204000	204000	204000
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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: WOBURN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P01950101 Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) MAY 29,2003 <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: Dec 2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 II: Supporting Pages									
PHA Name: WOBURN HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: MA06P01950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MA06-P019	COMPUTTER HARDWARE/SOFTWARE REPLACEMENT & LEARNING CENTER		1408		25000				
	ADMINISTRATION		1410		15000				
	SIDEWALK/PARKING		1450		13587				
	BRICK/ SIDING WORK		1460		25403				
	BOBCAT *		1475		0				
	DUMPTRUCK W/PLOW *		1475		0				
	NEEDS ASSESSMENT		1430		20000				
	FENCING		1450		10000				
	LIGHTING		1450		00000				
	TRUCK REPAIR		1475		13943				
	REFRIGERATORS AND STOVES FOR KITCHEN REPLACEMENTS		1465.1		73910				
KEY *	Prorated utilizing State Operating								

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor 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 III: Implementation Schedule							
PHA Name: WOBURN HOUSING AUTHORITY			Grant Type and Number Capital Fund Program No: MA06P01950101 Replacement Housing Factor No:			Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA06-P019							
							Could not proceed because PHA plan not Approved
1408	9/2002	6/2003				12/2003	Did not receive signed Contract until August 2002
1410	9/2002	6/2003				12/2003	
1450	9/2002	6/2003				12/2003	
1460	10/2001	6/2003				12/2003	
1475	10/2001	6/2003				12/2003	
1465.1		6/2003				07/2003	
NON CFP FUNDS 1408		6/2003				12/2003	COMPUTER HARDWARE/SOFTWARE UPGRADE

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Woburn Housing Authority			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 5 FFY Grant 2008 PHA FY: 2009
	Annual Statement	BATHROOM UPGRADE PH 2	BATHROOM UPGRADE PH 3		
MA06019			WINDOWS	WINDOWS	WINDOWS
MA06019			WATER PROOF/ POINT BRICKS	PAINT SIDING	PAINT SIDING
MA06019		TRUCK REPLACEMENT			TRUCK REPLACEMENT
MA06019				HEATING SYSTEMS	HEATING SYSTEMS
MA06019		HOT WATER SYSTEMS	HOT WATER SYSTEMS ALMOST 20 YRS OLD		
MA06019		ROOFS	ROOFS		
CFP Funds Listed for 5-year planning		178,515	178,515	178,515	178,515
Replacement Housing Factor Funds					

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Streamlined Annual PHA Plan***

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the streamlined Annual PHA Plan for PHA fiscal year beginning JULY 1, 2005, hereinafter referred to as the Streamlined Annual Plan, of which this document is a part and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of the Streamlined Plan and implementation thereof:

1. The streamlined Annual Plan is consistent with the applicable comprehensive housing affordability strategy (or any streamlined Plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, and provided this Board or Boards an opportunity to review and comment on any program and policy changes since submission of the last Annual Plan.
3. The PHA made the proposed streamlined Annual Plan, including policy and program revisions since submission of the last Annual Plan, and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the streamlined Plan and invited public comment.
4. The PHA will carry out the streamlined Annual Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
6. For streamlined Annual Plans that include a policy or change in policy for site-based waiting lists:
The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(b)(2).
7. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
8. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
9. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
10. The PHA has submitted with the streamlined Plan a certification with regard to a drug-free workplace required by 24 CFR Part 24, Subpart F.
11. The PHA has submitted with the streamlined Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

- 17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
- 19. The PHA will undertake only activities and programs covered by the streamlined Annual Plan in a manner consistent with its streamlined Annual Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its streamlined Plan.
- 20. All certifications and attachments (if any) to the streamlined Plan have been and will continue to be available at all times and all locations that the PHA streamlined Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the streamlined Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its streamlined Annual Plan and will continue to be made available at least at the primary business office of the PHA.
- 21. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
 - 903.7a Housing Needs
 - 903.7b Eligibility, Selection, and Admissions Policies
 - 903.7c Financial Resources
 - 903.7d Rent Determination Policies
 - 903.7h Demolition and Disposition
 - 903.7k Homeownership Programs
 - 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board
- 22. The PHA provides assurance as part of this certification regarding its streamlined annual PHA Plan that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA board of directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

PHA Name

PHA Number

Streamlined Annual PHA Plan for Fiscal Year: _____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature X	Date

Public Hearing Notice

In accordance with Federal Regulations, the Woburn Housing Authority, will make available its 2004 ANNUAL / FIVE YEAR PLAN on February 7, 2005 for comment. The Woburn Housing Authority will also hold a meeting to discuss and receive comments to the Annual plan at the Main Office Community Room, 59 Campbell St. Woburn on March 24, 2005 at 6:00 PM. Comments may be mailed to or dropped off at the Main Office, 59 Campbell Street, Woburn, MA 01801 or e-mailed to woburnha1@covad.net, up to March 24, 2005. Any and all comments will be noted in the Woburn Housing Authority Annual Plan submittal to The Department of Housing and Urban Development.

Timeline for the 2005 PHA Federal Annual Plan

February 7, 2005 NEWSPAPER AD

February 7, 2005 PHA Plan ready for review, 45 days before hearing

March 24, 2005 Public hearing on PHA Plan

March 31, 2005 Board vote on PHA Plan

April 14, 2005 75 days before fiscal year PHA needs to submit plan to HUD

**Standard PHA Plan
PHA Certifications of Compliance**

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

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and
Streamlined 5-Year/Annual PHA Plans***

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the standard Annual, standard 5-Year/Annual or X streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning JULY 1, 2005 , hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

WOBURN HOUSING AUTHORITY

MA06019

PHA Name

PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 20__
- Standard Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__
- Streamlined Five-Year PHA Plan for Fiscal Years 2005 - 2009, including Annual Plan for FY 2005

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official KEVIN FEENEY	Title CHAIRMAN
Signature X	Date 3/31/2005 RESUBMITTED 7/21/2005

RESOLUTION 2005-03-05

**RESOLUTION AUTHORIZING ADOPTION OF THE ANNUAL PLAN
FOR THE FEDERAL PROGRAMS**

WHEREAS The authority has received a directive from HUD that the Authority must review the Annual Plan for the Federal Public Housing and the Section 8 Programs, and

WHEREAS After reviewing the documentation sent by HUD and with diligent thought and input from those concerned and interested parties, the Authority has produce the attached Annual plan,

NOW THEREFORE BE IT RESOLVED that the Woburn Housing Authority adopt the above plan and send the plan to HUD for approval, be executed and adopted.

WOBURN HOUSING AUTHORITY
59 Campbell Street
Woburn, MA 01801

FEDERAL TENANT GRIEVANCE PROCEDURE
Revised March 2005

1. APPLICABILITY

Woburn Housing Authority hereinafter referred to as WHA.

- (a) The WHA grievance procedure shall be applicable to all individual grievances as defined below between the tenant and the WHA provided, that in those jurisdictions which require that, prior to eviction, a tenant be given a hearing in court containing the elements of due process, as defined below, the WHA may exclude from its procedure any grievance concerning an eviction or termination of tenancy based upon a tenant's creation or maintenance of a threat to the health or safety of other tenants or WHA employees.
- (b) The WHA grievance procedure shall not be applicable to disputes between tenants not involving the WHA or to class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the WHA's Board of Commissioners.

2. DEFINITIONS

- (a) "Grievance" shall mean any dispute which a tenant may have with respect to an action by the WHA because of the tenant's failure to act in accordance with the individual tenant's lease or WHA regulations, which adversely affect the individual tenant's rights, duties, welfare or status.
- (b) "Complaint" shall mean any tenant whose grievance is presented to the WHA or at the project management office in accordance with Paragraph 3 and 4a.
- (c) "Elements of due process" shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
 - i. Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;
 - ii. Opportunity for the tenant to examine all relevant documents, records and regulations of the WHA prior to the trial for the purpose of preparing a defense;
 - iii. Right of the tenant to be represented by counsel;
 - iv. Opportunity for the tenant to refute the evidence presented by WHA including the right to confront and cross examine witnesses and the present any affirmative legal or equitable defense which the tenant may have;
 - v. A decision on the merits.

- (d) "Hearing Officer" shall mean a person selected in accordance with Paragraph 4 of this subpart to hear grievances and render a decision with respect thereto.
- (e) "Tenant shall mean any lessee or the remaining head of the household of any tenant family residing in housing accommodations covered by this part.

3. INFORMAL SETTLEMENT OF GRIEVANCE

Any grievance shall be personally presented in writing to the WHA office or to the office of the project in which the complainant resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within 10 calendar days and one copy shall be given to the tenant and one retained in the WHA's tenant file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a hearing under Paragraph 4 may be obtained if the complainant is not satisfied.

4. PROCEDURE TO OBTAIN A HEARING

- (a) Request for hearing. The complainant shall submit a written request for a hearing to the WHA or to the project office within 5 days after receipt of the summary of discussion pursuant to Paragraph 3. The written request shall specify:
 - i. The reasons for the grievance; and
 - ii. The action or relief sought.
- (b) Selection of hearing officer. Grievances shall be presented before a hearing officer. The hearing officer shall be the Executive Director or an impartial, disinterested person selected by the Executive Director.
- (c) Failure to request a hearing. If the complainant does not request a hearing in accordance with this paragraph, then the WHA's disposition of the grievance under Paragraph 3 shall become final. Provided, that failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest the WHA's action in disposing of the complaint in an appropriate judicial proceeding.
- (d) Hearing Prerequisite. All grievances shall be personally presented in writing pursuant to the informal procedure prescribed in Paragraph 3 as a condition precedent to a hearing under this section, provided that if the complainant shall show good cause why he failed to proceed in accordance with Paragraph 3 to the hearing officer, the provisions of this subsection may be waived by the hearing officer.
- (e) Escrow deposit. Before a hearing is scheduled in any grievance involving the amount of rent as determined by WHA under existing regulations which the WHA claims is due, the complainant shall pay to the WHA an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complainant is resolved by decision of the hearing officer. These requirements may be waived by the

WHA due to extenuating circumstances. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure provided, that failure to make payment shall not constitute a waiver of any right the complainant may have to contest the WHA disposition of his grievance in any appropriate judicial proceeding.

- (f) Scheduling of hearings. Upon complainant's compliance with paragraphs (a), (d) and (e) of paragraph 4 of this document, a hearing shall be scheduled by the hearing officer promptly (within 20 business days after receipt of request for a hearing) for a time and place reasonably convenient to both the complainant and the WHA. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the complainant and the appropriate WHA official.

5. PROCEDURES GOVERNING THE HEARING

- (a) The hearing shall be held before a hearing officer, as appropriate
- (b) The complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include:
- i. The opportunity to examine before the hearing and, at the expense of the complainant, to copy all documents, records and regulation of the WHA that are relevant to the hearing. Any document not so made available after request therefore by the complainant may not be relied on by the WHA at the hearing;
 - ii. The right to be represented by counsel or other person chosen as his or her representative.
 - iii. The right to a private hearing unless the complainant requests a public hearing.
 - iv. The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by the WHA or project management, and to confront and cross-examine all witnesses on whose testimony or information the WHA or project management relies; and
 - v. A decision based solely and exclusively upon the facts presented at the hearing.
- (c) The hearing officer may render a decision without proceeding with the hearing if the hearing officer determines that the issue has been previously decided in another proceeding.
- (d) If the complainant or the WHA fails to appear at a scheduled hearing, the hearing officer may make a determination to either postpone the date and time of the hearing not to exceed five business days or may make a determination that the party has waived his right to a hearing. Both the complainant and the WHA shall be notified of the determination by the hearing officer. A determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest the WHA's disposition of the grievance in an appropriate judicial proceeding.
- (e) At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the WHA must sustain the

burden of justifying the WHA action or failure to act against which the complaint is directed.

- (f) The hearing shall be conducted informally by the hearing officer and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer shall require the WHA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.
- (g) The complainant to the WHA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

6 DECISION OF THE HEARING OFFICER

- (a) The hearing officer shall prepare a written decision, together with the reasons therefore, within a reasonable time (20 business days) after the hearing. A copy of the decision shall be sent to the complainant and the WHA. The WHA shall retain a copy of the decision in the tenant's folder. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the WHA and made available for inspection by a prospective complainant, his representative, or the hearing officer.
- (b) The decision of the hearing officer shall be binding on the WHA which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the WHA Board of Commissioners determines within a reasonable time, and promptly notifies the complainant of its determination, that:
 - i. The grievance does not concern WHA action or failure to act in accordance with or involving the complainant's lease on WHA regulations, which adversely affect the complainant's rights, duties, welfare, or status;
 - ii. The decision of the hearing officer is contrary to applicable Federal, State, or local law. HUD regulations or requirements of the annual contributions contract between HUD and the WHA.
- (c) A decision by the hearing officer, or Board of Commissioners in favor of the WHA or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

7. WHA EVICTION ACTIONS

If a tenant has requested a hearing in accordance with Paragraph 4 on a complaint involving a WHA notice of termination of the tenancy and the hearing officer upholds the WHA's action to terminate the tenancy, the WHA

shall not commence an eviction action in a State, or local court until it has served a notice to vacate on the tenant, and in no event shall the notice to vacate be issued prior to the decision of the hearing officer having been mailed or delivered to the complainant. Such notice to vacate must be in writing and specify that if the tenant fails to quit the premises within the applicable statutory period, or on the termination date stated in the notice of termination, whichever is later, appropriate action will be brought against him and he may be required to pay court costs and attorney fees.

Tenant Signature

Woburn Housing Authority Initial Assessment – Spring Court Extension

1. This Initial Assessment is undertaken pursuant to Section 22 of the Housing Act of 1937 as amended by §533 of the Quality Housing and Work Responsibility Act. Similarly, see 24 CFR §972.200, 66 Fed. Reg. 33616.
2. The Woburn Housing Authority (hereafter “Housing Authority” or “Authority”) owns and operates 100 federally assisted public housing units. The names and project numbers of these units are listed on Schedule A annexed at the end of the assessment(s) attached hereto.
3. Schedule B, also found at the end of the assessment(s) that are attached hereto contain a list of federally assisted public housing developments, owned and operated by the Housing Authority, with project names and numbers, that are:
 - a. subject to *mandatory* conversion to tenant-based or project-based assistance pursuant to 24 CFR Part 971¹;
 - b. the subject of a pending application for demolition or disposition that has *not* been disapproved by HUD;
 - c. the subject of a HOPE VI revitalization grant award, or
 - d. designated by the Authority pursuant to §7 of the Housing Act of 1937 for occupancy by the elderly and / or by persons with disabilities.
4. This Initial Assessment only concerns the Housing Authority’s *general occupancy* units. The total number of general occupancy units that are addressed by this Initial Assessment is determined by subtracting from the total number of federally assisted units listed on Schedule A, the sum of the units listed on Schedule B. This assessment specifically concerns Spring Court Extension, Project No., MA-019, and refers solely to the general occupancy units of that development.
5. The undersigned is the Housing Authority’s Executive Director and is generally familiar with housing market conditions in the locality served by the Housing Authority (hereafter “the locality”) especially those related to the affordable housing market. In preparing this Initial Assessment, the undersigned has reviewed and given thoughtful consideration to the operations of *each* of the Authority’s general occupancy developments as public housing. The factors considered included, but were not limited to, the following:
 - a. The number of units, the number of buildings, their physical layout and their location within the locality.
 - b. The surrounding community and the use made of property within the neighborhoods surrounding each development site. Where a development consists of several sites, each structure’s surrounding community was separately considered.

¹ Section 202 of the *Omnibus Consolidated Rescissions and Appropriations Act of 1996*, P.L. 104-134 (April 26, 1996) requires PHAs to identify certain distressed public housing developments that cost more than Section 8 rental assistance and cannot be reasonably revitalized. Housing Authorities are required to develop and carry out plans for the removal, over time, of identified units from the public housing inventory. The standards for identifying such developments are more particularly described in 24 CFR §971.3.

- c. Zoning limitations at each site.
 - d. The characteristics of the resident population at each site, including but not limited to, income level, family size and composition, their age and / or disability, whether there are employed or unemployed adults within the household and whether members of the household receive public assistance.
 - e. The impact on the locality, and especially on the communities immediately surrounding public housing sites, if all or some of the Housing Authority's general occupancy units were converted to tenant-based assistance.
 - f. The number of affordable housing units, of appropriate size, currently available in this housing market as well as those known to the undersigned to be coming available within the near future.
 - g. The cost of operating each development, the ability to occupy each development, and the availability of operating and capital funding to the Housing Authority for the maintenance, rehabilitation and modernization of its general occupancy developments.
 - h. The workability of vouchers within the locality and the surrounding communities.
 - i. Various actions taken by HUD and the Congress regarding the Section 8 program including, but not limited to, lowering project reserves to a one month level, increasing utilization requirements, limiting contractual obligations to periods not exceeding one year, termination of the Section 8 certificate program and the refusal to increase the program's administrative fee above the level in effect prior to October, 1998.
6. We understand that nothing herein prevents the Housing Authority from re-examining this issue again, at a later time, should circumstances change.
 7. The Housing Authority, operates a tenant-based, section 8, program for this locality. As of September 2001, the utilization rate for that program was 97.8%.
 8. Based on the aforementioned review, it is the undersign's opinion that voluntary conversion of a substantial number of the Authority's general occupancy units would:
 - a. significantly increase the number of families seeking affordable housing in the locality's affordable housing market.
 - b. place additional adverse pressure on the locality's rental market.
 - c. in many cases, make it unlikely that families displaced from public housing will be successful in locating decent, safe and comparable dwellings, meeting housing quality standards, renting at or below the current payment standard, within the local housing market.
 - d. *not* be consistent with the Housing Authority's Agency Plan.
 - e. not be successful without a significant increase in additional counseling and relocation services.
 - f. adversely affect the Authority's ability to maintain its current Section 8 utilization rate. If the Authority's current utilization rate exceeds 90%, conversion would jeopardize the Housing Authority's continued eligibility for awards of incremental Section 8 units.
 - g. place in jeopardy of recapture, section 8 units that remain unused.
 - h. result in greater concentrations of very low-income families (incomes between 30% to 50% of area median income) and extremely low-income families (incomes below 30% of area median income) in low-income areas and / or of minority families in areas of the locality with significant minority populations.

9. Conversion of any of the Authority's developments to tenant-based assistance is inappropriate because it
 - a. is not cost effective;
 - b. would not principally benefit the residents of the general occupancy units that are the subject of this Initial Assessment, and
 - c. would adversely affect the availability of affordable housing in this community.

Therefore, the undersigned recommends that the Board of Commissioners, for the reasons stated above, continue to retain its general occupancy units as part of the Housing Authority's public housing inventory and as a source of affordable housing to the residents of this locality.

The undersigned further recommends that the Board of Commissioner's execute the annexed *Certification Declining Conversion*, provide notice of such determination to the HUD office exercising jurisdiction over the Housing Authority and submit the original executed *certification* to the Department of Housing and Urban Development as part of the Authority's next annual plan.

Dated: October 30, 2001.

Woburn Housing Authority

ROBERT McNABB
Executive Director

Woburn Housing Authority

Schedule A

(All Developments)

Development Name	Project No.	Units
Spring Court Extension	MA-019	100
	<i>TOTAL UNITS</i>	100

Woburn Housing Authority

Schedule B

(Exempt Developments)

Development Name	Project No.	Units	Exemption
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

Certification

The Woburn Housing Authority (hereafter “ Housing Authority” or “Authority”, Pursuant to 24 CFR 972.200(b), hereby certifies:

1. The Housing Authority has completed the initial Assessment required by 24 CFR 972.200 (b). A copy of the Assessment is annexed hereto.
2. The Initial Assessment is based on a review of each of the Authority’s general occupancy developments as public housing assisted under the Housing Act of 1937, as amended, made by the Authority’s professional Staff. Excluded from that review are developments that are:
 - a. subject to *required* conversion under 24 CFR Part 971;
 - b. the subject of applications for demolition or disposition that have not been disapproved by the U. S. Department of Housing and Urban Development;
 - c. the subject of HOPE VI revitalization grant awards, or
 - d. designated for occupancy by elderly and / or disabled families.
3. The Housing Authority has considered the implications of converting its general occupancy developments to tenant-based assistance.
4. The Housing Authority has concluded that conversion is inappropriate because removal of its general occupancy developments does not meet the necessary conditions for voluntary conversion described in 24 CFR 972.200(c).

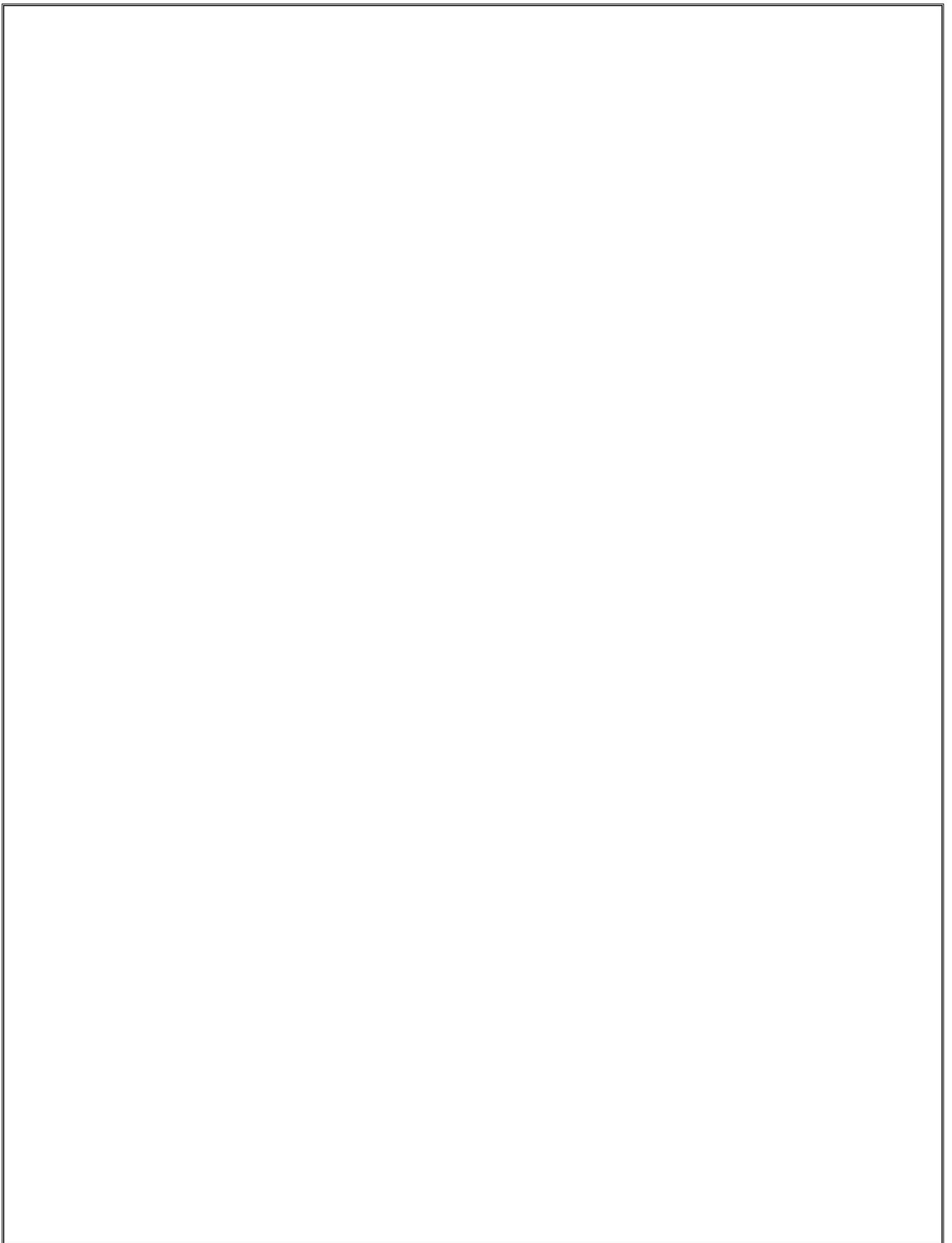
Dated: October 30, 2001

Woburn Housing Authority

By: _____
RICHARD CROCKER
Chairperson, Board of Commissioners

Attested:

Seal



WOBURN HOUSING AUTHORITY
PET POLICY GUIDELINES
And LEASE RIDER

Pet Policy guidelines are developed by the Woburn Housing Authority to create a safe environment where residents and pets may co - exist in a peaceful community atmosphere. These guidelines were designed to meet the needs of pet owning tenants, non pet owning tenants, housing employees, and pets.

Each household may own up to two pets. One pet may be a dog or a cat. Residents may not have two dogs, two cats, or a dog and a cat. If you chose to have a dog or a cat, the second animal must be a small caged animal (see guideline 2) or an aquarium that is 20 gallons or less.

I. GUIDELINES

1. Any tenant who wishes to keep a companion animal will inform management in writing. Management will send the tenant a copy of the Pet Policy Guidelines / Lease Pet Rider to be signed immediately by the tenant as well as fill out the pet information form with an attached picture of the animal.
2. A companion animal will be defined as a common household pet such as a non aggressive breed of a dog, a non aggressive cat, bird, guinea pig, gerbil, hamster, rabbit, fish, or turtle. Reptiles other than turtles and birds of prey are not considered household pets.
3. Dogs and cats must be kept in a kennel inside the unit when a resident is not home. This will cut down on damage in the apartment and assure that the maintenance department may enter and exit the apartment without compromising an employee's safety. When maintenance work is done in an apartment dogs must be kenneled and cats must be out of the way of work being performed. Other animals must have suitable housing. (e.g. cages or aquariums) If an animal is not kenneled when a maintenance employee enters the unit he or she may refuse to complete the assigned work.
4. The mature size of newly acquired dogs is limited to a weight not to exceed 20 pounds and a cat may not exceed 10 pounds. Pets must be weighed by the veterinarian or staff of the Humane Society.
5. Animals or breeds of animals that are considered by the HA to be vicious and /or intimidating will not be allowed. Some examples of animals that have a reputation of a vicious nature are: reptiles, rottweilers, doberman pinscher, pit bulldog, and / or any animal that displays vicious behavior.
6. All female dogs over the age of six months and all female cats over the age of five months must be spayed. All male dogs over the age of eight months and all male cats over the age of ten months must be neutered, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development.
7. Cats must be declawed by the age of three months. This evidence can be provided by a statement / bill from a veterinarian and / or the staff of the humane society.

II. PET SECURITY DEPOSIT & ANNUAL FEE An annual Fee and Deposit is required for each pet.

TYPE OF PET	FEE	DEPOSIT
Dog	\$150	\$250
Cat	\$50	\$100
Fish Aquarium	\$0	\$100
Caged Pets	\$25	\$100

Note: The above schedule is applicable for each pet: therefore, if a tenant has more than one pet he or she must pay the applicable annual fee and deposit for each pet. The entire annual fee and deposit (subject to the exception listed below) must be paid prior to the execution of the lease addendum. No pet shall be allowed in the unit prior to the completion of the terms of this pet policy. The annual fee shall be paid at the time of reexamination each year and all proof of inoculations and other requirements shall be made available to the HA at such time. The Annual Fee is not reimbursable. The deposit made shall be utilized to offset damages caused by the pet and / or tenant. Any balance, if any, from the deposit will be refunded to the tenant. THERE SHALL BE NO REFUND OF THE ANNUAL FEE.

III. TENANT OBLIGATIONS

1. The pet owner will be responsible for proper pet care, good nutrition, grooming, exercise, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification tags (dog license) and collars when outside the unit.
2. The pet owner is responsible for cleaning up after the pet inside the apartment and anywhere on development property. A "pooper scooper" and disposable plastic bag should be carried by the owner. All wastes will be bagged and properly disposed of in a trash receptacle in the owners' yard. This receptacle must be emptied on trash day weekly. Toilets are not designed to handle pet litter. Under no circumstances should any pet debris be deposited in a toilet as blockages will occur. If the housing Authority staff is required to clean away waste left by the pet, the tenant will be charged \$25.00 for the removal of the waste.
3. The pet owner will keep the unit and backyard free of pet odors, insect infestation, waste and litter, and maintain the unit in a sanitary condition at all times.
4. The pet owner will restrain and prevent the pet from gnawing, chewing, scratching, or otherwise defacing doors, walls, windows and floors as well as shrubs and landscaping of the facility. Pet owners will be responsible for payment of damages caused by pets.
5. Pets will be restrained at all times. Any dog outside must be walked on a 3 foot leash. No dog shall be loose in any common areas or outside within the development property. Pets are not to be tied outside or left in the backyard unattended. If an animal is not leashed or tied to an object, it may be impounded and taken to the local Humane Society. If the animal is taken by a HA staff to the humane society or elsewhere the tenant will pay \$50.00 to the Housing Authority

as well as costs associated with the animals stay or treatment at the Humane Society.

6. Tenants will not alter their unit or outside area to create an enclosure for an animal.
7. No pet is to remain unattended, without proper care, for more than 24 hours, except in the case of a dog which shall be no more than 12 hours. If it is reported to the Housing Authority staff that a pet has been left unattended for more than 24 hours, HA staff may enter the unit and remove the pet and transfer the pet to the humane society. Any expense associated with the removal will be at the expense of the tenant.
8. Pets will not be allowed to disturb the health, safety, rights, comfort, or quiet enjoyment of other tenants. A pet should not create a nuisance to neighbors with excessive barking, whining, chirping, or other unruly behavior. This includes any pets who make noise continuously and / or incessantly for a period of 10 minutes or intermittently for one - half hour or more and therefore disturbs any person at any time of the day or not. The Housing Manager will terminate this authorization if a pet disturbs other tenants under this section of the lease addendum. The tenant will be given one week to make other arrangements for the care of the pet or the dwelling lease will be terminated.
9. The tenant is responsible for providing management with the following information and documents which are to be kept on file in the tenant's folder. (The tenant is responsible for keeping management informed of any change of information.)
 - ✓ Photo of the pet
 - ✓ Veterinarian's name, address, and phone number.
 - ✓ Veterinary certificates of spaying or neutering, rabies, distemper parvovirus, feline leukemia, and other inoculations, when applicable.
 - ✓ Dog licensing certifications in accordance with local and state law.
 - ✓ Names of two alternate caretakers, their names, addresses, and telephone numbers, who will assume immediate responsibility for the care of the pet should the owner, become incapacitated.
 - ✓ If the health or safety of a companion animal is threatened by incapacity or death of the owner, the management reserves the right to contact the caretakers, animal control officer, or specified boarding facility. Management also has the right in this situation to enter the unit to place the animal with one of these individuals or organizations.
 - ✓ Name of emergency boarding accommodation in case of emergency.

IV. LIABILITY OF PET OWNER FOR DAMAGE OR INJURY

1. The pet owner is responsible for cleaning, deodorizing and sanitizing floors, and fixtures in the unit common areas of the development.
2. Charges for pet damage will include materials and labor. Repairing or replacing damaged areas of the exterior, interior, doors, walls, floors, fixtures in the unit, common areas or other areas damaged by the tenant's pet.

3. The Woburn Housing Authority strongly recommends that as the tenant you purchase personal liability insurance or other insurance to cover the cost of pet damage or personal injury to an individual.
4. The tenant fully agrees to hold harmless the Woburn Housing Authority, WHA staff, Directors and Commissioners, from any liability and costs that are caused by any pet damages to property or personal injury. Further the tenant must bear all legal costs that may arise as a result of negligence or said damages and injuries in the event of a lawsuit or legal action.

V. RESOLUTION OF COMPLAINTS and REMOVAL OF PET

1. The management will be responsible for resolving complaints in regard to pet ownership and responsibility. Complaints will be made in writing to management to resolve. Management will meet with the pet owner to resolve small complaints. In the case that several different complaints are received in regard to one pet, management reserves the right to mandate that the tenant permanently remove the animal from WHA property.
2. In the case of more serious complaints such as a dog bite, management reserves the right to require that the owner permanently remove the animal from WHA property.
3. In the case that the pet owner is in violation of these guidelines which the pet owner has agreed to abide by through signing a lease rider, the management may start termination of lease proceedings. Termination of lease proceedings may also be instituted if the pet owner has been warned several times for guideline infractions, a serious incident that threatens the health and safety of others, or the tenant does not remove the animal from WHA property after being informed to do so.
4. Not reporting a presence of a pet to the Housing Authority is a violation of the lease. The Housing Authority reserves the right to start eviction procedures against tenants in violation of not reporting an animal residing in their unit.

PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THE ABOVE STATED PET GUIDELINES.

As a pet owner I fully understand that I and my family are fully responsible to follow the guidelines stated in the above Pet Guidelines. I understand these guidelines and agree to follow the above stated policy.

Tenant Signature

Date

**HOUSING CHOICE VOUCHER
HOMEOWNERSHIP OPTION
ADMINISTRATION PLAN AMENDMENT
MARCH 27, 2001 and APRIL 24, 2003**

Just recently HUD Published Changes to the Section 8 First Time Homebuyers Program. These changes are incorporated into this amendment.

On September 12, 2000 and again in November 2002 HUD published another Final Rule for the Section 8 Homeownership Option. The Program will follow the applicable 24 CFR part 5, 24 CFR part 903 and 24 CFR part 625 and 24 CFR part 982 The Woburn Housing Authority Board of Commissioners has adopted a position to offer this option to the Section 8 Families who meet HUD's and the Woburn Housing Authority's following minimum rules.

The Woburn Housing Authority will currently limit the number of families who apply to use their Housing Choice Voucher for Homeownership to a maximum of 25 at any one time. Anyone wishing to join the program must have a valid Housing Choice Voucher issued to the family.

FAMILY ELIGIBILITY REQUIREMENTS

The Woburn Housing Authority has a memorandum of understanding with Community Service Network, Inc. concerning First Time Homebuyer Counseling Classes. Community Service Network, Inc. is a HUD Certified and Massachusetts State Certified First Time Homebuyer Counseling Agency. They will also provide follow up with those families who are and have used their Housing Choice Voucher to purchase a home. All First Time Homebuyers must attend a First Time Homebuyer Counseling Program and receive a Completion Certificate to be eligible for the Housing Choice Voucher First Time Homebuyer Program.

HUD's definition of a First Time Homebuyer is a person or family that has not owned a home for the past three years. The restriction on prior ownership does not apply to a single parent or displaced homemaker that owned a home with spouse while married to families who already own shares in a cooperative. Families can not have previously defaulted on S8 Homeownership assistance.

EMPLOYMENT AND MINIMUM FAMILY INCOME

A family must have an income equal to the Federal minimum wage times 2000 hours, currently at least \$10,300. Welfare or Temporary Assistance from the State or the Federal Government is not to be considered. At least one adult has to have worked full time (at least 30 hours per week or more) for the prior year. Interruptions in work time will be reviewed on a case by case basis.

Elderly and disabled families. Families whose head or spouse are elderly or are disabled are exempt from the full-time employment requirement. SEE CFR 967 WHERE

MINIMUM INCOME RECEIVED FROM SSI OR SSDI IS ACCEPTABLE EVEN THOUGH IT IS UNDER THE MINIMUM \$10,300.

SEARCH TIME

Because any family looking for a home must have a current Housing Choice Voucher the time necessary to locate, finance and close the purchase will be determined by the market conditions and the family's ability to save for a down payment. Any Tenant Family looking to purchase a home must contact the Authority in writing and make sure that they meet the eligibility requirements. Applicants who have just been issued a Housing Choice Voucher will have to be evaluated by the Authority and CSN, Inc. to determine if the family is suitable for home buying. Applicants being issued a Housing Choice Voucher will be informed of the homeownership program during the Applicant Briefing Process. They will be informed of the eligibility requirements and that they will have the same time as any applicant to find suitable housing.

ELIGIBLE HOMES

Only a single-unit home, condo or coop can be purchased under this program. Only homes that have passed a HQS inspection AND a HOME inspection by a certified licensed and insured HOME inspector will be considered. A copy of the Inspection will be given to the Authority. The Authority will review all inspections. Any offers to purchase will include a contingency concerning approval of the Authority based on a review of the Home Inspection. If S8 funds are being sent monthly towards home purchase/ mortgage, there will be a HQS inspection conducted on or before the annual re-certification date.

DOWNPAYMENT AND FINANCING

Families must secure their own financing.

As provided in the final rule at 982.625, a PHA can demonstrate its capacity to administer the program by satisfying one of the following criteria:

- a) Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment come from the family's resources;
- b) Requiring that financing for purchase of a home under its section 8 homeownership program 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;

The Woburn Housing Authority will accept EITHER OF THE ABOVE a) or b) as a meeting the minimum requirements.

There is no prohibition on using state, local or other subsidized financing in combination with S8 homeownership assistance.

Balloon mortgages will not be permitted.

ARM Mortgages will not be generally permitted. All Arm's must be reviewed and approved by the Housing Authority

Seller financing, though not prohibited, must be reviewed and approved by the Authority. All financing will be reviewed and approved by the authority and/or CSN, Inc. If it seems that the family will not be able to afford the financing, the purchase will not be approved.

AMOUNT OF S8 ASSISTANCE

Assistance will be the difference between the Payment standard or Monthly Homeownership Expenses if less and 30% of the family's monthly adjusted income. Payments may be made to the homeowner or to the lender. Payments to the homeowner will continue as long as the authority receives a copy of the paid mortgage invoice each month. The Authority can request, on a random basis, a current copies of paid mortgage, utilities and taxes to make sure that the family is not in default of any of it's obligations.

HOMEOWNERSHIP EXPENSES

Monthly homeownership expenses include:

Principal and interest payments on the mortgage (original mortgage, any refinancing plus insurance, taxes.

Any costs incurred to finance work to make a unit accessible for a family member with Disabilities if needed as a reasonable accommodation

Utility allowance (same as the rest of the program)

Allowance for maintenance expenses

Allowance for major repairs and replacements

Condo and cooperative fees

Allowable Homeownership Expenses.

Those expenses that are normally associated with ownership/maintenance of any home or rental property, necessary to maintain the property in a safe, sanitary and habitable environment will be considered as an allowable expense.

ANNUAL RE-CERTIFICATION AND PAYMENT STANDARD

Re-exams will be conducted under the same terms and conditions for the Housing Choice Voucher Program.

Payment standards approved for the regular HCV program will be used for the homebuyers program. If HUD decreases the Payment Standard, the Payment standard cannot be less than the Payment Standard at the time of the original purchase of the home.

In determining annual income, the value of the home is not included for the first 10 years after the purchase date.

MAXIMUM TERM OF ASSISTANCE

Families can receive homeownership assistance for a maximum of 15 years if using a mortgage term of 20 years or more; otherwise for only 10 years. The total time will be counted from first assistance if a family sells the first home and buys a second unit under the program

Elderly or Disabled families are not included in the time limits. If the head of household or spouse becomes disabled then the time limits are not applicable.

If a family loses its elderly or disabled status, it becomes subject to the time limits that would have otherwise applied when the family started receiving homeownership assistance, except that it is entitled to receive a minimum of 6 months

Homeownership assistance after the change in status is determined.

POST-PURCHASE REQUIREMENTS FOR FAMILIES.

Homeowner/IFamily Responsibilities. All families will sign a Homeowner/Family Responsibilities/Obligations form agreeing to abide by the rules of the program as listed on the Housing Voucher and 24 CFR 982.633.

Items covered will be Refinancing, Primary Residence and a prohibition to own other property while being assisted, Counseling if needed, Annual re-certification, notify the Housing Authority if they are late on their mortgage, sell or transfer the property. In situations of foreclosure, the Housing Authority will review each family's circumstances to determine if it will allow them to use the Voucher for rental assistance. Moves and/or resale of the house will not be allowed within the first year, unless for reasonable accommodation or the health and safety of the family.

PORTABILITY

The Housing Authority will either administer or work with a local Housing Authority if the family finds a home out of the local area.

RECAPTURE OF ASSISTANCE HAS BEEN REMOVED WITH THE OCTOBER 2002 FINAL RULE.

OTHER CONDITIONS

Coops will be governed by 24 CFR 982.619

Lease purchase agreements are allowed. The portion that is being used to accumulate a downpayment or reduce the purchase price must be funds provided by the family. 24 CFR 982.637

Reasonable Accommodation decisions will be based on a case by case basis if necessary. Any Housing Choice Voucher holder may try to purchase a house.

**WOBURN HOUSING AUTHORITY
2005**

BOARD OF COMMISSIONERS
Chairperson - Kevin Feeney - Paul Meaney - Steve Tomeo - Thomas Quinn - Kathleen Gallagher

Robert McNabb
Executive Director

