

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

PHA Plans

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

MA023v02
Submitted 3/25/05

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

PHA Plan Agency Identification

PHA Name: Lynn Housing Authority

PHA Number: MA023

PHA Fiscal Year Beginning: (mm/yyyy) 04/2005

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

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

The Lynn Housing Authority's Mission is to assist low and moderate income families and/or individuals with safe, decent, adequate, and affordable housing with an emphasis on fostering economic independence and homeownership opportunities, without discrimination, and addressing housing impediments for the special needs population. Additionally, the Lynn Housing Authority is committed to enhancing the quality of our community and building better neighborhoods by providing comprehensive neighborhoods services and funding a range of loan and grant activities that address the needs of renters, owners, homebuyers and non-profit housing providers.

B. Goals

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

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

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

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(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)

- 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)

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

*****Any goals and or representations made in this PHA Plan may be amended and/or removed as a result of Federal funding reductions. Funding reductions to the Capital Fund Operating budget or a reduction in the Section 8 Administrative Fees will result in the loss of services, staffing, and physical improvements**.***

Goal 1 – Manage the LHA’s existing public housing program in an efficient and effective manner to achieve PHAS High Performer designation from HUD.

- Maintain acceptable levels on the Resident Satisfaction PHAS Indicator including the submission of a follow-up plan.
- Maintain all properties to UPCS standards and receive acceptable inspections in accordance with PHAS.
- The LHA shall be in full compliance with all applicable City ordinances and laws, and the LHA will seek full cooperation from the city in making its properties litter free.

Goal 2 – To continue to identify available Federal and State funds to maintain Curwin Circle as an affordable housing development, as described in the Master Plan. The LHAND may apply for a HOPE VI Revitalization grant and/or for Massachusetts Department of Housing and Community Development Low Income Housing Tax Credits.

Goal 3 – Provide high quality tenant and project based rental assistance programs by achieving and maintaining a “High Performer” designation under SEMAP.

Goal 4 – Develop and implement a citywide housing strategy responsive to the broad range of community needs and the special needs population.

- The LHA shall continue as lead agency of Lynn PACT, a consortium of social service agencies that work collaboratively to provide high quality care to homeless persons and will work to continue to build the Continuum of Care System.
- The LHA shall complete an annual GAPS analysis in order to identify the specific needs of the community's homeless.
- Implement our Neighborhood Revitalization Strategy Initiative.
- In conjunction with Lynn's Office of Economic and Community Development, LHAND will complete 5-Year Consolidated Plan, update an Analysis of Impediments to Fair Housing and complete a Ten-Year Plan to End Chronic Homelessness.
- Participate in the development of a strategy to revitalize the city's Downtown neighborhood.

Goal 5 – Expand affordable housing opportunities, both rental and homeownership, to serve low and moderate-income families and individuals.

- The LHA shall provide mobility counseling to help reduce the concentration of voucher holders within the LHA jurisdiction.
- Expand permanent housing options for families and individuals by ten units per year through the Infill Housing Program and various neighborhood revitalization projects.
- Continue the Section 8 Homeownership Program including applying for additional vouchers when available for use as homeownership opportunities.
- As available, the LHA will apply for additional vouchers to be used for possible relocation efforts and, as available, apply for Special Purpose Use Vouchers
- The LHA shall assist 30 families move from renting to homeownership by March 31, 2008.
- The LHA shall assist 30 public housing families from renting to homeownership by March 31, 2008
- The LHA shall provide 50 families with homebuying counseling by March 31, 2008

Goal 6 - Utilize Project Based Rental Assistance Program

- The LHA will utilize the Project Based Rental Assistance Program in order to expand housing opportunities for low and moderate income families and individuals.
- The LHA will utilize the Project Based Rental Assistance Program to leverage funds for privately financed housing developments such as the Andrew Street Supportive Housing Project, the St. Jean's Neighborhood Revitalization and the YMCA SRO Expansion Project.
- The LHA will utilize the Project Based Rental Assistance Program in order to achieve and maintain a HUD acceptable utilization rate for the Housing Choice Voucher Program.

Goal 7 – Identify and secure sufficient funding to continue to the agency's present mission and to possibly expand the agency's mission and role in the community given the present financial constraints.

- The LHA will continue to maintain its operating reserves at a level prescribed by HUD.
- The LHA will make every attempt to increase or maintain the amount of revenue received from federal, state and local sources.
- To develop an increased and positive revenue stream from entrepreneurial housing endeavors.
- To maintain a positive revenue stream from non-housing sources.
- Use the city's CDBG & HOME funds as seed money to attract additional public and private capital for the creation of affordable housing opportunities.

Goal 8 – Implement supportive service programs to assist residents to maximize their potential for independent living and/or economic self-sufficiency.

- The LHA shall maintain a public housing and Section 8 Family Self Sufficiency Program.
- Bi-annually conduct an updated needs assessment of residents needs.

- LHAND Supportive Service and Management Staffs will continue to identify residents in need of services. Whenever possible the LHAND staffs will assist the resident in seeking needed services and/or benefits.
- Provide economic opportunities for the youth of Curwin Circle.
- Provide a variety of social, educational and recreational programs and services to all residents.

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Lynn Housing Authority and the Resident Advisory Board met on numerous occasions to formulate the PHA Plan. All the goals and policies are designed and implemented to meet local need within the LHA's financial ability. These goals and policies for this year include discretionary income polices and Curwin Circle Revitalization

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X Performance & Evaluation Forms

Word Attachments

- MA023a01**
- MA023b01**
- MA023c01**
- MA023d01**
- MA023e01**
- MA023f01**

Optional Attachments:

- PHA Management Organizational Chart – **MA023g01**
- FY 2005 Capital Fund Program 5 Year Action Plan **MA023h01**
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XX	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
XX	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

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

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4,200	5	5	3	3	4	5
Income >30% but <=50% of AMI	840	4	4	3	3	4	4
Income >50% but <80% of AMI	210	3	4	2	3	3	3
Elderly	2,135	5	1	2	2	1	2
Families with Disabilities	1,871	4	5	3	5	3	4
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 1998
- Other sources: (list and indicate year of information)
2000 Census Data

FY’ 04 Statement of Housing Need

Lynn is an older city with an aged housing stock reflective of its industrial heritage, which has become a bedroom community. Current conditions in Lynn’s residential real estate market are at their best in the last twelve years. However, despite strong revitalization efforts and recent investment, LHAND and the City still have many challenges ahead of them. While Lynn remains the most populated community on the North Shore, its prominence as an economic center has diminished and the City ranks below regional, statewide and national indicators. For example, the City’s tax base, on a comparative basis, increased by only 11% between 1990 and 2002 while statewide the increase was 50%. Lynn’s home ownership rate also declined during the 1990s contrary to trends elsewhere.

One major issue facing Lynn, that also creates future opportunities, is that nearly two-thirds of its housing is contained in multi-unit structures. In addition, more than 20% of the City’s housing is affordable, including Chapter 40B units (13%) or Section 8 certificates (7%). Lynn exceeds the statewide goal of Chapter 40B and appears to be a major supplier of low-income housing in the region. Lynn should continue initiatives to revitalize its neighborhoods including its under-performing urban core, and encourage more owner occupancy and market rate rentals, if the City wants to maintain a balance within all its market sectors.

IN 2004, LHAND conducted an updated comparative housing market study of Lynn and ten other cities. The purpose of the study was to present a detailed profile of Lynn’s residential market that would inform and guide not only LHAND in updating its residential strategy, but also to assist the city with its housing and community development planning and policy development efforts. Below are some of the key findings of the study that “paint the picture” of the housing needs for Lynn.

Comparability Study

I. Introduction

The Lynn Housing Authority and Neighborhood Development (LHAND) retained RKG Associates, Inc. (RKG) to update a comparability study of the City of Lynn. Similar to the prior study, which was prepared in September 1999, multiple variables that reflect trends and conditions of socio-economic, housing, real estate and tax base characteristics in Lynn were compared to those in ten selected cities and the Commonwealth of Massachusetts. The purpose of the study is to present the data and analysis on Lynn's performance in relation to the other cities, as well as to make general recommendations to LHAND on how best to enhance and improve conditions. This is a timely study as LHAND, in conjunction with the City of Lynn, continues to implement its residential housing strategy.

The methodology utilized in this analysis was to evaluate key trends between 1990 and 2003 as well as assess current conditions in five major categories. The categories include demographic, economic, housing, real estate market and tax base variables. The comparative cities were selected based primarily on the size of their population and their geographic location within the Commonwealth in relationship to Lynn. These comparative cities include Brockton, Fall River, Lawrence, Lowell, New Bedford, Quincy, Revere, Salem, Somerville and Worcester. These cities are representative of older urban centers in the Commonwealth that have been transitioning with the various economic cycles of the past few decades.

Economic conditions in the Commonwealth at the start of the twenty-first century were at the top of the cycle, similar to the time of the "Massachusetts Miracle" in the mid-to-late 1980s. However, a local and national recession occurred in 2001 that was exacerbated by the terrorist attacks on 9/11. The effects of the recent recession were less severe in some aspects than that of the early 1990s. Reportedly the economy is improving, although unemployment rates in 2003 were higher in many of the comparative cities, including Lynn, than in 1990.

Despite the economic changes, interest rates have been at historic low levels over the past few years and remain so today. This has provided new home ownership opportunities but has also caused housing prices to appreciate dramatically and today values are at historic high levels. This appreciation was also attributed in part to the low amount of housing production during the 1990s, especially in the comparative cities, where a lack of developable land exists.

Employment in nearly all these cities was traditionally blue-collar, but their bases were impacted by the loss of manufacturing jobs. Also, local jobs in these eleven cities declined by 3%, collectively, between 1990 and 2003, while statewide jobs increased by 7%, suggesting that many of these cities have lost their regional economic prominence, as has Lynn.

The population base in each of these cities have also become more racially and ethnically diverse creating additional challenges as well as opportunities. As a result, these comparative cities, including Lynn, are faced with various social, economic,

housing, market and tax base issues in relation to their suburban neighbors as they try to maintain a viable living and working environment.

II. Summary of Lynn's Comparability

Overall, conditions in Lynn remain mixed in relationship to the comparative cities and the Commonwealth, and improvements appear warranted. Key findings from the analysis are highlighted below.

Demographic Variables - Some of the findings in this category are:

17. Lynn's population base appears stable in growth and size, and has recovered to 1970 levels.
18. Between 1990 and 2003, population in Lynn increased by 10% and households gained 7%.
19. Lynn's population growth in the 1990s was among the highest, similar to Salem and Revere
20. Lynn has a high percent of minority population in comparison to the other cities, and the minority composition in Lynn appears more balanced.
21. The violent crime rate in Lynn, as determined by the FBI, is among the lowest.
22. Household incomes did not keep pace with inflation, however Lynn is not alone as incomes statewide and in all the other cities, except Somerville, failed to keep pace.
23. Lynn ranks in the middle of the ten cities in regards to its poverty rate.
24. Lynn ranks in the middle of the comparative cities in terms of residents (age 25 and over) that did not graduate high school, and also in terms of the percent of high school students who scored "warning/failing" on the English Language Arts portion of the MCAS tests.
25. Lynn has a high percent of minority students in comparison to the other cities, and Lynn's students outperformed other cities with a lower minority student population on the MCAS.
26. The property crime rate in Lynn was among the highest, and this in part, may be a reflection of the educational characteristics of its residents.

Economic Variables -The following are some of the findings in this category:

17. Lynn's labor force appears stable in growth and size, but it ranks at the low end in its representation of the population in comparison to the other cities.
18. Lynn's unemployment rate was higher in 2003 than in 1990, but it ranks at the low end.
19. Lynn maintains a high percent of local manufacturing jobs, despite declines.
20. The average wage for jobs in Lynn kept pace with inflation, and was among the highest in 2003 of the comparative cities.
21. Lynn had a decline in local jobs and more residents are working outside of the city. In fact, local jobs in 2003 were lower than in 1990. This phenomenon was also evident in five other comparative cities, but the percent loss in Lynn was among the highest.

22. Only three of the comparative cities had employment growth that was equal if not higher than the statewide indicator, and these three cities also have MBTA subway stations. Lynn's decline in jobs would mean more commercial/industrial vacancies.

Housing Variables – The following are major findings in this category:

17. Housing density in Lynn is among the highest of the comparative cities.
18. Lynn has a more diversified housing stock than many of the comparative cities.
19. The owner occupancy rate in Lynn ranks in the middle of the comparative cities, and home ownership in Lynn is improving, due in part to condominium conversions.
20. The vacancy rate in Lynn is low.
21. Lynn ranks at the low end in terms of its housing production since 1980, although Lynn should be commended on its demolition strategy of the early-to-mid 1990s.
22. Lynn has a high percent of housing that was built before 1960 in comparison to the other cities.
23. Lynn also has the highest percent of rental assisted housing (Chapter 40B and Section 8 vouchers) among the comparative cities. Lynn's market rate supply would have to increase by 10,000 units to reduce the percent of Chapter 40B units to the 10% statewide standard.

Real Estate Market Variables – The major variables in this category include:

17. Lynn's median single family and condominium values in July 2004 ranks in the middle of the comparative cities.
18. Median values in Lynn have appreciated to levels that support new construction or major residential conversions.
19. Lynn ranks as one of the more affordable of the comparative cities in terms of single-family ownership, although the cost equates to 41% of Lynn's median household income or higher depending on down payment assumptions.
20. Lynn also has an affordable condominium market in relation to the other cities. Rents in Lynn have also appreciated, but remain affordable, although not for all households.

Tax Base Variables – The major variables in this category include:

17. Lynn's growth in total assessed values exceeded the rate of inflation between 1990 and 2004, although nearly all the gains resulted in the last few years
18. Lynn's residential tax rate was among the lowest of the comparative cities
19. The average tax bill in 2004 for a single-family home in Lynn ranks in the middle, and it was 76% higher than in 1990. This was at the low end of the change indicated in the other cities.
20. Education costs per student in Lynn ranks in the middle of the other cities and similar to the statewide average
21. Chapter 70 school aid from the Commonwealth was among the highest of the comparative cities, and nearly twice the statewide average. Will this remain so in

the future as the Commonwealth faces pressures from deficits and increasing costs for education?

22. Lynn has a declining commercial and industrial tax base, and therefore puts greater reliance on its residential base. This phenomenon was also evident in all the other cities, but Lynn had the highest percent of residential assessment in comparison.

Considerations for Improvement

In short, Lynn faces new opportunities for the future as well as challenges regarding its economic base, its real estate markets and its tax base. RKG offers these general recommendations for LHAND and the City to consider for the future. These updated statistics indicate continued work is required to improve the quality of the living and working environment in the city, as well as the tax base, and will be considered as the city prepares its next 5-Year Consolidated Plan.

17. Lynn needs to focus on its residential tax base: Residential property values in Lynn are at historic high levels, and the City needs to maintain its focus on this asset since it is a very important source of municipal revenue. As identified in the updated Housing Study, Lynn still has quite a few neighborhoods in and around the urban core that are underperforming and likely negatively impacting overall values. LHAND and Lynn should continue with revitalization efforts in these areas by reducing density where appropriate, eliminate conflicting uses, improve residential amenities, and increase the rate of owner occupancy.
18. Lynn needs to strengthen and improve its non-residential tax base: While this is easy to say it is difficult to accomplish in a weak economic climate, especially in light of employment declines over the last decade. Lynn should continue to work with its leaders (municipal, business, college, etc.) to explore additional opportunities in the downtown such as new cultural and commercial activity to complement the recent investment in residential condominiums. Allowing additional market rate housing in the downtown will also help strengthen the downtown commercial core. A long-term economic development strategy should also be developed. Long term, if Lynn is able to secure an MBTA subway line this may play an important role in the transition of its economic base.
19. Lynn needs to review and update its zoning: Lynn's housing density per acre was among the highest of the comparative cities, especially if the acreage at Lynn Woods was taken into account. This creates challenges for some neighborhoods that may lack residential amenities, such as parking and green space. Other neighborhoods have conflicting land uses that may affect the quality of the living environment, and be detrimental to property values. Increased traffic may also be problematic for some neighborhoods, since more Lynn residents are commuting out of town for work. Incentive zoning can also create opportunities in other areas such as the downtown and its waterfront where high density is considered more appropriate. The recent zoning change in the downtown was successful as it attracted new investment and market rate housing.
20. Lynn and LHAND should continue with its home ownership program: While the statistics indicated a nominal increase in owner occupancy, continued efforts in this

direction will help to improve neighborhoods. Median condominium values are within reach of households at the median income level, but the amount of the down payment may be difficult, placing ownership out of reach for some households.

21. Lynn and LHAND should continue to work and strengthen its Code Enforcement, Education and Public Safety departments for the benefit of all its residents: Updated statistics indicate continual challenges in this regard, and future budget constraints will place additional burdens on these departments.
22. Continue with strong code enforcement to ensure that minimum conditions and living standards are maintained.
23. Continue to strengthen educational programs and workforce training opportunities for all students and residents.
24. Continue with strong public safety in all of Lynn's neighborhoods.
25. Lynn and LHAND should continue to be strategic in regards to the amount of rental assisted housing in the City, while balancing the needs of all its residents and improving its tax base: Statistics indicate that Lynn will always have a need for permanent affordable housing, but Lynn and LHAND may have already done its fair share in this regard. Balancing future needs with expiring-use contracts at Chapter 40B developments should be considered, while encouraging new investment to increase the overall owner occupancy rate in the city.

Program Priorities for Annual Action Plan

As a result of the information gathered from the above planning efforts, as well as through a number of focus group and ongoing neighborhood meetings held during the past few years, the following FY' 2004 Annual Action Plan Program Priorities were refined from the previous year's.

The City has identified nine (9) specific program objectives for next year that are described below. Each of these objectives focuses on addressing the priority needs of Lynn's low and moderate-income residents:

1. Increase and sustain homeownership opportunities for 1 – 4 Family Homes.
2. Support the creation of assisted living units in the city by working with agencies in the private sector.
3. Provide tenant-based rental assistance, including funds for security deposits, for low-income working families, recently unemployed, the elderly and disabled, including victims of domestic violence.
4. Encourage investor rehabilitation of rental properties for low and moderate-income families and seniors - especially in the **Neighborhood Revitalization Strategy Area**.

5. Train LHAND staff on housing and development activities and increase outreach activities to inform City residents of available programs and resources.
6. Monitor and review the impact of proposed residential development to Lynn's neighborhoods by reviewing residential petitions brought to Lynn's Zoning Board of Appeals, provide site design review technical assistance for other residential projects and participate in city's Site Design Review Committee.
7. Develop a plan to ensure the long-term viability of the Curwin Circle family public housing development; Lynn's only family housing development.
8. Focus renewed efforts on neighborhood stabilization activities to improve conditions in Lynn's **Neighborhood Revitalization Strategy (NRS) Area**, including the Downtown submarket.
9. Help build the capacity of local CHDO Organizations and Non-profit Agencies as well as work with private sector developers with the goal of involving them in developing solutions to Lynn's affordable housing and neighborhood revitalization needs, possibly by supporting the construction of housing outside of the jurisdiction for Lynn residents.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing Curwin Circle 23-1			
<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	499		36
Extremely low income <=30% AMI	411	82%	
Very low income (>30% but <=50% AMI)	65	13%	
Low income (>50% but <80% AMI)	23	5%	
Families with children	215	43%	
Elderly families	17	3%	
Families with Disabilities	116	23%	
White/Hispanic	130	26.05%	
White/Non Hispanic	163	32.67%	
Black/Hispanic	95	19.04%	
Black/Non Hispanic	73	14.63%	
American Indian	2	.40%	
Asian	36	7.21%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	155	32%	
2 BR	183	37%	
3 BR	124	24%	

Housing Needs of Families on the Waiting List

4 BR	33	6%	
5 BR	4	1%	
5+ BR			

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

If yes:

How long has it been closed (# of months)? All bedroom sizes have been closed for 22 months, the list was closed on 2/28/03

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing **M. Henry Wall Plaza**
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	211		17
Extremely low income <=30% AMI	197	93.36%	
Very low income (>30% but <=50% AMI)	11	5.21%	
Low income (>50% but <80% AMI)	3	1.42%	
Families with children	0	0%	
Elderly families	86	40%	
Families with Disabilities	109	51%	
White/Hispanic	27	12.80%	
White/Non Hispanic	134	63.51%	
Black/Hispanic	19	9.00%	
Black/Non Hispanic	23	10.90%	
American Indian	3	1.42%	
Asian	5	2.37%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	211	100%	
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 9 months

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

	# of families	% of total families	Annual Turnover
Waiting list total	408		33
Extremely low income <=30% AMI	355	87%	
Very low income (>30% but <=50% AMI)	45	11%	
Low income (>50% but <80% AMI)	8	2%	
Families with children	208	51%	
Elderly families	24	6%	
Families with Disabilities	77	19%	
White/Hispanic	102	25.06%	
White/Non Hispanic	160	39.31%	
Black/Hispanic	52	12.78%	
Black/Non Hispanic	64	15.72%	
American Indian	2	.49%	
Asian	27	6.88%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 29 months

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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)

The LHA shall continue to encourage and promote the Family Self Sufficiency Program.

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)

The LHA shall continue to encourage and promote the Family Self Sufficiency Program.

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)

Continue to provide tenant based rental assistance for the elderly

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)

Pursue housing resources other than public housing or Section 8 Tenant Based Assistance.

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)

*****Any goals and/or representations made in this PHA Plan may be amended and/or removed as a result of Federal funding reductions. Funding reductions to the Capital Fund Operating budget or a reduction in the Section 8 Administrative Fees will result in the loss of services, staffing, and physical improvements**.***

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)	\$11,271,513.00	
a) Public Housing Operating Fund	\$1,379,892.00	
b) Public Housing Capital Fund	\$829,328.00	
c) HOPE VI Revitalization	\$0.00	
d) HOPE VI Demolition	\$0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$8,999,230.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0.00	
g) Resident Opportunity and Self-Sufficiency Grants	\$0.00	
h) Community Development Block Grant	\$0.00	
i) HOME	\$0.00	
Other Federal Grants (list below)	\$0.00	
Law Enforcement	\$63,063.00	Public Housing Safety/Security
2. Prior Year Federal Grants (unobligated funds only) (list below)		
PHDEP	\$0.00	Public Housing Safety/Security
ROSS	\$710,065.00	Residential Services/ESL/Youth Programs
FFY 2002, FFY 2003 & FFY 2004 Capital Fund	\$1,585,883.24	Public Housing Capital Improvements
3. Public Housing Dwelling Rental Income	\$1,614,057.12	Public Housing Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
Investment Interest	\$13,000	Other
Entrepreneurial Act	\$95,387.88	Public Housing Supportive Services
4. Non-federal sources (list below)		
Total resources	\$15,289,906.24	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

When they apply and as they near the top of the list.

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

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

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

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

(2)Waiting List Organization

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

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

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

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

Lynn Housing Authority Admissions Office located at 298 Union Street, Lynn MA 01901

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

17. How many site-based waiting lists will the PHA operate in the coming year? **2**
The Lynn Housing Authority operates one Federal Family Development (Curwin Circle 23-1) and one Federal /Elderly/Disabled Development (M. Henry Wall Plaza 23-2). The LHA maintains separate waiting lists for these developments.

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? **2**
If eligible, a family may be on both waiting lists for public housing as well as the Section 8 list.

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)

Lynn Housing Authority, Admissions Office, located at 298 Union Street, Lynn MA 01901

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused – ***This Transfer Policy includes transfers to address overhoused situations in the 667 and 705 State Public Housing Programs.***
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

- ***Resident Choice*** – *If an elderly individual or couple wishes to transfer from Curwin Circle (23-1 Federal Family), they may apply for a transfer to M. Henry Wall Plaza (23-2 Federal Elderly/Disabled)*

- **Other** - Transfers at the Curwin Circle Housing Development will be made in accordance with the LHAND Transfer Policy (please see Section 18 for full text on the Transfer Policy).

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)

In order to address a number of housing situations, the LHAND will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, for families and individuals meeting the criteria listed below. Those programs are to be implemented in support of the LHAND’s activities as the city of Lynn’s relocation agent and in support of the HUD approved Designated Housing Initial Allocation Plan.

- A. *As referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the Lynn Housing Authority (LHA) will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, to any authorized*

occupant, displaced through no fault of their own, by action of the Lynn Housing Authority, the City of Lynn, or by an non-profit community development corporation, working within the Consolidated Plan, other than through an eviction action. To be eligible, applicants must meet Lynn Housing Authority standards of minimum eligibility and all relocation activities must be presented to the LHA in writing and must be pre-approved by the LHA prior to any displacement. Activities must be consistent with the City of Lynn's Consolidated Plan and must enhance the quality and increase the supply of affordable housing in the City. It is the responsibility of the City of Lynn's Relocation Agent, the LHA, at its sole discretion to verify the circumstances surrounding the displacement and to approve the offer of housing.

- B.** *As referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the LHA will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, to any authorized occupant who, with the consent of the owner of the premises, seeks to voluntarily relocate from a dwelling unit due to overcrowding or substandard conditions. To be eligible the applicant must meet Lynn Housing Authority standards of minimum eligibility and; (1) the owner must be the LHA, the City of Lynn, or a non-profit community development corporation; (2) the qualifying conditions must be verified by the LHA; and (3) the unit must be located within a target area identified in the City of Lynn's Consolidated Plan.*

- C.** *As referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the Lynn Housing Authority (LHA) will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, to any authorized occupant, displaced due to a dwelling fire, through no fault of their own. To be eligible the applicant must meet Lynn Housing Authority standards of minimum eligibility and; (1) the applicant must prove they legally resided in the affected unit (2) Verification will include an effective lease listing all legal occupants and (3) a report by the Lynn Fire Department.*

- D.** *The LHA will allow a one-for-one set aside of one bedroom unit offers at the Federal Family Public Housing Development (Curwin Circle 23-1), not to exceed four units annually. The LHA will make every other unit offer for one bedroom units at Curwin Circle to applicants affected by the Designated Housing Initial Allocation Plan.*

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

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 2 Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

The Lynn Housing Authority Conditions of Occupancy

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

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

Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

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

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

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

B. Section 8

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

(1) Eligibility

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

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

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

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

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

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

- Criminal or drug-related activity
 Other (describe below)

Names and addresses of past and present landlords, if requested by potential landlord and if known.

(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)

The Lynn Housing Authority Admission Office located at 298 Union Street, Lynn MA 01901

(3) Search Time

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

If yes, state circumstances below:

The LHA may grant, upon proper documentation of housing search or other good causes as determined by the LHAND, a one-time extension of 60 days upon written request by the applicant. Any extension beyond 60 days will be reviewed on a case-by-case basis and efforts must be made to obtain housing search assistance for the applicant. Extensions may be given after 120 days to provide reasonable accommodations.

(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)

Overcrowded families residing in the LHAND's Public Housing developments will receive a preference on the Federal Housing Choice Voucher waiting list, if they are on the waiting list or if they apply to the waiting list when applications are available.

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

Date and Time

Former Federal preferences

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

High rent burden

Other preferences (select all that apply)

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

Overcrowded families residing in the LHAND's Public Housing developments will receive a preference on the Federal Housing Choice Voucher waiting list, if they are on the waiting list or if they apply to the waiting list when applications are available.

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)

In order to address a number of housing situations, the LHAND will allow placement on the Federal Housing Choice Voucher waiting list, even if the list is closed, for families and individuals meeting the criteria listed below. Those programs are to be implemented in support of the LHAND's activities as the City of Lynn's Relocation Agent and in support of the HUD approved Designated Housing Initial Allocation Plan. These situations are included in the LHAND's Section 8 Administrative Plan.

- A. The Lynn Housing Authority (LHA) will offer a Housing Choice Voucher (HCV), if available, for any authorized occupant, displaced through no fault of their own, by action of the Lynn Housing Authority, the City of Lynn, or by a non-profit community development corporation, working within the Consolidated Plan, other than through an eviction action. To be eligible, all relocation activities must be presented to the LHA in writing and must be pre-approved by the LHA prior to any displacement. Activities must be consistent with the City of Lynn's Consolidated Plan and must enhance the quality and increase the supply of affordable housing in the City. It is the responsibility of the City of Lynn's Relocation Agent, the LHA, at its sole discretion to verify the circumstances surrounding the displacement and to approve the issuance of any and all vouchers.*
- B. The LHA will offer a Housing Choice Voucher (HCV), if available, for any authorized occupant who, with the consent of the owner of the premises, seeks to voluntarily relocate from a dwelling unit due to overcrowding or substandard conditions. To be eligible; (1) the owner must be the LHA, the City of Lynn, or a non-profit community development corporation; (2) the qualifying conditions must be verified by the LHA; and (3) the unit must be located within a target area identified in the City of Lynn's Consolidated Plan.*
- C. Referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the Lynn Housing Authority (LHA) will allow placement on the Housing Choice Voucher waiting list, even if it is closed, to any authorized occupant, displaced due to a dwelling fire, through no fault of their own. To be eligible the applicant must meet Lynn Housing Authority standards of minimum eligibility and; (1) the applicant must prove they legally resided in the affected unit (2) Verification will include an effective lease listing all legal occupants and (3) a report by the Lynn Fire Department.*

D. The LHA will allow an annual set aside of ten (10) Housing Choice Vouchers (HCV, if available, for use by non-elderly, disabled, M. Henry Wall Plaza applicants affected by the Initial Allocation Plan (IAP).

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

For federal public housing programs, in accordance with QHWRA of 1998, the LHA will offer two rent determination options to public housing families.

Option #1 – Income Based Rent – A public housing resident/family may choose to have their rent determined as a percentage of their family’s monthly adjusted income. The total tenant payment will not exceed 30% of the family’s monthly adjusted income. In determining rents, the LHA will factor in all HUD mandatory deductions. Tenants who directly pay utilities will have a Utility Allowance factored into their rent determination.

Option #2 – Flat Rent– A public housing resident/family may choose to pay a flat rent. The following flat rents have been adopted by the LHA. Flat rents were determined by utilizing information from the most recent Section 8 Rent Reasonableness Survey completed by the LHA and by comparing rents of comparable unassisted units in the City. The Flat rents as determined by the sources are as follows:

<i>One Bedroom</i>	<i>\$812.08</i>
<i>Two Bedroom</i>	<i>\$935.19</i>
<i>Three Bedroom</i>	<i>\$1099.23</i>
<i>Four Bedroom</i>	<i>\$1250.00</i>
<i>Five Bedroom</i>	<i>\$1313.00</i>

In regards to Family Choice, the LHA will consider “switching” the choice of rents for financial hardships. Financial hardship situations will/can include the following situations; income of the family has decreased because of loss or reduction of employment, death in family or loss of assistance, increase in family’s expenses for medical costs, child care, transportation or education.

In regards to minimum rents, the LHA will grant a financial hardship, as mandated by HUD regulations, for the following HUD mandated hardships;

- 1. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;*
- 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;*
- 3. When the income of a family has decreased because of changed circumstances including loss of employment;*
- 4. When a death in the family has occurred; and*

5. *Other circumstances determined by the responsible entity or HUD.*

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)

Medical Insurance Expenses – A maximum annual income deduction of \$1,500.00 for single persons or for families shall be applied to any resident for un-reimbursed medical insurance premium payments made by a member of the family for the coverage of only legal family members residing in the unit.

e. Ceiling rents

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

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

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion

- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

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

a. *At time of change in family composition.*

b. *Any time a tenant can verify a change in his/her circumstances (i.e. a decline in or loss of income that would justify a reduction in rent).*

c. *Any time rent formulas or Federal law/regulation changes rent determination procedures. These changes will be implemented effective the first month after a thirty-day notice period to tenants of the changes unless the law/regulations specify different phase-in periods.*

d. *At any time it is found that a tenant has misrepresented the facts upon which rent is based so that the rent tenant is paying is less than the rent that he/she should have been charged. The LHA may then apply an increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred.*

e. *(Re: the 49 C Welfare Benefit Reduction) – Pursuant to the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the LHA will not reduce the tenant’s*

rent if the tenant's income from a Federal, State or local cash assistance program is terminated or reduced as a result of fraud or intentional program violation (IPV). Failure to comply with the work program requirements or failure to comply with the employment development plan (EDP).

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

(2) Flat Rents

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

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

Survey of similar privately-owned publicly assisted units.

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)

"Payment standards are evaluated on an on-going basis to address market fluctuations."

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	453	53
Section 8 Vouchers	1239	
Section 8 Certificates		
Section 8 Mod Rehab	443	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

17. Public Housing Maintenance and Management: (list below)
Public Housing Application & Occupancy Manual
 18. PHA Plan
 19. Preventative Maintenance Schedules
 20. Designated Housing Allocation Plan
 21. 24 Code of Federal Regulations
 22. HUD's Public Housing Occupancy Guidebook
-
23. Section 8 Management: (list below)
Section 8 Administrative Plan
 - a. PHA Plan
 - b. 24 Code of Federal Regulations
 - c. HUD's Housing Choice Guidebook

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

Issues of a policy nature may be directly addressed to the Management of the Authority whose decisions may be appealed to the Board of Commissioners.

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

PHA main administrative office

Other (list below)

To initiate an informal review or hearing process, all requests must be sent to the appropriate management office for the program in question.

Federal Public (elderly/disabled housing): M. Henry Wall Plaza, 95 Tremont St., Lynn, MA 01902

Federal Public (family housing): Curwin Circle, 29 Curwin Terrace, Lynn, MA 01905

Rental Assistance: LHA, 174 South Common St., Lynn, MA 01902

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name MA023h02

-or-

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

--

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

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

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

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

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

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

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

****The LHAND has completed the Master Plan for the Curwin Circle Development. In developing the Master Plan, the LHAND worked with the Curwin Circle residents, the City of Lynn and the Dept. of Housing & Urban Development. The long-term plan is to maintain Curwin Circle as an affordable housing resource in the Lynn community. The Master Plan was developed to address the physical conditions of the Curwin Circle site structures and infrastructure. These revitalization/redevelopment activities may include mixed financing and/or a Hope VI application.***

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	Curwin Circle
1b. Development (project) number:	MA023-1
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(????)
5. Number of units affected:	30
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity:???? b. Projected end date of activity:????

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: M. Henry Wall Plaza 1b. Development (project) number: MA023-2
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(07/18/02)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 176
7. Coverage of action (select one)

<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development

- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Curwin Circle	
1b. Development (project) number: 23-1	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input checked="" type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input checked="" type="checkbox"/>	Approved; included in the PHA’s Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval
<input type="checkbox"/>	Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (10/07/2002)	
5. Number of units affected: 278	
6. Coverage of action: (select one)	
<input type="checkbox"/>	Part of the development
<input checked="" type="checkbox"/>	Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

Limited to 20 per year to purchase homes using the vouchers

b. PHA-established eligibility criteria

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

If yes, list criteria below:

1. ***Family must have completed an initial lease term in the Section 8 Housing Choice Voucher Program.***
2. ***Family must have fully repaid any outstanding debt owed to the LHAND or any other Housing Authority.***
3. ***Family must purchase a single family home or a condo in the City of Lynn, or in a jurisdiction other than the City of Lynn, providing the Housing Authority in the receiving jurisdiction operates a Section 8 homeownership program for which the Section 8 homeowner qualifies or authorizes LHAND to administer the homeownership assistance in their jurisdiction. In the last case, the family's participation in the Section 8 Homeownership Program will be subject to the Section 8 homeownership program and policies of the receiving jurisdiction.***

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
ESL/ABE/GED/ Citizenship	30	Waiting List	Curwin Circle Development	Both
Tri-City Mental Health Clinic	10	First Come First Served	Curwin Circle Development	Public Housing
Computer Training	10	Waiting List	Curwin Circle Development	Public Housing
Nurturing Program	15	Waiting List	Community Minority Cultural Center	Public Housing
Employment Preparation & Education	50	First Come First Served	Curwin Circle Development	Both
Financial Literacy	10	Waiting List	Curwin Circle Development	Both
Human Services Agency Referrals	Unlimited	Specific Criteria	Curwin Circle Development	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 04/01/2004)
Public Housing	0	64
Section 8	14	62

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

C. Welfare Benefit Reductions

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

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

*Lynn Housing Authority's
Policy on Community Service and
Economic Self Sufficiency*

Program Components

Each adult public housing resident determined eligible for community service activities will be referred to LHA's Family Investment Center (FIC) for an interview by the FIC Economic Job Placement Coordinator. The Economic Job Placement Coordinator will explain the service requirements to the residents as well as the available economic self-sufficiency and volunteer options offered by LHAND.

In addition, residents will be referred to the local workforce and training agency, the Southern Essex Regional Employment Board (SEREB), which offers a full range of skills assessment, job training and employment placement services. (Please note that LHAND and SEREB have entered into a Memorandum of Agreement concerning the provision of economic empowerment services to public housing residents.) If the resident is not interested in any of the above activities, they will be referred to a number of local non-profit agencies, such as food pantries and the city's soup kitchen, to complete their volunteer services.

Residents will be encouraged to participate in a number of on-site activities such as computer classes, Adult Basic Education (ABE), GED, ESL and other training programs. The resident has a choice of offsite activities as well. The LHAND has entered into Memorandum's of Understanding (MOU's) with two non-profit organizations, My Brother's Table and the Sacred Heart Tree of Life Pantry. The participant may volunteer with these organizations to fulfill their Community Service requirements. Another option available to the participant is to work with their Resident Council on ways to improve their development. The Community Service participant is a volunteer and may fulfill this requirement by volunteering at the above-mentioned sites, or at other sites with prior approval of by the LHA.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected? (list below)
Curwin Circle & M. Henry Wall Plaza

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

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

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

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

C. Coordination between PHA and the police
Curwin Circle & M. Henry Wall Plaza

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

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

2. Which developments are most affected? (list below)
Curwin Circle & M. Henry Wall Plaza

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The Lynn Housing Authority will adopt the following Pet Policy.

1. *Any resident interested in owning and / or maintaining a common household pet in his/her unit will be required to obtain written approval from the Authority prior to housing a pet on the Authority's property. Management reserves the right to check references for previous pet ownership. If management feels a pet is inappropriate, management will inform resident. Permission for a specific pet will not be unreasonably withheld. To obtain approval, a resident must first submit an "Application for Pet Waiver" at the local management office, which will include among other things, information concerning the size and type of pet intended for ownership by the resident. The manager will provide the resident with a copy of the Authority's Pet Policy and will review all of the rules and regulations listed therein with the resident. Upon reviewing these requirements, the resident will be requested to sign the Pet Rider and agree to abide by all the rules listed in the Pet Policy and those city/town ordinances applicable to the ownership and care of a pet.*
2. *A companion animal will be defined as a common household pet such as a dog, cat, bird, guinea pig, gerbil, hamster, rabbit, or fish. Reptiles, iguanas, snakes, ferrets and birds of prey are not household pets. Pets, other than cats and dogs, shall have suitable housing, e.g. cages or aquariums.*
3. *There will be no more than one cat, dog, caged mammal or bird per apartment. In the case of a fish, no more than one aquarium with a 20-gallon capacity shall be allowed.*
4. *The mature size of newly acquired dogs is limited to a weight not to exceed 25 pounds. The size of the dog is not directly related to its desirability as a resident. Each animal shall be taken into consideration for its individual merit, based upon the facilities available.*
5. *Dogs of vicious or aggressive disposition will not be permitted. Due to age and behavioral activities of puppies and kittens, applications for ownership of such young animals shall be more closely reviewed prior to approval.*
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 all male cats over the age of ten months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development and the exception will be at the Assistant Federal Public Housing Manager's discretion.*
7. *Management reserves the right to require dog owners to be relocated to a comparable unit on the ground floor of their building or specific areas of a development based upon written complaints concerning: 1) the behavior of the dog in the elevator or hallways; or 2) the documented medical conditions of residents affected by the presence of the dog.*

8. *Residents are expressly prohibited from feeding or harboring stray animals. The feeding or harboring of a stray animal shall constitute having a pet without the approval of the Authority.*

RESIDENT 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 and collars when outside the unit.*
2. *The pet owner is responsible for cleaning up after the pet inside an apartment and anywhere on development property. Owners should carry a "pooper scooper" and disposable plastic bags. All waste will be bagged and disposed of in a receptacle determined by management. Toilets are not designed to handle pet litter. Under no circumstances should any pet debris be deposited in a toilet, as blockages will occur. Tenants will be responsible for the cost of repairs or replacements of any damaged toilets or pipes.*
3. *Pet blankets and bedding are not to be cleaned or washed in the laundry room for hygienic reasons.*
4. *The pet owner will keep the unit and its patio, if any, clean and free of pet odors, insect infestation, waste and litter and maintain the unit in a sanitary condition at all times.*
5. *The pet owner will restrain and prevent pet from gnawing, chewing, scratching or otherwise defacing doors, walls, windows and floor covering of the unit, other units and common areas, as well as shrubs and landscaping of the facility.*
6. *Pets are not to be tied outside or left unattended on a patio or porch.*
7. *Residents will not alter their unit, patio or other outside area to create an enclosure for an animal.*
8. *Pets will be restrained at all times, when outside an apartment on development property. No pet shall be loose in hallways, elevators, community rooms, dining rooms or other common areas. All pet owners must be able to control their pet via leash, pet carrier or cage.*
9. *No visitors with pets will be allowed, except for disabled visitors requiring seeing eye dogs or other needed animals for assistance.*
10. *Pets will not be allowed to disturb the health, safety, rights, comfort or quiet enjoyment of other residents. A pet will not create a nuisance to neighbors with excessive barking, whining, chirping, or other unruly behavior.*
11. *Resident pet owners must provide litter boxes for cat waste, which must be kept in the owner's unit. Litter boxes shall be kept clean and odor free.*
12. *Pet owners will agree to quarterly apartment inspections to be sure pets and units are being cared for properly. These inspections may be reduced or increased in time periods at the manager's discretion. Pet owners further agree to apartment inspections when, in the opinion of the Authority, there is a reasonable basis to believe that pets and/or units are not being cared for properly or that a pet has done undue damage to the apartment.*
13. *The resident is responsible for providing management with the following information and documents which are to be kept on file in the tenant's folder:*

- a) *A color photo and identifying description of the pet;*
- b) *Attending veterinarian's name, address and telephone number;*
- c) *Veterinary certificates of spaying or neutering, rabies, distemper combination, parvovirus, feline VRC, feline leukemia testing and other inoculations, when applicable;*
- d) *Dog licensing certificates in accordance with local and state law*
- e) *Two (2) alternate caretakers, their names, addresses and telephone numbers, who will assume immediate responsibility for the care of the pet should the owner become incapacitated; these caretakers must be verified in writing by signing the Lease Pet Rider, acknowledge their responsibilities as specified;*
- f) *Emergency boarding accommodations;*
- g) *Temporary ownership (overnight or short term) shall be registered with management under the pet rules and regulations;*
- h) *The resident is responsible for keeping management informed of any changes of information.*

PET PARTICIPATION FEE

- 1. *A pet deposit of \$200.00 or one month's rent, whichever is less, is required of each pet owner. This amount may be payable over a reasonable time period determined by Executive Director. The Authority cannot require a tenant to pay all of the deposit before bringing in a pet. This payment will be implemented as a security deposit.*
- 2. *The deposit will be refunded at the time the resident vacates or no longer has ownership of the pet, provided that no pet-related damage has been done to the property. Sums necessary to repair such damage will be deducted from the deposit.*
- 3. *A fee of \$10.00, shall be collected from pet owners for failing to clean up after their animals. This fee is a recurring non-refundable maintenance fee for each offense. This is a separate fee from the Pet Deposit to cover the reasonable operating costs to the development relating to the presence of pets.*

LIABILITY OF PET OWNER FOR DAMAGE OR INJURY

- 1. *Repairing or replacing damaged areas of the exterior, interior, doors, walls, floor coverings and fixtures in the unit, common areas or other areas damaged by tenant's pet.*
- 2. *Cleaning, deodorizing and sanitizing carpeting and other floor coverings in the unit as necessitated by presence of a pet.*
- 3. *Charges of damage will include materials and labor. Payment plans will be negotiated between management and the pet owner not to exceed three times. Disputes concerning amount of damages are subject to the grievance procedures provided for in HUD regulations.*

LHAs may require pet owners to secure renters insurance, which includes personal liability, and indemnify the LHA against pet related litigation or attorney's fees as a condition of pet ownership.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:

Please see Attachment #6 at the end of the plan for comments received and minutes of RAB meetings.

3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)
- b. Eligible candidates: (select one)
- Any recipient of PHA assistance

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

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

The Lynn Housing Authority is the managing agent for the City of Lynn for all CDBG and HOME Funds as they relate to housing programs. As such, the LHA works jointly with the City of Lynn each year in the preparation of the Consolidated Plan.

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

As previously mentioned, LHAND participates directly in the formulation of the City's Annual Action Plan and 5-Year Consolidated Plan. LHAND's Office of Planning &

Development works closely with the city's Office of Economic & Community Development through all stages of the plan. This includes staff meetings and meetings with city officials and the consultants hired to prepare the plan. Frequently, community meetings are held to discuss new ideas for the CDBG and HOME funds as they relate to neighborhood revitalization. Before final presentation of the plan, several steps need to be taken – such as the updating of the Analysis of Impediments to Fair Housing; and updating the Priorities / Goals for the various programs. As an example, one of the main initiatives of the Consolidated Plan is to revitalize Lynn's Federal Family Housing Development – Curwin Circle. Before finalization of the Plan, a Public Hearing is conducted and the Plan then moves to the City Council and Mayor for approval prior to submission to HUD.

D. Other Information Required by HUD

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

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment 1 – Section 8 Homeownership Program Capacity Statement

Section 8 Homeownership Program

The Lynn Housing Authority & Neighborhood Development (LHAND) has established a Section 8 Homeownership Program which permits eligible participants in the Section 8 Housing Choice Voucher Program the option of purchasing a home with their Section 8 assistance rather than renting.

Eligibility Requirements:

Each Section 8 Homeownership participant must meet HUD's general requirements for admission to the Section 8 Housing Choice Voucher Program and requirements as set forth in LHAND's Administrative Plan. Additional requirements in the Section 8 Homeownership Program include that the family must:

- (A) be a first-time homeowner or have a member who is a person with disabilities;
- (B) with the exception of elderly and disabled households, meet a minimum income requirement without counting income from "welfare assistance" sources;
- (C) with the exception of elderly and disabled households, meet the requisite employment criteria;
- (D) have completed an initial lease term in the Section 8 Housing Choice Voucher Program;
- (E) have fully repaid any outstanding debt owed to LHAND or any other PHA;
- (F) not defaulted on a mortgage securing debt to purchase a home under the Home Ownership option;
- (G) not have any member who has a present ownership interest in a residence at the commencement of Home Ownership assistance.

Financing Requirements:

The proposed financing terms must be submitted to and reviewed by LHAND prior to close of escrow. Certain types of financing, including but not limited to balloon payment mortgages, unless convertible to

a variable rate mortgage, are prohibited and will not be acceptable by LHAND. Seller-financing mortgages shall be considered by LHAND on a case-by-case basis. If a mortgage is not FHA-insured, LHAND will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/FHA, Ginnie Mae, Fannie Mae, Freddie Mac, Massachusetts Housing Finance Agency (MHFA), State Soft Second Mortgage Program, or The Lynn Housing Authority & Neighborhood Development (LHAND) is committed to establishing and implementing a Section 8 Homeownership Program to help families who receive Section 8 housing assistance achieve economic independence by utilizing an array of public and private resources through the Family Self-Sufficiency (FSS) Program. By coordinating housing assistance with needed services such as child care, education and job training/development, LHAND will assist Section 8 participants and their families to reach their goals of independence and home ownership.

Attachment 2 – Resident Membership of the PHA Governing Board

Martha Green
 250 Curwin Circle
 Lynn MA 01905
 Term expires 5/2007

Attachment 3 – Membership of the Resident Advisory Board

M. Henry Wall Plaza (23-2, Federal Elderly/Disabled)

Carole Smith
 18 Bond Street, #508
 Lynn MA 01902

Dolores Walcott
 18 Bond Street
 Lynn MA 01902

George Egan
 18 Bond Street
 Lynn MA 01902

Curwin Circle (23-1 Federal Family Development)

Joyce Byrd
 222 Curwin Circle
 Lynn MA 01905

Maureen Kinser
 Curwin Terrace
 Lynn MA 01905

Wascar Deleon
 252 Curwin Circle
 Lynn MA 01905

Section 8 Rental Assistance

Lauren Pelusi
 8 Reed Street
 Lynn MA 01905

Brian Ahearn
 14 Oak Street
 Lynn MA 01902

Attachment 4 – Brief Statement of Progress in Meeting 5-year Plan Mission and Goals

The LHAND received satisfactory scores on its Resident Satisfaction survey and has maintained its units to UPCS standards. The LHAND continues to work to ensure the federal public housing developments are maintained in decent and sanitary conditions. The LHAND was designated as a Standard Performer.

The LHAND has completed the Master Plan for the Curwin Circle Housing Development and is currently seeking funding to implement the Master Plan and/or other redevelopment activities.

All goals relating to Section 8 Rental Assistance are progressing forward. The SEMAP score has improved each year. Rental Assistance has implemented a stronger quality control aspect to ensure program compliance. This new quality control system will help improve our SEMAP score.

Progress was made on all goals relating to Planning & Development initiatives (#2, 4, 5, 6, & 8). P & D staff participated in the drafting of a Master Plan for the revitalization of Curwin Circle that may lead to the submission of a HOPE VI grant application and/or a Low Income Housing Tax Credit application (s). P & D staff developed and implemented a citywide housing strategy by completing the city's Annual Action Plan for Housing that focused on Lynn's inner-city neighborhoods, public and assisted housing tenants and the homeless. The agency continued offering a number of housing grant and loan programs in the city's established Neighborhood Revitalization Strategy Area which house the majority of LHAND's assisted housing tenants.

As lead agency for the city's "continuum of care" partnership, LHAND completed the annual "one night census count" and Gaps Analysis that captures the specific needs of the Lynn's homeless. This information served as the basis for LHAND to apply for a number of successful Supportive Housing Program grants providing both housing and supportive services to Lynn's neediest citizens.

Regarding homeownership activities, to date, 22 public housing families and 52 Section 8 participants have bought homes through the agency's FSS Program. In addition, over 1,100 families have participated in LHAND's CHAPA certified First Time Homebuyer Class.

LHAND utilized Project Based Rental Assistance to expand housing opportunities in two affordable housing developments: the YMCA's SRO expansion project (10 units) and the St. Jean's Redevelopment and Neighborhood Revitalization project (5 units).

Planning & Development, in conjunction with Public Housing Management staff, identified and secured additional funding for the agency's resident initiative programs.

Attachment # 5 – Meeting Minutes and Public Comment

November 9, 2004

Lisa Tobin
Lynn Housing Authority & Neighborhood Development
10 Church Street
Lynn MA 01902

Re: Proposed changes to the PHA Annual Plan

Dear Lisa;

I am writing to suggest certain changes to the LHAND's PHA Plan for the coming year. I request that this letter and LHAND's response be included in the final Plan document.

The recommended change being proposed is to expand the type of income deductions for elder and disabled public housing residents. Specifically, I am suggesting that in addition to the current \$400.00 deduction required by HUD for any elder or disabled family, an additional \$800.00 be deducted.

The federal regulations at 24 CFR 5.611(b) allow for such additional income deductions. These are over and above those set by HUD. All that is required is for the LHAND to adopt the deduction and write a policy explaining it.

The grounds for this request is simple. Nearly all of Lynn's senior citizen public housing resident face severe economic hardships. As you know, significant numbers of these tenants are living in poverty. Most are just scraping by financially, having to sacrifice on important segments of their monthly budgets. This can mean choosing between paying rent, medicine, food or utilities. Many residents must supplement their resources by use of meal programs, soup kitchens and other forms of charity. In short, the provision of an additional income deduction of \$800 will allow seniors the opportunity to gain true economic self-sufficiency and increase the quality of their lives. This deduction will go a long way towards helping LHAND meet its goals.

Thank you for your consideration of this proposal. I look forward to your response.

Sincerely,

George C. Eagan
18 Bond Street, #209

Resident Advisory Board (RAB)
Meeting Minutes
LHAND, 10 Church Street

November 9, 2004, 5:30 p.m.

RAB in attendance: Joyce Byrd, George Eagan, Maureen Kinser, Carole Smith, Lauren Pelusi, Dolores Walcott, Brian Ahearn

RAB absent: Wascar DeLeon

LHAND Staff in attendance: Paul DeJoie, Lisa Tobin, Olivia Lyons, Donna Often, Christina Brogna, Joe Scanlon, Norm Cole, Michelle Lyons, Jason Christian

Discussions:

Lisa Tobin thanked all the RAB members for participating again this year in the PHA Plan planning process. People introduced themselves and copies of the draft plan (dated 11/1/04) were passed out.

Lisa and Paul DeJoie explained that this year the LHAND was required to submit its plan as a standard performer versus the high performer designation that we have submitted under over the past five years. Paul explained that the LHAND is now considered a standard performer in PHAS, based on financial indicators. Joe Scanlon explained to the RAB that because of the unplanned high cost of utilities this year at both Curwin Circle and Wall Plaza, the LHAND was unable to earn high marks in the financial management categories.

Paul DeJoie began to discuss what changes the RAB would see in this year's plan concerning housing management; Paul explained that at some point next year, the LHAND would be submitting an application(s) for selective demolition of units at Curwin Circle that require major rehabilitation. Paul also explained that as many Curwin Circle residents know, the LHAND has completed a Master Planning Process to come up with a plan to revitalize Curwin Circle. Paul explained that the LHAND

is now in the process of researching and analyzing financing options in order to implement the plan, which may include a HOPE VI Application.

In addition Paul began to explain the LHAND is currently analyzing the impact of the permissive deductions the LHAND implemented two years ago which include child support deductions and medical insurance premiums deductions. Paul notified the RAB that the LHAND might be looking to reduce or eliminate some of these permissive deductions due to the cost, to the LHAND, of the deductions each year.

At this time, Lisa Tobin distributed a letter from RAB member George Eagan requesting that the LHAND raise the mandatory deduction of \$400.00 for elderly/disabled households to \$1,200.00.

There was a brief discussion on the definition of mandatory deduction, a deduction regulated by HUD that the LHAND must comply with and a permissive deduction which is a deduction the LHAND may offer. Mr. Eagan offered that rather than be specific; his request was to find a way to offer an additional \$800.00 in deductions for elderly/disabled.

Joe Scanlon began to discuss the financial ramifications of additional deductions and Paul DeJoie offered that at the next meeting he would have some numbers for each RAB member to look it.

Lisa Tobin offered in discussion that each time the LHAND offers a permissive deductions there is less rental income coming to the LHAND which in turns means less income to provide maintenance work, staff and resident services. All agreed that the situation was precarious because additional permissive deductions would help, but no one wanted to see services cut. It was also explained to the RAB that over the past five years,

Lisa Tobin and Paul DeJoie offered to work with Mr. Eagan to find a way to spotlight this issue. Future discussions will continue to be held on this issue.

In addition, it was stated that another change in the plan was that the minimum rent for the Section 8 program was raised from o\$25.00 to \$50.00 to coincide with the same minimum rent at Curwin Circle.

The meeting adjourned at 7:00 p.m. and Lisa told all members they would be notified by mail of the next meeting which would take place prior to the Public Hearing.

**Resident Advisory Board (RAB)
Meeting Minutes
LHAND, 10 Church Street**

December 7, 2004, 5:00 p.m.

RAB in attendance:

Dolores Walcott, Carole Smith, George Eagan, Maureen Kinser, Joyce Byrd,
Brian Ahearn, Lauren Pelusi

Absent:

Wascar DeLeoan

Staff in attendance:

Paul DeJoie, Lisa Tobin, David Moore, Ronnie Dupuis, Brenda
Womack, Olivia Lyons, Donna Often, Michelle Lyons, Paul Gaudet, Christina Brogna

Lisa opened up the meeting by asking if anyone had any corrections to the minutes of the last meeting. Ms. Smith asked the for the status of the Wall Plaza Boiler Repair Project the Mail Box Project and the Laundry Room Project. Ron Dupuis informed the RAB that the Boiler Repair would start soon and that the architect for the mailbox project is waiting for final approval from the Post Master to finalize the specifications. There was a discussion about the need for the laundry expansion and it has been decided that the laundry room expansion will not be done. Based on investigations, the capacity of the existing laundry facilities is sufficient. If the need arises, the LHAND Management staff will issue notices regarding use of the facilities.

After the project status discussion, Paul DeJoie returned to last meeting's discussion Regarding Permissive Deductions. Paul explained that Christina posted the question "What if any, Permissive Deductions does your HA allow" on the NAHRO Central Bulletin Board. Of the responses Christina received, half the HA's did not know what Permissive Deductions are and the other half did not offer them.

Paul further began to explain that at this time the LHAND could not allow any additional deductions due the impact this will have on the budget. Paul explained that any reduction in rental income will have a direct impact (cut) to various programs and services currently offered. The LHAND will reduce the Medical Insurance deduction and eliminate the Child Support payment deduction.

****It is important to note that although the LHAND will not be implementing this recommendation from the RAB, the LHAND strongly feels that the RAB and in particular Mr. George Eagan's comments regarding the standard deductions are thoughtful and important. The fact that the standard deduction has not increase with inflation (or the cost of living) creates a hardship for may senior residents. The LHAND would strongly advocate to HUD for funding for increased standard deductions. ***

Paul also began a discussion regarding the demolition of select units at Curwin Circle. Paul stated that due to the structural integrity of certain units, the LHAND would be submitting an application to HUD to demolish these units. He further explained that this demolition was in no part, the beginning of any HOPE VI grants etc. The families living in the units would be moved when a comparable unit become available and the unit would be taken off line, rehabbed or demolished, depending on conditions.

In regards to a potential Curwin Circle Redevelopment, Paul explained that the LHAND is exploring possibilities to redevelop/revitalize Curwin Circle. These activities may include bonding, LIHTC applications, HOPE VI applications or soliciting proposals for a developer to work with the LHAND on finding a way to finance any redevelopment of the site. Paul also discussed that in the PHA Plan, the LHAND would be checking yes to the question of whether the LHAND will be submitting a HOPE VI Application. As has been explained in the past, everything that a housing authority MAY do, must be included in the PHA Plan.

Lastly it was requested that if members could attend the public hearing the staff would be very appreciative.

(In an email to Judy Smith – HUD Boston Field Office, 12/8/04)

Judy,

We have received some very thoughtful comment from our RAB re: standard and permissive deductions.

What I need to know is, is there a route, through the PHA Plan that we as a Housing Authority can take to bring more light onto our RAB comments. We already put everything into our PHA Plan, but we ,along with the RAB really feel that these comments deserve more than notation in the back of the plan. Any suggestions.

(an email reply from Judy Smith, 12/14/04)

Lisa,

Good question! The role of the RAB is to make recommendations in the development of the PHA Plan. Which you already do. The PHA is required to consider the RAB's recommendations to the Plan, but are not required to agree with them. Which you also already do.

I have checked the PHA Plan Desk Guide and from what I see, you are already doing everything you need to do. If you are making changes to your Plan and policies based upon their comments you can note that in the Plan. Maybe you could include their suggestions in the HAs goals. You could share them with the other residents of the developments in a newsletters or at resident meetings. It is always better to have more than less in the PHA Plan.

I hope this helps.

Judy

(email reply back to Judy on 12/14/04)

Judy,

Anyways, yes, we do all that stuff, and unfortunately we can't incorporate this particular RAB suggestion but it is a very good comment with good reasoning and we would just like HUD to know that we agree with it, but financially we can't implement it, we want to shine some light on the issue, so, do you still think we should just do what we have been doing?

(final email 12/14/04)

Lisa,

You could mention the suggestion in the Plan, but also state that you cannot afford to implement at this time.

Keep up the good work.

Judy

**Public Housing Agency (PHA) Plan
PUBLIC HEARING
LHAND, 10 Church Street
December 21, 2004, 5:00 p.m.**

In attendance: (see sign in sheet)

George Egan, RAB; Eileen Trecartin, Wall Plaza Resident; John Connelly, Wall Plaza Resident; Helen Schaeublin, Wall Plaza Resident; Donna Often, LHAND; Paul Gaudet, LHAND; Michelle Lyons, LHAND; Norm Cole, LHAND; Olivia Lyons, LHAND; Jim Finigan, LHAND; Lauren Pelusi, RAB; Ron Dupuis, LHAND; Brenda Womack, LHAND; Lisa Tobin, LHAND; Christina Brogna, LHAND

Lisa Tobin of the LHAND opened the meeting by informing everyone for the purpose of the meeting and asking if anyone wished to make comment on the plan.

Ms. Helen Schaeublin asked what the status of the Wall Plaza Mailbox Project. After a brief discussion of the Capital Fund for Wall Plaza, Ms. Tobin asked if there were any more comment. Ms. Tobin told the Wall Plaza residents that staff of the LHAND would be happy to stay after the public hearing to discuss other Wall Plaza Issues.

The meeting was closed at 5:20 p.m.

**RAB Meeting
January 11, 2005
LHAND
10 Church Street, Lynn MA 01902
Community Room 5:30 p.m.**

RAB in attendance: Lauren Pelusi, Joyce Bryd, George Eagan and Carole Smith

LHAND Staff present: Lisa Tobin, Paul DeJoie, Joe Scanlon, Michelle Lyons, Paul Gaudet, David Moore, Christina Brogna, Norm Cole

Lisa opened the meeting by passing out copies of the Five Year Capital Fund and Management Improvements Information. Members had a chance to review the information. In addition, Lisa passed out the Final Draft copy of the PHA Plan (minus the table of contents) for their review. Lisa and Paul DeJoie noted the items that had been modified in the plan and that were also discussed at previous meeting. Those items include;

- Clearer language regarding search time for Housing Choice Vouchers
- The removal of the Child Support Discretionary Deduction
- Lessening of the Medical Insurance Discretionary Deduction from \$3,000 to \$1,500 per family
- Checking yes for proposed demolition of units at Curwin Circle

At the end of the meeting, Lisa told the RAB she would keep them notified of the submission and approval of the plan, while also thanking everyone for their efforts and participation.

Attachment #6 – RASS Follow Up Plan

**RESIDENT ASSESSMENT SUB SYSTEM (RASS)
FOLLOW UP PLAN**

The Lynn Housing Authority and Neighborhood Development (LHAND) continuously strives to improve the overall operations of its public housing developments. To do this, the LHAND responds to its residents needs in an appropriate manner.

The LHAND received an overall score of 74.7% on the section of the RASS survey titled Communication. The LHAND received an unsatisfactory score on question number six, which reads:

17. Do you think management provides you information about: (Options to select: Very Satisfied, Satisfied, Dissatisfied, Very Dissatisfied, Does Not Apply)
 - a. **Maintenance and Repair (for example, water shut-off, boiler shut-down, modernization activities)?**
 - b. **The Rules of Your Lease?**
 - c. Meetings and Events?

The LHAND managers make it a point to offer the tenant a thorough explanation of the lease at the initial orientation. At this time, the tenant is provided a tenant handbook, which describes in detail the House Rules that all tenants must adhere to. This ensures that tenants will be fully capable of complying with the LHAND's policies. In addition, the LHAND conducts a recertification with the tenant on an annual basis. This recertification is for the purpose of renewing their lease and to guarantee that management and tenants are in cooperation with each other. At this time, the tenants are provided with another copy of their lease for reference purposes.

The LHAND responds to all maintenance related problems. The management personnel will inform residents of any problems on the development as they occur. Unless it is an emergency, anytime repairs need to be made to water systems, boilers, etc. the manager is given notification of when this work will be performed by the maintenance staff. The managers, upon receiving notification from maintenance, will issue flyers to all tenants (usually 24-48 hours in advance) explaining what will be performed and how long the work will be in progress. The LHAND is committed to make this process as efficient and timely as possible.

The LHAND received an overall score of 73.9% on the section of the RASS survey titled Neighborhood Appearance. The LHAND received an unsatisfactory score on questions number sixteen and seventeen, which read:

16. How satisfied are you with the upkeep of the following areas in your development? (Options to select: Very Satisfied, Satisfied, Dissatisfied, Very Dissatisfied, Does Not Apply)
 - a.) **Common Areas (stairways, walkways, hallways, etc.)**
 - b.) **Exterior of the Buildings**
 - c.) **Parking Areas**
 - d.) **Recreation Areas (playgrounds and other outside facilities)**
17. How often, if at all, are any of the following a problem in your development: (Options to select: Never, Sometimes, Often, Always, Does Not Apply)
 - a.) Abandoned Cars?
 - b.) Broken Glass?
 - c.) Graffiti?
 - d.) Noise?
 - e.) Rodents and Insects (indoors)?
 - f.) **Trash / Litter?**
 - g.) Vacant Units?

Neighborhood appearance is important to the Lynn Housing Authority and Neighborhood Development (LHAND) as it is to its residents. LHAND has aggressively addressed all complaints regarding

neighborhood appearances at the Curwin Circle Development (MA 23-1) and the M. Henry Wall Plaza Development (MA 23-2).

The LHAND completes over 3200 work orders on an annual basis at the Curwin Circle Family Development and the M. Henry Wall Plaza Development. The M. Henry Wall Plaza Development consists of one hundred and seventy-six (176) units of elderly and disabled residents consisting of two nine-story high rise buildings. Curwin Circle is a two hundred and eighty-three unit family development with row house style housing with tenants having exclusive use of the front and rear entrances. The residents are responsible for the upkeep of their front and rear yards. The LHAND staff continuously informs residents of their responsibility to keep these areas clean. Tenants who fail to maintain these areas are constantly reminded of their responsibility to do so by both the LHAND staff, as well as, members of the Curwin Resident Council, Inc. (CRC). In the past, the CRC with the cooperation of the LHAND has conducted numerous meetings to ensure all residents were aware of their responsibility to maintain the cleanliness of the development. In addition to the LHAND notices, which are routinely sent out regarding trash, the CRC has also sent out reminders of their own to the residents.

The LHAND is addressing resident concerns regarding the trash disposal of other residents in the development. The Lynn Housing Authority and Neighborhood Development has and will continue to implement resident programs to address trash and litter issues and annually conducts neighborhood "clean-up days" in conjunction with the Curwin Resident Council (CRC), Inc. The most recent LHAND/CRC clean-up day was held April 17th. Volunteers for the day included members of the CRC, as well as, fifteen (15) LHAND employees. The event was well publicized and held in good weather. The adult residents sparsely attended it, though the LHAND and CRC with the help of over fifty (50) youth volunteers removed numerous truckloads of trash from the development and surrounding areas. The LHAND will implement another clean-up day this fall to generate resident awareness of the litter problems and their responsibilities.

The LHAND also serves as a community service site through the Lynn District Court. Participants work once a week to help maintain an acceptable appearance of the LHAND's properties. All of the LHAND developments are cleaned weekly by these participants. The Lynn District Court and the LHAND supervises the participants to ensure that the program runs smoothly and the LHAND developments preserve a clean appearance during the summer months.

In addition to the efforts of the LHAND staff and CRC members, the LHAND has solicited assistance from various agencies and contractors to improve the appearance of its neighborhood. All of these activities were negotiated with the local laborers union to allow the LHAND to perform work, which has been previously collectively bargained through the union. The Lynn Housing Authority and Neighborhood Development sponsors a summer/fall Landscaping program to improve upon its appearances by planting flowers, mulching, trimming trees and bushes. The majority of participants are subsidized housing residents. The summer youth maintenance staff assists in keeping the grounds clean among other duties such as repainting speed bumps, fences, and bollards throughout the development.

The Department of Public Works (DPW) also donates flowers annually to the LHAND and individually to the residents of the M. Henry Wall Plaza Development and the Curwin Circle Development. LHAND contracts with the city of Lynn for trash removal services on a weekly basis and street sweeping services on a weekly basis in the spring, summer, and fall months. The LHAND will continue to work with the City of Lynn DPW to have the streets swept on a regular basis.

The LHAND has revitalized the Tot Lots at Curwin Circle. The LHAND has repaired the slides, painted, and replaced all of the tiles of the Tot Lots. The LHAND has implemented a graffiti removal product and process to remove graffiti from the plastic tot lot material and graffiti removal from the playground equipment. This has enhanced the appearance of the Curwin Circle Development.

The LHAND is also committed to informing residents of any occupancy or maintenance related issues. The LHAND will make all possible efforts to inform residents of these issues by letter, telephone, or even by knocking on a resident's door. The Management staff has an open door policy for all tenants. Managers are available to communicate with these tenants when an issue may arise.

The score for questions six letters (a & b), 16 (all letters) and question 17 letter (f) caused the overall RASS score to decrease significantly.

Attachment # 7 - Revised Template Question/Section 3(A)(6) (PHA Policies Governing Eligibility, Selection, and Admissions, Public Housing, Deconcentration and Income Mixing

Component 3, (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.

Attachment # 8 – Substantial Deviation from the 5-Year Plan and Significant Amendment to the Annual Plan Definitions

A “Substantial Deviation” shall reflect a change in the Lynn Housing Authority & Neighborhood Development’s 5-Year Plan. The following changes shall be considered a “substantial deviation”.

- Any change in the Five-Year Action Plan which includes the addition of a non-emergency work item or removal of such line items.

The time frame for when a change is considered a “substantial deviation” from the original PHA Plan will be from the time the PHA plan has been approved by HUD until the day before the next Plan is due. Each year the LHAND’s plan is due the second week of January. An item will not be considered a substantial deviation if it is changed as a result of the planning process for an upcoming submission of a PHA Plan. Only changes that fit the definition that are made to the approved and current PHA Plan will be considered a substantial deviation.

A “Significant Amendment” shall reflect a change in the Lynn Housing Authority & Neighborhood Development Annual Plan. The following changes shall be considered a “significant amendment”

- Changes to rent or admissions policies or organization of the waiting list
- Any change in regards to demolition or disposition, designation, homeownership programs or conversion activities.

The time frame for when a change is considered a “significant amendment” from the original PHA Plan will be from the time the PHA plan has been approved by HUD until the day before the next Plan is due. Each year the LHAND’s plan is due the second week of January. An item will not be considered a significant amendment if it is changed as a result of the planning process for an upcoming submission of a PHA Plan. Only changes that fit the definition that are made to the approved and current PHA Plan will be considered a significant amendment.

As required via HUD regulations, any substantial deviation or significant amendment shall be subject to the same public process requirements as the Public Housing Agency Plan. This will include all time frames.

Attachment #9 – Statement of Projected Number of Project-Based Units, General Location and How Project Basing is consistent with the PHA Plan.

PHA Plan Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

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

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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

Annual Statement/Performance and Evaluation Report

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

Name: Lynn Housing Authority

Grant Type and Number Capital Fund Grant No.
 Capital Fund Program Grant No: MA06-P023-501-00
 Replacement Housing Factor Grant No:

Federal FY of Grant: 2000

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:4)

Performance and Evaluation Report for Period Ending: 09/30/04 Final Performance and Evaluation Report

	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Total non-CFP Funds				
	1406 Operations	\$0.00	\$17,107.02	\$0.00	\$0.00
	1408 Management Improvements	\$179,625.00	\$179,625.00	\$179,625.00	\$179,625.00
	1410 Administration	\$89,178.00	\$89,178.00	\$89,178.00	\$89,178.00
	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
	1430 Fees and Costs	\$30,000.00	\$23,427.07	\$29,811.96	\$29,811.96
	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
	1460 Dwelling Structures	\$473,235.00	\$473,200.91	\$473,423.04	\$473,423.04
	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
	1470 Nondwelling Structures	\$119,750.00	\$109,250.00	\$119,750.00	\$119,750.00
	1475 Nondwelling Equipment				
	1485 Demolition				
	1490 Replacement Reserve				
	1492 Moving to Work Demonstration				
	1495.1 Relocation Costs				
	1499 Development Activities				
	1501 Collateralization or Debt Service				
	1502 Contingency				
	Amount of Annual Grant: (sum of lines 2 – 20)	\$891,788.00	\$891,788.00	\$891,788.00	\$891,788.00
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance	\$203,560.00	\$203,560.00	\$203,560.00	\$59,477.35
	Amount of line 21 Related to Security – Soft Costs	\$24,236.84	\$24,236.84	\$24,236.84	\$23,840.81
	Amount of Line 21 Related to Security – Hard Costs	\$24,967.00	\$24,967.00	\$24,967.00	\$24,967.00
	Amount of line 21 Related to Energy Conservation Measures	\$91,223.00	\$91,223.00	\$91,223.00	\$80,723.00

NB: The Revised Budget Column is correct; \$17,702 was drawn down from several existing line items (1430,1460, &1470) in August and September 2004 and used for Operations. The obligation and expenditure columns should be adjusted in LOCCS to reflect what actually happened.

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Management Improvements</u>							
	Technical Assistance CFP and Mod	1408		\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	Complete
	Vacancy Turnaround	1408		\$45,629.40	\$45,629.40	\$45,629.40	\$45,629.40	Complete
	Bilingual Application & Intake Services	1408		\$29,418.00	\$29,418.00	\$29,418.00	\$29,418.00	Complete
	Computer Upgrade	1408		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	Complete
	Summer Youth	1408		\$21,495.35	\$21,495.35	\$21,495.35	\$21,495.35	Complete
	Drug Task Force	1408		\$3,149.49	\$3,149.49	\$3,149.49	\$3,149.49	Complete
	Family Investment Center	1408		\$8,169.65	\$8,169.65	\$8,169.65	\$8,169.65	Complete
	Resident Landscaping	1408		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Complete
	Agency Plans (QHWRA)	1408		\$0.00	\$0.00	\$0.00	\$0.00	Postponed
	Boy's Club at Curwin Circle MA23-1	1408		\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	Complete
	Work Force Program at Curwin Circle	1408		\$15,112.00	\$15,112.00	\$15,112.00	\$15,112.00	Complete
	Bilingual Neighborhood Services Intake	1408		\$0.00	\$0.00	\$0.00	\$0.00	Postponed
	Staff Training (Spanish)	1408		\$0.00	\$0.00	\$0.00	\$0.00	Postponed
	Security	1408		\$21,087.35	\$21,087.35	\$21,087.35	\$21,087.35	Complete
	Housing Inspector	1408		\$5,163.76	\$5,163.76	\$5,163.76	\$5,163.76	Complete
				\$179,625.00	\$179,625.00	\$179,625.00	\$179,625.00	
	<u>Administration</u>	1406		\$0.00	\$17,107.02	\$0.00	\$0.00	Complete
	Administration	1410		\$89,178.00	\$89,178.00	\$89,178.00	\$89,178.00	Complete

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees and Costs</u>							
Wall Plaza MA 23-2	A/E Asbestos Removal	1430					\$0.00	
Wall Plaza MA 23-2	A/E Trash Compactor	1430					\$0.00	
Wall Plaza MA 23-2	A/E Access Unit	1430		\$30,000.00	\$ 23,427.07	\$29,811.96	\$29,811.96	Complete
	<u>Site Improvement</u>							
Curwin Circle MA23-1	Site Drainage	1450		\$0.00	\$0.00	\$0.00	\$0.00	
	<u>Dwelling Structure</u>							
Wall Plaza MA 23-2	Building Envelope Repairs	1460		\$303,235.00	\$303,235.00	\$303,235.00	\$303,235.00	Complete
Wall Plaza MA 23-2	Accessible Unit Construction	1460		\$170,000.00	\$169,965.91	\$170,188.04	\$170,188.04	Complete

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Nondwelling Structures</u>							
Curwin Circle MA23-1	Emergency Heat	1470		\$80,723.00	\$80,723.00	\$91,223.00	\$91,223.00	Complete
Wall Plaza MA23-2	Asbestos Removal (Boiler Room)	1470		\$10,500.00	\$0.00	\$0.00	\$0.00	Postponed
Wall Plaza MA23-2	Intercom Replacement	1470		\$17,400.00	\$17,400.00	\$17,400.00	\$17,400.00	Complete
Curwin Circle MA23	Alarm System	1470		\$7,567.00	\$7,567.00	\$7,567.00	\$7,567.00	Complete
Curwin Circle MA23	Handicap Door	1470		\$3,560.00	\$3,560.00	\$3,560.00	\$3,560.00	Complete
	TOTAL							

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P023-501-00 Replacement Housing Factor No:					Federal FY of Grant: 2000	
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		
MA23-1 Curwin Circle	09/30/2002			09/30/2004				
MA23-2 Wall Plaza	09/30/2002			09/30/2004				
<u>Management Improvements</u>								
Technical Assistance CFP and Mod	09/30/2002			09/30/2004				
PHMAP Vacancy Turnover	09/30/2002			09/30/2004				
Bilingual Application & Intake Services	09/30/2002			09/30/2004				
Computer Upgrade	09/30/2002			09/30/2004				
Summer Youth	09/30/2002			09/30/2004				
Drug Task Force	09/30/2002			09/30/2004				
Family Investment Center	09/30/2002			09/30/2004				
Resident Landscaping	09/30/2002			09/30/2004				
Agency Plans (QHWRA)	09/30/2002			09/30/2004				
Boy's Club at Curwin Circle MA23-1	09/30/2002			09/30/2004				
Work Force Program at Curwin Circle	09/30/2002			09/30/2004				
Bilingual Neighborhood Services Intake	09/30/2002			09/30/2004				

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P023-501-00 Replacement Housing Factor No:					Federal FY of Grant: 2000
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	
Staff Training (Spanish)	09/30/2002			09/30/2004			
Security/Federal	09/30/2002			09/30/2004			
PHA Plan Coordination	09/30/2002			09/30/2004			
Housing Inspector				09/30/2004			
<u>Administration</u>							
Administration	09/30/2002			09/30/2004			

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Grant No. Capital Fund Program Grant No: MA06-P023-501-01 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: 09/30/04
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations		\$31,363.66	\$31,363.66	\$0.00
3	1408 Management Improvements	\$149,152.00	\$132,855.25	\$132,855.25	\$132,855.25
4	1410 Administration	\$91,001.00	\$91,001.00	\$91,001.00	\$91,001.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$15,000.00	\$58,534.84	\$58,534.84	\$58,534.84
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$113,648.00	\$56,580.07	\$56,580.07	\$56,580.07
10	1460 Dwelling Structures	\$441,209.00	\$537,168.78	\$537,168.78	\$534,619.75
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$100,000.00	\$2,506.40	\$2,506.40	\$2,506.40
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 2 – 20)	\$910,010.00	\$910,010.00	\$910,010.00	\$876,097.31
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$100,000.00	\$100,000.00	\$50,506.40	\$32,406.11
24	Amount of line 21 Related to Security – Soft Costs	\$42,000.00	\$42,000.00	\$42,000.00	\$42,000.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$53,407.07	\$53,407.07	\$60,580.07	\$60,622.80

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Management Improvements</u>							
	Computer Upgrade	1408		\$10,000.00	\$1,241.20	\$1,241.20	\$1,241.20	Complete
	Drug Task Force	1408		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Complete
	Elderly Programs	1408		\$5,000.00	\$1,435.40	\$1,435.40	\$1,435.40	Complete
	Family Investment Center	1408		\$25,000.00	\$0.00	\$0.00	\$0.00	Postponed
	Resident Landscaping & Summer Youth	1408		\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	Complete
	Security at Wall Plaza	1408		\$32,000.00	\$32,000.00	\$32,000.00	\$32,000.00	Complete
	Staff Training	1408		\$2,000.00	\$0.00	\$0.00	\$0.00	Postponed
	Technical Assistance Capital Fund	1408		\$5,000.00	\$0.00	\$0.00	\$0.00	Postponed
	Work Force Program at Curwin Circle	1408		\$10,000.00	\$19,242.00	\$19,242.00	\$19,242.00	Complete
	Youth Programs	1408		\$5,152.00	\$5,414.00	\$5,414.00	\$5,414.00	Complete
	Housing Inspector	1408		\$0.00	\$23,182.03	\$23,182.03	\$23,182.03	Complete
	Curwin Circle Consultant	1408		\$15,000.00	\$10,340.62	\$10,340.62	\$10,340.62	Complete
	<u>Administration</u>							
	Administration	1410		\$91,001.00	\$91,001.00	\$91,001.00	\$91,001.00	Complete
	Operations	1406			\$31,363.66	\$31,363.66	\$0.00	In Progress

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees and Costs</u>							
Curwin Circle MA23-1	A/E Roof Replacement	1430		\$0.00	\$0.00	\$0.00	\$0.00	Complete
Curwin Circle MA23-1	A/E Fans	1430		\$15,000.00	\$13,605.10	\$13,605.10	\$13,605.10	Complete
Curwin Circle MA23-1	A/E Boiler	1430		\$0.00	\$4,042.73	\$4,042.73	\$4,042.73	Complete
Wall Plaza MA23-2	A/E Exterior Envelope	1430		\$0.00	\$40,887.01	\$40,887.01	\$40,887.01	Complete
	<u>Site Improvement</u>							
Curwin Circle MA23-1	Emergency Heat	1450		\$113,648.00	\$56,580.07	\$56,580.07	\$56,580.07	Complete
	<u>Dwelling Structure</u>							
Curwin Circle MA23-1	Carpet Installation	1460		\$41,209.00	\$41,209.00	\$41,209.00	\$41,209.00	Complete
Curwin Circle MA23-1	Phase I Roof Replacement	1460		\$300,000.00	\$0.00	\$0.00	\$0.00	Postponed
Curwin Circle MA23-1	Common Area 504 Accessible	1460		\$100,000.00	\$29,899.71	\$29,899.71	\$29,899.71	Complete
Wall Plaza MA23-2	Building Envelope Repair	1460		\$0.00	\$250,685.86	\$250,685.86	\$248,136.83	Complete
Curwin Circle MA23-1	Basement Fans	1460		\$0.00	\$137,449.95	\$137,449.95	\$137,449.95	Complete
HA-Wide	Vacancy Turnaround Painter	1460		\$0.00	\$77,924.26	\$77,924.26	\$77,924.26	Complete
	<u>Nondwelling Structure</u>							
Wall Plaza MA23-2	Compactor Installation	1470		\$100,000.00	\$0.00	\$0.00	\$0.00	Postponed
Wall Plaza MA23-2	Sidewalk Installation (Accessibility)	1470		\$0.00	\$2,506.40	\$2,506.40	\$2,506.40	Complete
	TOTAL							

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P023-501-01 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	
MA23-1 Curwin Circle	06/30/2003			06/30/2005			
MA23-2 Wall Plaza	06/30/2003			06/30/2005			
	06/30/2003			06/30/2005			
<u>Management Improvements</u>							
Computer Upgrade	06/30/2003			06/30/2005			
Drug Task Force	06/30/2003			06/30/2005			
Elderly Programs	06/30/2003			06/30/2005			
Family Investment Center	06/30/2003			06/30/2005			
Resident Landscaping & Summer Youth	06/30/2003			06/30/2005			
Curwin Circle Consultant	06/30/2003			06/30/2005			
Security at Wall Plaza	06/30/2003			06/30/2005			
Staff Training	06/30/2003			06/30/2005			
Technical Assistance Capital Fund	06/30/2003			06/30/2005			
Work Force Program at Curwin Circle	06/30/2003			06/30/2005			
Youth Programs	06/30/2003			06/30/2005			
Housing Inspector	06/30/2003			06/30/2005			
	06/30/2003			06/30/2005			
<u>Administration</u>							
Administration	06/30/2003			06/30/2005			

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Grant No. Capital Fund Program Grant No: MA06-P023-501-02 Replacement Housing Factor Grant No:	Federal FY of Grant:2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 2)

Performance and Evaluation Report for Period Ending: 09/30/04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations		\$34,299.19	\$34,299.19	\$0.00
3	1408 Management Improvements	\$147,813.00	\$165,178.16	\$164,275.56	\$128,862.96
4	1410 Administration	\$87,033.00	\$87,033.00	\$87,033.00	\$87,033.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$62,000.00	\$130,000.00	\$124,510.05	\$88,758.99
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$102,886.00	\$202,886.00	\$202,886.00	\$202,886.00
10	1460 Dwelling Structures	\$337,606.00	\$152,606.00	\$141,678.84	\$7,200.99
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$130,000.00	\$95,335.65	\$63,776.00	\$25,950.00
13	1475 Nondwelling Equipment	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$870,338.00	\$870,338.00	\$821,458.64	\$543,691.93
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	\$42,000.00	\$42,000.00	\$42,000.00	\$42,000.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$205,886.00	\$225,000.00	\$151,079.35	\$151,079.35

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Management Improvements</u>							
	Computer Upgrade	1408		\$10,000.00	\$0.00	\$0.00	\$0.00	Postponed
	Drug Task Force	1408		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Complete
	Elderly Programs	1408		\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	In Progress
	Resident Landscaping	1408		\$26,187.59	\$26,187.59	\$26,187.59	\$1084.17	In Progress
	Summer Youth	1408		\$0.00	\$0.00	\$0.00	\$0.00	Postponed
	Transportation (Senior & Group Activities)	1408		\$10,000.00	\$0.00	\$0.00	\$0.00	Postponed
	Security	1408		\$32,000.00	\$32,000.00	\$32,000.00	\$32,000.00	Complete
	Staff Training	1408		\$5,000.00	\$0.00	\$0.00	\$0.00	Postponed
	Technical Assistance Capital Fund	1408		\$0.00	\$0.00	\$0.00	\$0.00	Postponed
	Workforce	1408		\$0.00	\$0.00	\$0.00	\$0.00	Postponed
	Youth Programs	1408		\$5,152.00	\$5,438.00	\$5,438.00	\$5,438.00	Complete
	Curwin Circle Consultant	1408		\$15,000.00	\$15,000.00	\$14,097.40	\$14,097.40	In Progress
	Housing Inspector	1408		\$6,381.12	\$26,512.98	\$26,512.98	\$24,482.59	In Progress
	Vacancy Turnaround	1408		\$23,092.29	\$45,039.59	\$45,039.59	\$41,760.80	In Progress
	<u>Administation</u>							
	Administation	1410		\$87,033.00	\$87,033.00	\$87,033.00	\$87,033.00	In Progress
	Operations	1406		\$0.00	\$34,299.19	\$34,299.19	\$0.00	In Progress

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

Agency Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees and Costs</u>							
Curwin Circle MA23-1	A/E Sewer Separator	1430		\$30,000.00	\$0.00	\$0.00	\$0.00	In Progress
Curwin Circle MA23-1	A/E Boiler Repair	1430		\$20,000.00	\$0.00	\$0.00	\$0.00	In Progress
Ill Plaza MA23-2	A/E Air Makeup	1430		\$12,000.00	\$0.00	\$0.00	\$0.00	In Progress
Curwin Circle MA23-1	Curwin Circle Master Plan	1430			\$100,000.00	\$100,000.00	\$88,139.94	In Progress
Curwin Circle MA23-1	Oil Tank removal	1430			\$30,000.00	\$24,510.05	\$619.05	In Progress
	<u>Site Improvement</u>							
Curwin Circle MA23-1	Heat/Utility Repairs	1450		\$52,886.00	\$202,886.00	\$202,886.00	\$202,886.00	In Progress
Curwin Circle MA23-1	Parking Lot	1450		\$50,000.00	\$0.00	\$0.00	\$0.00	Postponed
	<u>Dwelling Structures</u>							
Curwin Circle MA23-1	Basement Fans	1460		\$84,000.00	\$98,072.84	\$98,072.84	\$0.00	In Progress
Curwin Circle MA23-1	Bathroom Tub Surrounds	1460		\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	In Progress
Curwin Circle MA23-1	Roof Replacement Phase I	1460		\$210,000.00	\$10,927.16	\$0.00	\$0.00	In Progress
Curwin Circle MA23-1	Drip Pans	1460		\$11,000.00	\$11,000.00	\$11,000.00	\$0.00	In Progress
Curwin Circle MA23-1	Storm Doors	1460		\$15,606.00	\$15,606.00	\$15,606.00	\$0.00	In Progress
Ill Plaza MA23-2	Roof Maintenance	1460		\$10,000.00	\$10,000.00	\$10,000.00	\$7,200.99	In Progress

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Nondwelling Structures</u>							
Curwin Circle23-1	Boiler Repairs	1470		\$100,000.00	\$20,000.00	\$20,000.00	\$16,150.00	In Progress
Wall Plaza MA23-2	Air Makeup Construction	1470		\$30,000.00	\$0.00	\$0.00	\$0.00	In Progress
Wall Plaza MA23-2	Church Street Snowguards	1470		\$0.00	\$15,000.00	\$15,000.00	\$9,800.00	In Progress
Curwin Circle23-1	Oil Tank Removal	1470		\$0.00	\$60,335.65	\$28,776.00	\$0.00	In Progress
Curwin Circle MA23-1	Refactor Boiler	1475		\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	Complete
	TOTAL							

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule		
PHA Name: LYNN HOUSING AUTH.	Grant Type and Number Capital Fund Program No: MA06-P023-501-02 Replacement Housing Factor No:	Federal FY of Grant: 2002

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Curwin Circle MA23-1	05/30/2004			05/30/2006			
Wall Plaza MA23-2	05/30/2004			05/30/2006			
<u>Management Improvements</u>							
Computer Upgrade	05/30/2004			05/30/2006			
Drug Task Force	05/30/2004			05/30/2006			
Elderly Programs	05/30/2004			05/30/2006			
Resident Landscaping	05/30/2004			05/30/2006			
Summer Youth	05/30/2004			05/30/2006			
Transportation	05/30/2004			05/30/2006			
Curwin Consultant	05/30/2004			05/30/2006			
Security	05/30/2004			05/30/2006			
Staff Training	05/30/2004			05/30/2006			
Technical Assistance Capital Fund	05/30/2004			05/30/2006			
Workforce	05/30/2004			05/30/2006			
Youth Programs	05/30/2004			05/30/2006			
Housing Inspector	05/30/2004			05/30/2006			
Vacancy Turnaround	05/30/2004			05/30/2006			
<u>Administration</u>							
Administration	05/30/2004			05/30/2006			

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Grant No. Capital Fund Program Grant No: MA06-P023-501-03 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: 09/30/04
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$143,219.40	\$123,219.40	\$10,920.16	\$10,920.16
4	1410 Administration	\$71,609.70	\$71,609.70	\$72,510.32	\$72,510.32
5	1411 Audit	\$0.00	\$0.0	\$0.0	\$0.0
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$50,775.90	\$13,275.90	\$2,297.82	\$2,297.82
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$97,492.00	\$224,238.54	\$245,438.54	\$245,438.54
10	1460 Dwelling Structures	\$278,000.00	\$99,088.46	\$5,864.00	\$5,864.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$75,000.00	\$184,665.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$716,097.00	\$716,097.00	\$337,030.84	\$337,030.84
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$35,000.00	\$0.00		\$0.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$172,492.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Management Improvements</u>							
	Computer Upgrade	1408		\$10,000.00	\$10,000.00	\$0.00	\$0.00	In Progress
	Drug Task Force	1408		\$3,000.00	\$3,000.00	\$2,952.35	\$2,952.35	In Progress
	Elderly Programs	1408		\$5,413.00	\$5,413.00	\$0.00	\$0.00	In Progress
	Bilingual AIS	1408		\$20,000.00	\$0.00	\$0.00	\$0.00	In Progress
	Resident Landscaping	1408		\$15,000.00	\$15,000.00	\$0.00	\$0.00	In Progress
	Transportation (Senior & Group Activities)	1408		\$2,000.00	\$2,000.00	\$0.00	\$0.00	In Progress
	Security at Wall Plaza	1408		\$32,000.00	\$32,000.00	\$2,209.60	\$2,209.60	In Progress
	Technical Assistance Capital Fund	1408		\$5,000.00	\$5,000.00	\$2,240.00	\$2,240.00	In Progress
	Work Force at Curwin Circle	1408		\$5,406.40	\$5,406.40	\$0.00	\$0.00	In Progress
	Youth Programs	1408		\$5,400.00	\$5,400.00	\$3,518.21	\$3,518.21	In Progress
	Curwin Circle Consultant	1408		\$40,000.00	\$40,000.00	\$0.00	\$0.00	In Progress
	<u>Administration</u>							
	Administration	1410		\$71,609.70	\$71,609.70	\$72,510.32	\$72,510.32	In Progress

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees & Cost</u>							
Curwin Circle MA23-1	A/E Moisture Investigation	1430		\$30,000.00	\$0.00	\$0.00	\$0.00	In Progress
Wall Plaza MA23-2	A/E Mail Box	1430		\$10,775.90	\$10,775.90	\$0.00	\$0.00	In Progress
Wall Plaza MA23-2	A/E Sink Faucet	1430		\$10,000.00	\$0.00	\$0.00	\$0.00	In Progress
Wall Plaza MA23-2	A/E Canopy	1430		\$0.00	\$2500.00	\$2,297.82	\$2,297.82	Complete
	<u>Site Improvement</u>							
Curwin Circle MA23-1	Utility Repairs	1450		\$97,492.00	\$224,238.54	\$245,238.54	\$245,238.54	In Progress
	<u>Dwelling Structures</u>							
Curwin Circle MA23-1	Basement Bath Ventilation	1460		\$68,000.00	\$54,088.46	\$0.00	\$0.00	In Progress
Curwin Circle MA23-1	Floor Replacement	1460		\$15,000.00	\$15,000.00	\$5,864.00	\$5,864.00	In Progress
Curwin Circle MA23-1	Tot Lot Repairs	1460		\$10,000.00	\$0.00	\$0.00	\$0.00	In Progress
Curwin Circle MA23-1	Moisture Repairs	1460		\$90,000.00	\$0.00	\$0.00	\$0.00	In Progress
Curwin Circle MA23-1	Storm Doors	1460		\$15,000.00	0.00	\$0.00	\$0.00	In Progress
Wall Plaza MA23-2	Bathroom Sink & Faucet	1460		\$80,000.00	\$0.00	\$0.00	\$0.00	In Progress
Wall Plaza MA23-2	Canopy Construction	1460		\$0.00	\$30,000.00	\$0.00	\$0.00	In Progress
	<u>Nondwelling Structures</u>							
Curwin Circle MA23-1	Boiler Repairs	1470		\$75,000.00	\$75,000.00	\$0.00	\$0.00	In Progress
Curwin Circle MA23-1	Oil Tank Construction	1470		\$0.00	109,665.00	\$0.00	\$0.00	In Progress

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Lynn Housing Authority			Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule								
PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P023-501-03 Replacement Housing Factor No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Curwin Circle MA23-1	09/16/2005			09/16/2007				
Wall Plaza MA23-2	09/16/2005			09/16/2007				
<u>Management Improvements</u>								
Computer Upgrade	09/16/2005			09/16/2007				
Drug Task Force	09/16/2005			09/16/2007				
Elderly Programs	09/16/2005			09/16/2007				
Bilingual AIS	09/16/2005			09/16/2007				
Resident Landscaping	09/16/2005			09/16/2007				
Transportation	09/16/2005			09/16/2007				
Curwin Circle Consultant	09/16/2005			09/16/2007				

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P023-501-03 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Security at Wall Plaza	09/16/2005			09/16/2007				
Technical Assistance Capital Fund Program	09/16/2005			09/16/2007				
Work Force at Curwin Circle	09/16/2005			09/16/2007				
Youth Programs	09/16/2005			09/16/2007				
<u>Administration</u>								
Administration	09/16/2005			09/16/2007				

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Grant No. Capital Fund Program Grant No: MA06-P023-502-03 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: 09/30/04
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	\$14,271.60	\$14,271.60	\$14,271.60	\$14,271.60
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		\$45,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$128,444.40	\$83,444.40	\$677.75	\$677.75
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 2 – 20)	\$142,716.00	\$142,716.00	\$14,949.35	\$14,949.35
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs				\$0.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures			\$0.00	\$0.00

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No.: MA06-P023-502-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Administration</u>							
	Administration	1410		\$14,271.60	\$14,271.60	\$14,271.60	\$14,271.60	In Progress
	<u>Fees & Cost</u>							
Wall Plaza MA23-2	A/E Heat Repair	1430		\$0.00	\$45,000.00	\$0.00	\$0.00	In Progress
	<u>Site Improvement</u>							
Wall Plaza MA23-2	Heat Construction	1460		\$128,444.40	\$83,444.40	\$677.75	\$677.75	In Progress

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No MA06-P023-502-03 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Curwin Circle MA23-1								
Wall Plaza MA23-2	02/12/2006			02/12/2008				
<u>Administration</u>								
Administration	02/12/2006			02/12/2008				

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Grant No. Capital Fund Program Grant No: MA06-P023-501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 09/30/04
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$143,219.00		\$0.0	\$0.0
4	1410 Administration	\$82,932.00		\$0.0	\$0.0
5	1411 Audit	\$0.00		\$0.0	\$0.0
6	1415 Liquidated Damages	\$0.00		\$0.0	\$0.0
7	1430 Fees and Costs	\$25,000.00		\$0.0	\$0.0
8	1440 Site Acquisition	\$0.00		\$0.0	\$0.0
9	1450 Site Improvement	\$252,898.00		\$0.0	\$0.0
10	1460 Dwelling Structures	\$236,269.00		\$0.0	\$0.0
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00		\$0.0	\$0.0
12	1470 Nondwelling Structures	\$89,000.00		\$0.00	\$0.00
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 2 – 20)	\$829,318.00		\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$0.00		\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$35,000.00		\$0.00	\$0.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$172,492.00		\$0.00	\$0.00

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Management Improvements</u>							
HA-Wide	Resident Landscaping	1408		\$20,806.00		\$0.00	\$0.00	In Progress
HA-Wide	Elderly Programs & Transportation	1408		\$7,413.00		\$0.00	\$0.00	In Progress
Wall Plaza MA23-2	Security at Wall Plaza	1408		\$45,000.00		\$0.00	\$0.00	In Progress
HA-Wide	Technical Assistance Capital Fund	1408		\$5,000.00		\$0.00	\$0.00	In Progress
Curwin Circle MA23	Curwin Consultant	1408		\$45,000.00		\$0.00	\$0.00	In Progress
Curwin Circle MA23	Youth Worker	1408		\$20,000.00		\$0.00	\$0.00	In Progress
	<u>Administration</u>							
HA-Wide	Administration	1410		\$82,932.00		\$0.00	\$0.00	In Progress

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees & Cost</u>							
Wall Plaza MA23-2	A/E Laundry	1430		\$10,000.00		\$0.00	\$0.00	In Progress
Wall Plaza MA23-2	A/E Mail Box	1430		\$15,000.00		\$0.00	\$0.00	In Progress
	<u>Site Improvement</u>							
Curwin Circle MA23-1	Utility Repairs	1450		\$252,898.00		\$0.00	\$0.00	In Progress
	<u>Dwelling Structures</u>							
Curwin Circle MA23-1	Floor Replacement	1460		\$35,000.00		\$0.00	\$0.00	In Progress
Curwin Circle MA23-1	Moisture Repairs	1460		\$75,000.00		\$0.00	\$0.00	In Progress
Wall Plaza MA23-2	Laundry	1460		\$26,269.00				
Wall Plaza MA23-2	Mail Box	1460		\$100,000.00				
	<u>Nondwelling Structures</u>							
Curwin Circle MA23-1	Boiler Repairs	1470		\$89,000.00		\$0.00	\$0.00	In Progress

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P023-501-04 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Curwin Circle MA23-1	09/13/2006			09/13/2008				
Wall Plaza MA23-2	09/13/2006			09/13/2008				
<u>Management Improvements</u>								
Elderly Programs & Transportation	09/13/2006			09/13/2008				
Resident Landscaping	09/13/2006			09/13/2008				
Curwin Consultant	09/13/2006			09/13/2008				
Security at Wall Plaza	09/13/2006			09/13/2008				
Technical Assistance Capital Fund Program	09/13/2006			09/13/2008				
Youth Worker	09/13/2006			09/13/2008				
<u>Administration</u>								
Administration	09/13/2006			09/13/2008				

LHAND

10/15/2004

EXECUTIVE OFFICE
 Executive Director - Charles Gaeta
 Executive Assistant/Project Manager - Lisa Tobin
 Human Resource Representative/Suzann Sullivan
 Administrative Assistant -CJ Mihos

MANAGEMENT & OPERATIONS OFFICE

*Director of Management & Operations - Paul DeJoie

PH Assist. Mgr/Program Compliance - Christina Brogna
 MIS Coordinator - Greg Matheson
 Management Assistant

Housing Integrity Program Coordinator - Barbara Morrison
 Housing Policies/Internal Audits Coordinator - Michelle Lyons
 Quality Control Auditor - Martha Marquis

Public Housing

Assistant Director of Housing Management + Services - Paul Gaudet
 Senior Program Specialist/ Account Clerk - Rose Rivera
 Federal Housing Inspector - Jason Christian
 Public Housing Representative - Annette Oates
 Economic Job Placement Coord/ FSS Case Manager - Damaris Rivera
 State Housing Manager - Dave Raymond
 State Housing Program Representative - Kathy Byrne
 Senior Resident Service Coordinator - Michelle D'Amico
 Wall Plaza Manager - Brenda Womack
 Resident Service Coordinator - Adelle Abdallah

Resident Assistance

Resident Services/ Youth Development Prg Mgr - Lysa Newhall
 Youth Worker/ Management Assistant - Elizabeth Ba
 Youth Worker/ Management Support - Victor Canaan

Facilities + Construction

Facilities Manager/ Ast Chief Procurement Officier - Tim Leonard
 Maintenance Superintendent - Peter Olson
 Modernization Manager - Ron Dupuis
 Working Foreman - Barry Bertwell
 Laborers
 Tradesmen
 Student Intern

Admissions

Director of Admissions - Donna Often
 Housing Admissions Case Representatives (3)
 Dianna O'Neil, Brooke Davis,

PLANNING + DEVELOPMENT OFFICE

Director of Planning + Development - Norm Cole

Planning + Development Grants Manager Olivia Lyons
 Nghbrhd Rehab Develop Specialist - Ray Buckland
 Homeownership Program Coordinator - Dawn Whelan

Neighborhood Development Manager -Peggy Phelps
 Neighborhood Housing Services Coordinator - Brandi Walker
 Neighborhood Services Representative - Irma Chez
 Neighborhood Services Rep/Receptionist - Phila Hang
 Program Coordinator

FISCAL OFFICE

Director of Policy + Finance - Joe Scanlon

Housing Finance Manager - Mary Meechin
 Accountant - Rosario Fresco
 Fiscal Office Assistant - Jill Marston
 Mobility Program Rep. - Candy Swain
 Accounts Payable Clerk - Susan Mageary
 Neighborhood Services Financial Manager - Patty Jackson

RENTAL ASSISTANCE

Rental Assistance

Rental Assistan
 Rental Assistance F
 Rental Assistance Senior I

Program + Grant
 Rental Assist
 Rental Assis

Susan Faia, Susan A
 Chief Rental Assista
 Housing Qt
 Chr
Rental Assistance Reception

*acts in absence of Executive Director

L ASSISTANCE OFFICE

Program Manager - David Moore

Office Manager - Jim Finigan

Program Compliance - Karin Luongo

Programs Representative - Elaine Reardon

Representative - Harry MacCabe

Compliance Program Representative

Compliance Case Representative 6

Alfonso, Carina Brador, Debbie Parris,

Compliance Housing Specialist - Don Werner

Quality Standards Specialist 2

Chris Rowe, Acie Avery

Compliance Assistant - Stephanie Blaney

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-05 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				
3	1408 Management Improvements	\$165,000.00			
4	1410 Administration	\$82,931.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$145,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$201,387.00			
10	1460 Dwelling Structures	\$180,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$30,000.00			
13	1475 Nondwelling Equipment				
14	1485 Demolition	\$25,000.00			
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

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

PHA Name: Lynn Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-05 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$200,000.00			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	\$45,000.00			
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-05 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
				Original	Revised	Funds Obligated	Funds Expended	
	Management Improvements	1408						
HA-Wide	Security & Protective Services	1408		\$45,000.00				
HA-Wide	Elderly Programs & Services	1408		\$5,000.00				
HA-Wide	Tech Assistance CFP	1408		\$5,000.00				
HA-Wide	Vacancy Turnaround	1408		\$20,000.00				
HA-Wide	Housing Inspector	1408		\$20,000.00				
23-1 C. Circle	Youth Programs	1408		\$5,000.00				
23-1 C. Circle	Curwin Consultant	1408		\$45,000.00				
23-1 C. Circle	Youth Worker	1408		\$20,000.00				
HA-Wide	Administration	1410		\$82,391.00				
23-1 C. Circle	Curwin Circle Needs Ass. & Dewatering	1430		\$125,00.00				
23-1C. Circle	Utility & Infrastructure Repairs	1450		\$176,387.00				
23-1 C. Circle	Heat Line Re-Routing	1450		\$15,000.00				
23-1 C. Circle	Demo of (2) Units	1485		\$25,000.00				
23-1 C. Circle	Asbestos Removal	1450		\$10,000.00				
23-1 C. Circle	Basement Cleanouts	1470		\$30,000.00				
23-2 Wall Plaza	504 Unit Conversion A/E	1430		\$20,000.00				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Lynn Housing Authority			Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-05 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
				Original	Revised	Funds Obligated	Funds Expended	
23-2 Wall Plaza	504 Unit Conversion Construction	1460		\$180,000.00				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part III: Implementation Schedule								
PHA Name: Lynn Housing Authority			Grant Type and Number Capital Fund Program No: MA06-P023-501-05 Replacement Housing Factor No:			Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Management Improvements	7/01/05			7/01/07				
Administration	7/01/05			7/01/07				
MA23-1 Curwin Circle								
MA23-2 Wall Plaza								
1430	7/01/05			7/01/07				
1450	7/1/05			7/01/07				

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

PHA Name: Lynn Housing Authority		Grant Type and Number Capital Fund Program No: MA06-P023-501-05 Replacement Housing Factor No:					Federal FY of Grant: 2005	
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		
1460	7/01/05			7/01/07				
1470	7/01/05			7/01/07				

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

PHA Name Lynn Housing Authority						<input 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: 2006 PHA FY:		Work Statement for Year 3 FFY Grant: 2007 PHA FY:		Work Statement for Year 4 FFY Grant: 2008 PHA FY:
	Annual Statement					Work Statement for Year 5 FFY Grant: 2009 PHA FY:
23-1 Curwin Circle		1408	\$78,000.00	1408	\$58,000.00	1408 \$53,000.00
HA-Wide		1408	\$87,863.60	1408	\$105,863.60	1408 106,863.60
23-1 Curwin Circle		1430	\$40,000.00	1430	\$0	1430 \$10,000.00
23-1 Curwin Circle		1450	\$400,000.00	1450	\$307,000.00	1450 \$256,000.00
23-1 Curwin Circle		1460	\$50,000.00	1460	\$180,000.00	1460 \$100,000.00
23-1 Curwin Circle		1470	\$75,000.00			1470 \$50,000.00
23-2 Wall Plaza		1460	\$15,523.00	1460	\$20,523.00	1430 \$70,523.00
				1470	\$20,000.00	1470 \$100,000.00
				1485	\$55,000.00	
CFP Funds Listed for 5-year planning		\$746,386.60		\$746,386.60		\$746,386.60
Replacement Housing Factor Funds						

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

S A M P L E

PHA Name <i>Anytown Housing Authority</i>					<input 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: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005	
	Annual Statement					
<i>10-01/Main Street</i>		<i>\$80,000</i>	<i>\$36,000</i>	<i>\$65,000</i>	<i>\$55,000</i>	
<i>10-02/Broadway</i>		<i>\$90,000</i>	<i>\$40,900</i>	<i>\$40,000</i>	<i>\$43,000</i>	
<i>HA-wide</i>		<i>\$100,000</i>	<i>\$50,000</i>	<i>\$35,000</i>	<i>\$27,000</i>	
CFP Funds Listed for 5-year planning		<i>\$270,000</i>	<i>\$162,900</i>	<i>\$140,000</i>	<i>125,000</i>	
Replacement Housing Factor Funds		<i>\$40,000</i>				

