

PHA Plans

Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

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

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Gloucester Housing Authority **PHA Number:** MA025

PHA Fiscal Year Beginning: (mm/yyyy) 07/01/2005

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 79
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 625

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

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

- Main business office of the PHA
- PHA development management offices

Other (list below)

Streamlined Five-Year PHA Plan PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

A. Mission

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

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

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)
1) Development of affordable homeownership units.
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 86
 - 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)

- 1) Develop opportunities and assist low-income households to become First-time Homebuyers.
- 2) Develop affordable assisted living units to address local need.

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)

Streamlined Annual PHA Plan PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

Table of Contents

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

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
 - a. PHA Progress on Meeting 5-Year Mission and Goals
 - b. Criteria for Substantial Deviations and Significant Amendments
 - c. Other Information Requested by HUD
 - i. Resident Advisory Board Membership and Consultation Process
 - ii. Resident Membership on the PHA Governing Board
 - iii. PHA Statement of Consistency with Consolidated Plan
 - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 2005 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)
 - Attachment "A" – FY 2004 Capital Fund Performance and Evaluation Report
 - Attachment "B" – FY 2003/1 Capital Fund Performance and Evaluation Report
 - Attachment "C" – FY 2003/2 Capital Fund Performance and Evaluation Report
 - Attachment "D" – FY 2002 Capital Fund - Final Report
 - Attachment "E" – GHA Organizational Chart
 - Attachment "F" – GHA Resident Advisory Board Membership

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;
Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:
Form HUD-50070, *Certification for a Drug-Free Workplace*;
Form HUD-50071, *Certification of Payments to Influence Federal Transactions*;
Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities*.

Executive Summary (optional)

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

The Gloucester Housing Authority (GHA) looks forward to meeting the goals set forth in our new 5-year plan. In the face of significant financial limitations, we will continue efficient use of operating funds, grants, partnerships and conscientious management of existing resources to begin meeting these goals in FY 2005.

The GHA plans to commit all of its FY 2004 and FY 2005 Capital Fund grants to the substantial rehabilitation of five (5) housing units at 10 Taylor Street. The Taylor Street property was built prior to 1900 and was acquired by the GHA in the mid 1990's. The building's ability to meet HUD Uniform Housing Standards is an ongoing issue due to sloping walls and ceiling, inadequate second egresses, small bedrooms and poorly designed common hallways. The building is also not in compliance with Section 504. The property remains our only Federal Public Housing development where applicants regularly refuse unit offers.

We also plan to use funds from future Capital Fund grants to finance the remaining amount of construction funds for the estimated \$550,000 project. The project will be done in two phases to determine the most efficient re-allocation of space. The GHA will work closely with residents, Community leaders, architects, engineers and HUD to ensure that we deliver a product that provides a suitable living environment for families that can be maintained within our operating capacity.

The GHA will continue its roof replacement program at our Willowood Gardens development. Using funds from our operating reserves, we plan to complete replacement of all building roofs by the end of FY 2006.

A major emphasis will be placed this year on community responsibility within all of our housing developments. We will encourage residents to become more active in the decisions concerning their developments and insist that residents maintain areas under their control in a suitable manner. Residents will be encouraged to form partnerships with Community Leader Development Organizations to assist in improving the quality of life within our housing communities. Community Service individuals will also be used to ensure that common areas are a source of pride to the Community.

Our Section 8 Program faces significant challenges in FY 2005 due to pro-rated funding under the appropriations act. The GHA will continue to monitor its lease-up rates and spending patterns to ensure optimum use of program funds. We will continue to review methods to decrease monthly housing assistance payments in order that we can assist a maximum number of families.

We remain committed to our Family Self-Sufficiency and Homeownership options and will work within funding constraints to increase enrollment under both those Section 8 initiatives. The GHA will also seek funding to continue the operation of 52 SRO units through the McKinney Fund SRO Program.

Resident Income Integrity will continue to be a major goal in FY 2005. The GHA intends to expand on its Upfront Income Verification tools and strictly enforce collection of retroactive rents and Housing Assistance overpayments due to unreported income. The GHA identified and re-captured over \$20,000 in payments from non-reporting of household income last year.

The GHA will also continue to move forward on several Capital Improvement projects at our State-aided developments to ensure their continued viability. A comprehensive window and building envelope project to address major water problems at the 97-unit McPherson Park development should go out to bid sometime after July 1, 2005. The completion of this \$1.5 million dollar project will resolve a 30 year old problem and greatly enhance the lives of building residents. We will also continue roof replacement programs at both our Lincoln and Riverdale Park developments.

Our Resident Services Department will continue to focus on tenancy preservation and self-sufficiency initiatives. A major emphasis will be placed on continuing to strengthen partnerships with area social service agencies to provide needed services to our clients. New partnerships will be developed to offer youth services programming that can no longer be funded through the GHA's operational budget. The GHA will also continue to be a strong partner with the City of Gloucester in its efforts to address issues of substance abuse and domestic violence within our community.

Assisting families achieve the dream of homeownership will continue to be a chief goal of the GHA. We will build upon our certified First-time Homebuyer Counseling program with the addition of a post-purchase course beginning in the fall of 2005 and hope to offer the President's American Dream Down-payment Initiative (ADDI) to Cape Ann area residents by year end. The GHA will also continue to assist our City by agreeing to act as the monitoring agent for any first-time homebuyer development. The GHA is also searching for available properties to develop affordable homeownership and rental opportunities for households with annual income below 80% of the area median.

Finally, we will continue our effort to bring affordable Assisted/Supportive Living development to Gloucester through partnerships with local and regional non-profit entities. Once we have completed this goal the GHA believes that we will have completed a continuum of housing model that truly addresses the needs of all populations within our community.

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

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

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

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	720		12
Extremely low income <=30% AMI	660	92%	
Very low income (>30% but <=50% AMI)	54	7%	
Low income (>50% but <80% AMI)	6	1%	
Families with children	615	85%	
Elderly families	2	>1%	
Families with Disabilities	127	18%	
Race/ethnicity – WHITE	369	51%	
Race/ethnicity – BLACK	122	17%	
Race/ethnicity – OTHER	5	>1%	
Race/ethnicity-HISPANIC	223	31%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	104	14%	1
2 BR	332	46%	4
3 BR	272	38%	5
4 BR	12	2%	2
5 BR	Na	Na	Na
5+ BR	Na	Na	Na
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	40,680		60
Extremely low income <=30% AMI	34,834	86%	
Very low income (>30% but <=50% AMI)	5,201	13%	
Low income (>50% but <80% AMI)	521	1%	
Families with children	25,571	63%	
Elderly families	2,386	6%	
Families with Disabilities	13,392	33%	
Race/ethnicity - White	20,028	49%	
Race/ethnicity - Black	8,140	20%	
Race/ethnicity - Asian	1,406	3%	
Race/ethnicity - Pacific Islander	114	0%	
Race/ethnicity - American Indian	730	2%	
Race/ethnicity - Hispanic	10,985	27%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

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

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	158,148	
a) Public Housing Capital Fund	133,541	
a) HOPE VI Revitalization	Na	
a) HOPE VI Demolition	Na	
a) Annual Contributions for Section 8 Tenant-Based Assistance	6,396,225	
a) Resident Opportunity and Self-Sufficiency Grants	Na	
a) Community Development Block Grant	Na	
a) HOME	Na	
Other Federal Grants (list below)		
FSS Coordinator Grant	40,464	FSS Program Staff
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY 2003 Capital Fund	98,104	Taylor Street Rehab
FY 2004 Capital Fund	120,541	Taylor Street Rehab
3. Public Housing Dwelling Rental Income	316,320	Operations
4. Other income (list below)		
Investment Income	8,000	Operations
4. Non-federal sources (list below)		
State Public Housing/MRVP	2,411,178	State Housing Programs
Homeownership Program	10,000	Counseling/Monitoring
Donations	2,500	Youth Services
Total resources	9,695,021	

3. PHA Policies Governing Eligibility, Selection, and Admissions

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

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (Top 5-10)
- When families are within a certain time of being offered a unit: (90 Days)
- Other: (describe)

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? **NO.** If yes, complete the following table; if not skip to d.

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

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

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

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

d. Site-Based Waiting Lists – Coming Year

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

1. How many site-based waiting lists will the PHA operate in the coming year?0
2. Yes No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
 If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
 If yes, how many lists?

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

5 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 3 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)
- 4 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) – PHA web site

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

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

(6) Deconcentration and Income Mixing

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

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

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

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

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

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

- Criminal or drug-related activity
 Other (describe below)
Name & Address of Tenant's last three landlords.

(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 GHA participates in the MassNAHRO Centralized Waiting list applicants may also apply at any other of the 55 PHA's that participate in this list.

(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:

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

5 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)
GHA website and affirmative marketing.

4. PHA Rent Determination Policies

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

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one of the following two)

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

b. Minimum Rent

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

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

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

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

The GHA has set the minimum rent at \$25.00. However, if the family requests a hardship exemption, the GHA will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

A. A hardship exists in the following circumstances:

1. When the family has lost eligibility for or is waiting 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 the family has decreased because of changed circumstances, including loss of employment;
4. When the family has an increase in expenses because of changed circumstances, for medical costs, child care, transportation, education, or similar items;
5. When a death has occurred in the family.

B. No Hardship. If the GHA determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.

C. Temporary Hardship. If the GHA reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The GHA will offer a repayment agreement in accordance with its ACOP for any rent not paid during the period of suspension. During the suspension period the GHA will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.

D. Long-term hardship. If the GHA determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments

- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- 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 now monitored on an ongoing basis.

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)

The GHA has set the minimum rent at \$50.00. However, if the family requests a hardship exemption, the GHA will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

B. A hardship exists in the following circumstances:

6. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;

7. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 8. When the income of the family has decreased because of changed circumstances, including loss of employment;
 9. When the family has an increase in expenses because of changed circumstances, for medical costs, child care, transportation, education, or similar items;
 10. When a death has occurred in the family.
- D. No Hardship. If the GHA determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- E. Temporary Hardship. If the GHA reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The GHA will offer a repayment agreement in accordance with its ACOP for any rent not paid during the period of suspension. During the suspension period the GHA will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the GHA determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

5. Capital Improvement Needs

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

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

A. Capital Fund Activities

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

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in

its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

SEE FY 2005 CAPITAL FUND – ATTACHMENT

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)
- b. Status of HOPE VI revitalization grant (complete one set of questions for each grant)
Development name:
Development (project) number:
Status of grant: (select the statement that best describes the current status)
 Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
- e. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

6. Demolition and Disposition

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

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

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

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

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

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

- (1) Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(2) Program Description

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? 10

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) Minimum income limit for non-elderly/disabled households must be above 30% of HUD defined income limit for Boston PMSA.
- 2) Non elderly/disabled households must be enrolled in FSS for at least one year, or document that they meet all other requirements.
- 3) 3% Down-payment requirement from family's own resources unless they are an eligible elderly/disabled household.
- 4) Credit report for individuals applying for mortgage cannot have any unsatisfied collection accounts/liens or show any late payments for the 12-month period prior to voucher issuance.

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

- 1) The GHA will continue to work with FSS participants, working families and elderly/disabled households with Homeownership interest to meet the minimum homeownership requirements.
- 2) The GHA will continue to market the program to lending institutions.
- 3) The GHA plans to offer post-homeownership counseling in-house in the Fall of 2005 to assist participants in meeting post-purchase requirements.

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

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

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

- 1) The GHA has operated the 5(h) Homeownership Option and other Homeownership programs for the past 10 years.
- 2) The GHA's Homeownership Counseling Program is the recipient of the Massachusetts Homeownership Collaborative Seal of Approval.

8. Civil Rights Certifications

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

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

9. Additional Information

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

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

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.)

The Gloucester Housing Authority maintained the integrity of its valuable housing resources during 2004; we scored 100% on HUD's Section Eight Management Assessment Program; we administered \$571,000.00 in contracts for everything from new windows at our housing for the elderly to construction of new homes. We continued working with advocates for affordable housing through the Mayor's Community Housing Coalition, the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials and the Citizens for Housing and Planning Association. We headed in new directions as Monitoring Agents for affordable housing and seeking certification as a Homebuyer Counseling Agency.

We are proud of the service we provide to all the households who rely on our assistance for affordable housing. We take satisfaction from the progress we make in improving and expanding that service.

HIGHLIGHTS

MODERNIZATION/DEVELOPMENT

In 2004 we completed several construction contracts and began several more including:

- **John W. Sheedy Building Windows:** This job, awarded to New England Builders in 2003, was completed during 2004. The job went quite smoothly under the architectural supervision of Dan Goodenow of Cape Ann Design Group. These new windows replaced the original ones from 1981 when the building opened. The thermo seals on most of those windows had failed. The residents of the Sheedy Building are very pleased with the light and warmth provided by the new windows.
- **George W. McPherson Park Windows:** New England Builders installed prototype windows in the 4 apartments in the northeast corner of McPherson Park in the Spring 2004. WE are thrilled that the new windows and flashing prevented any water infiltration during the

northeaster storms of hurricane season 2004. If they perform well during the winter 2004-2005 we expect the State to authorize proceeding with the design for the entire building, the remaining 94 apartments. The new windows allowed us to re-occupy 3 units that had been vacant for 2 years due to the leaks.

- **Assisted Living:** The Director showed developers the GHA's Main Street site trying to generate interest in the development of assisted living on the site. At the end of 2004 there were no likely prospects.

- **First-time Homebuyers:** Building three new homes for sale to first-time homebuyers was a priority project for us in the Spring 2004. Assistant Director-Facilities Management, Jesse Francis successfully coordinated several contracts and the skilled work of our maintenance crew to bring these homes to completion so they could be sold in August. The new homes are on the corner of Emerson Avenue and Griffin Court, the former site of the Huntress Home, transferred from the City to the GHA 20 years ago.

- **Prospect Square and Sargent Street Improvements:** In March we began the planning process for renovations to kitchens and baths at these sites in our Federal public housing program. We issued a Request for Design Services to assist us in preparing bid documents. In May we awarded a design contract to Nault Architects, Worcester, MA. In November we were ready to go out to bid. On December 8 the Board awarded a construction contract to Homer Contracting for \$114,000 to do minor work on 5 baths and major work on 4 kitchens. The work will begin in 2005.

- **Roofs:** Many of our roofs need replacing, at Riverdale, Lincoln Park, Willowood Gardens and Arthur Street. We must rely on our Operating Reserves to replace them since Modernization funds are not available. This means we do the roofs as we can afford them in our annual budget. Instead of doing the close to 80 roofs that need to be replaced we looked at replacing about 10 roofs between three of our neighborhoods. We replaced one at Willowood in the year. At the end of the year we were happy to have the help of DHCD in preparing the bid documents for 6 new roofs at Riverdale and 3 roofs at Lincoln Park. This work by DHCD's architect saved us time and money. The work was in planning at the end of the year.

RESIDENT SERVICES

- **Veterans Way and Willowood Centers:** The services provided by our staff proved very valuable in 2004 when the families of the Riverdale neighborhood faced the harsh reality of child sexual abuse by one of their neighbors. Kathy Ross, Assistant Director-Resident Services, pulled together a number of family therapists to counsel anyone in need in the neighborhood. We are thankful to the community at large who responded in a most compassionate way. This compassion was demonstrated in a very concrete way when hundreds of gifts were received for not only the victims but also for the other neighborhood children.

The Resident Services staff and other volunteers worked very hard to organize the donated gifts in bags for Santa to distribute at a Christmas party.

- **George W. McPherson Park Tree Lighting:** The lighting of the outside lights on trees and bushes at McPherson Park has become a wonderful tradition. The Board and the residents congregate in the community room for a carol or two before heading outside. There, the guest of honor, the most senior resident in the building who has not lit the tree, flicks the switch for all the lights. We sing a few more carols and return to the community room for refreshments and more carols.
- **Supportive Housing at McPherson Park:** This unique program comes from collaboration among SeniorCare, Action, Inc., State Department of Elder Affairs and State Department of Housing and Community Development. The service coordination and program development provided through this initiative is very much appreciated by the residents and adds considerable value to the quality of life in this building. There are some elders on our housing waiting list who we could not help if we could not offer the additional services provided through the Supportive Housing model. This initiative is made possible only through the will of the Governor and the approval by the legislature. In hard times we hope this program survives.
- **Escrow Pilot Program:** We continued to work with families in State-aided housing on this savings program. Although the savings set aside by the families has not been matched by the State for the last three years, several families are reaping benefits. Two families in 2004 moved from public housing into homes of their own with the help of their escrow funds. At the end of 2004 four families are enrolled in the Program with an average escrow balance of \$4,038. We are not taking any new enrollments.
- **Artspace:** When the creative non-profit organization known as Artspace relocated to Maplewood Avenue, they sought to serve the children of Willowood Gardens. We are happy to see programs that can serve to enrich the lives of our residents. So, when Artspace representatives approached the Board for support of a grant application to finance physical improvements to their building space, the Board voted to support them. When the renovations are complete in 2005 we expect to see the benefits of this collaboration.
- **Family Self Sufficiency (FSS):** Kathy Ross meets regularly with families who receive Section 8 assistance and who also are enrolled in our Family Self-Sufficiency Program. She reviews their goals and lends help where needed as they strive to meet their goals. There are 26 families who are active in the program. There are seven families on the waiting list. On average they have \$2,000 in their escrow accounts. Three families graduated from the program in 2004. One family graduated with an account of \$8,300 and used it to buy a home. Another family is actively looking to buy a home with their escrow of \$5,600. One family used their escrow to pay for their daughter's college tuition.

The FSS program gives families on Section 8 a chance to seek ways to improve their

employability; increase their earnings; pursue a career; or achieve some other goal. As they progress in their individual plans and as their income increases their share of the rent will increase also. The GHA's FSS offers an incentive to these families by monthly contributions to an escrow account equal to the increase in their share of the rent.

PARTNERSHIPS

In times of limited resources we seek to make progress through effective partnerships with other groups or agencies serving a similar mission. In 2004, among other groups, we worked with the Mayor's Community Housing Coalition, Cape Ann Housing Opportunities, private developers and the Senior Housing Options Subcommittee of the Community Health Plan Committee in our effort to further our mission and increase and maintain the supply of affordable housing in Gloucester.

- **Dental Clinic:** We signed a two year lease for this unique collaboration which provides a valuable health service to Gloucester's lower income children without health insurance.

- **Mayor's Community Housing Coalition:** Executive Director William Dugan served again as the Chair of the Coalition's Housing Development Committee during 2004. The Housing Development Committee met monthly throughout the year. There were several proposed developments that were under review. Some, such as Station Place were approved and proceeded into construction. Others, such as Shore Cliff Assisted Living and the Village at West Gloucester, were approved but were held up due to neighborhood appeals.

- **Senior Housing Options:** We continue to work as a part of this group during its monthly meetings. We hope the work of this committee will result in Gloucester's senior citizens living independently, with dignity, for longer periods of time. The major emphasis of the committee in 2004 was working with the City's Zoning Ordinance Review Task Force on a revised zoning ordinance for assisted living residences. At the end of the year the ordinance was still under review.

- **Monitoring Agreements:** A new role has emerged for the GHA. The City has created affordable housing units within private market rate housing developments through its Inclusionary Zoning Ordinance. The City has looked to the GHA to serve as the Monitoring Agent. This is a function required by the ordinance in order to assure the long-term affordability of the deed-restricted units. We are pleased to be partners with the City in this capacity. The first units for us to monitor were sold to first-time buyers at 337 Washington Street and the Wesley Methodist Condos on Prospect Street.

- **Cape Ann Housing Opportunities (CAHO):** David Houlden, Assistant Executive Director, continued working with CAHO in 2004 as they sought tax credits to make the

development as affordable as possible. The reviews are burdensome for the credits but we look forward to the end product providing many homes for Gloucester's low and moderate income families.

PROGRAM MANAGEMENT

- **Fair Market Rents:** HUD published fair market rents for the Section 8 Housing Choice Voucher program that would have drastically reduced the effectiveness of the program. The GHA signed onto a letter prepared by Citizens Housing and Planning Association which contested the rents. The appeal was successful and the rent levels were restored to a reasonable level allowing the program to continue.

- **Section 8 Management Assessment Program (SEMAP):** The GHA received a score of 100% on SEMAP for the Fiscal Year Ended June 30, 2004. This means we are doing a great job in all aspects of managing our Section 8 Voucher Program and that HUD has designated us a High Performer. This score comes from a tremendous team effort with excellent coordination among our program, supervisory and fiscal staff.

- **New Employees:** Each year seems to bring several changes in our personnel. We were fortunate in 2004 to be able to replace long-time valuable employees with experienced new employees able to contribute almost immediately.

Roseann Dodge's retirement left a vacancy that provided Maureen Dexter an opportunity for advancement. Maureen left her position of Tenant Selector to join Debbie Eason as one of our two Housing Managers. Karen Carter, with experience in working with people in a couple of credit union positions, could easily adapt those skills as we tapped her to replace Maureen as the Tenant Selector.

When we created the new position of Homeownership Coordinator we were hoping to find someone with real estate experience. We hit the jackpot with Kathy Erkkila. Kathy brings to this new position her experience as a housing Manager in Rockport and experience in real estate sales. The new position of Management Specialist, providing administrative support to Attorney Boylan and Assistant Executive Director David Houlden, was filled by Jeannie Bizzozero. Jeannie brings experience in a law firm and her own business experience.

The position of Assistant Director-Resident Services was vacated by Pat LaForte in June as she was appointed Executive Director of the Newburyport Housing Authority. WE were pleased to appoint Kathy Ross to take Pat's place. Kathy's social work in a variety of settings and with different populations makes her a perfect fit for the position.

The Maintenance department was understaffed while Kevin Verga was out for an extended period with an injury. After seeking new candidates to fill this void on a temporary basis, Joel DiLiberti was chosen as the best applicant for the job. Joel had a similar position for a private housing management company in Beverly for many years. We are happy to have Joel come as a

proven performer.

- **Section 8 Centralized Wait List:** In March the Board carefully considered the recommendation of staff to join NAHRO's centralized wait list. The move would help Gloucester residents more easily access the list and it would relieve GHA staff of a tremendous paper burden. The Board voted to join the list.
- **Reduced Government Funding:** The GHA was severely challenged in 2004 to meet expenses and to continue to properly maintain its properties. The State gave 0% caps on housing authority budgets for the third year in a row. This came when many costs of operating were increasing. HUD provided only 93% of the subsidy approved for operations of our Federal housing program. HUD also held back \$90,000 in Section 8 Voucher funding. Lack of adequate funding in public housing means deferring maintenance and reducing our reserves to an undesirable level. Loss of Section 8 funding means helping fewer families with less money to make Housing Assistance Payments. It also means placing more of a burden on the households and limiting the rents to landlords. Even with program adjustments we had to hold back 18 of our 573 vouchers because we could not afford to issue them.
- **Arthur Street Playground:** In July the City awarded a \$10,000 grant to the GHA to replace the old play equipment at Arthur Street. We worked with the residents in applying for this grant. The new equipment will be installed in the Spring 2005.
- **Homeownership Counseling:** David Houlden and the Resident Service staff of Kathy Ross and Kathy Erkkila have taken the GHA in a new direction in 2004. They saw homeownership opportunities expanding for low and moderate income households. These opportunities are coming through government-sponsored programs and our own initiatives, such as, Section 8 Homeownership and our single-family development program. Their concern for the pitfalls that may trip up new, inexperienced homebuyers and their identification of the need for more counseling in the Gloucester area led them to think about doing counseling. Kathy Erkkila saw a chance to become a HUD-certified counseling agency with the help of CHAPA. With the Board's approval and a lot of hard work, Kathy's application to the CHAPA Homeownership Collaborative received a Seal of Approval in December 2004. The first classes will be offered in March 2005.
- **New Veteran Definition:** The State Legislature revised the definition of Veteran for its housing programs. The definition is more inclusive making eligible more people who served in the armed forces. The new definition includes all peace time service as well as war time service and it includes additional branches of the armed forces.
- **SEMAP and PHAS:** Each year HUD reviews performance indicators related to our management of our Section 8 Voucher Program (SEMAP) and our Public Housing

program (PHAS). The reviews consist of an analysis of our regular reports as well as a field visit to inspect our public housing. Our 2004 SEMAP score was 100% and our PHAS score was 84%. We can be proud of the performance on Section 8 considering the changes and constraints in the program during the year. Our PHAS score is good in analysis. We scored 91.4% on the Financial, Management and Tenant indicators. Our score was brought below 90% due to the age of some of our scattered-site housing. Our Capital Improvement program will be addressing these conditions over the next couple of years. Notably, we need major renovations at Sargent Street and Taylor Street.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

a. Substantial Deviation from the 5-Year Plan

The GHA hereby defines substantial deviation as any change in policy which significantly and substantially alters the Authority's stated mission and the persons the Authority serves. Discretionary or administrative amendments consistent with the Authority's stated overall mission and basic objectives will not be considered substantial deviations.

b. Significant Amendment or Modification to the Annual Plan

The GHA hereby defines significant amendment or modification as any change in policy which significantly and substantially alters the Authority's stated mission and the persons the Authority serves. Discretionary or administrative amendments consistent with the Authority's stated overall mission and basic objectives will not be considered a significant amendment or modification.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

a. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

The advisory board commented that it would be less expensive for the GHA to

sell the Taylor Street property than do substantial rehab. The GHA explained that HUD would only allow substantial rehab, which was accepted by the board.

b. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

(2) Resident Membership on PHA Governing Board

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

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

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Barbara McLaughlin

Method of Selection:

Appointment
The term of appointment is (include the date term expires): 3/31/2008

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

Description of Resident Election Process

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

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

Eligible candidates: (select one)

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

- Any adult member of a resident or assisted family organization
- Other (list)

Eligible voters: (select all that apply)

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

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

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

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Mayor John Bell, City of Gloucester, Massachusetts

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (City of Gloucester, Massachusetts)

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

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

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following

actions and commitments: (describe below)

(4) (Reserved)

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

10. Project-Based Voucher Program

a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

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

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

147 Essex Street, Gloucester (8 Units)

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
NA	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section 25 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
NA	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
NA	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P02550105 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	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	\$ 13,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 20,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$100,541.00			
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)	\$133,541.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$120,541.00			

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P02550105 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	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P02550105 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	
007	10 TAYLOR ST. – SUBST. REHAB	1460	1	\$100,541				
HA-Wide	FACILITY MGT. SALARIES	1410	1	\$13,000				
007	A/E, BID DOCS & SPECS	1430	1	\$20,000				

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: GLOUCESTER HOUSING AUTHORITY			Grant Type and Number Capital Fund Program No: MA06P02550105 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	
007	07/01/2007			06/30/2008			

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Gloucester Housing Authority			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
	Annual Statement				
MA025-001		\$38,300.00	\$49,000.00	\$36,000.00	\$18,000.00
MA025-006		0.00	0.00	0.00	\$ 9,000.00
MA025-007		\$85,000.00	\$85,000.00	\$85,000.00	\$94,000.00
MA025-008		0.00	0.00	0.00	0.00
GHA-wide		\$18,700.00	\$20,000.00	\$19,000.00	\$20,000.00
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

ATTACHMENT "A" FY 2004 CAPITAL FUND PROGRAM

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P02550104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	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	\$13,000.00		\$13,000.00	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$12,000.00		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$20,000.00		0	0
10	1460 Dwelling Structures	\$88,541.00		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$133,541.00		\$13,000.00	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P02550104 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Gloucester Housing Authority			Grant Type and Number Capital Fund Program Grant No: 2004 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
25-007	Taylor St. – Substantial Rehab	1450	5	\$20,000		0	0	Planning
25-007	Taylor St. – Substantial Rehab	1460	5	\$88,541.		0	0	Planning
25-007	Taylor St. Rehab A/E, Bids, Specs	1430	1	\$12,000		0	0	RFP
GHA-wide	Administration (Facility Mgt. Salaries)	1410	2	\$13,000		\$13,000.00	0	5%

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

ATTACHMENT “B” FY 2003/1 CAPITAL FUND PROGRAM

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P02550103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	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	\$ 6,000.00		\$ 6,000.00	\$ 6,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$15,000.00		\$15,000.00	\$12,600.87
8	1440 Site Acquisition				
9	1450 Site Improvement	\			
10	1460 Dwelling Structures	\$99,941.00		\$ 2,500.00	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$120,941.00		\$23,500.00	\$18,600.87
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P02550103 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Gloucester Housing Authority			Grant Type and Number Capital Fund Program Grant No: 2003 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
25-006	Sargent St. – Kitchens	1460	2	\$20,000		\$2,500.00	0	Bidding
25-006	Sargent St. – Baths	1460	2	\$20,000		0	0	Bidding
25-006	Sargent St. – Windows	1460	16	0		0	0	
25-006	Washington Sq.. – Kitchens	1460	1	\$5,000	0	0	0	
25-006	Washington Sq.. – Baths	1460	1	\$5,000	0	0	0	
25-007	Prospect Sq. – Kitchens	1460	1	\$25,000	\$30,000	0	0	Bidding
25-006	Prospect Sq. – Baths	1460	1	\$24,941	\$29,941	0	0	Bidding
GHA-Wide	Admin (Facilities Mgt. – Salary)	1410	2	\$ 6,000		\$6,000.00	\$6,000.00	100%
GHA-Wide	A/E Bids, Specs	1430	1	\$15,000		\$15,000.00	12,600.87	75%

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Gloucester Housing Authority			Grant Type and Number Capital Fund Program No: MA06P02550103 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	
25-001	06/30/2005	09/16/2005		06/30/2007	09/16/2007		Revised schedule
25-006	06/30/2005	09/16/2005		06/30/2007	09/16/2007		Revised schedule
Gha-wide	06/30/2005	09/16/2005		06/30/2007	09/16/2007		Revised schedule

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

ATTACHMENT "C" FY 2003/2 CAPITAL FUND PROGRAM

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P02550203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$24,104.00		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	\			
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$24,104.00		0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P02550203 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Gloucester Housing Authority			Grant Type and Number Capital Fund Program Grant No: MA06P0255203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
25-007	Taylor St. Study A/E	1430	1	\$24,104		0	0	RFP

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

ATTACHMENT “D” FY 2002 CAPITAL FUND PROGRAM

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P02550102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line	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	\$ 7,350.00	\$ 7,350.00	\$ 7,350.00	\$ 7,350.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$131,344.00	\$131,344.00	\$131,344.00	\$131,344.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$ 0.00	\$ 5,897.00	\$ 5,897.00	\$ 5,897.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	\$ 5,897.00	\$ 0.00	\$ 0.00	\$ 0.00
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)	\$141,991.00	\$141,991.00	\$141,991.00	\$141,991.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P02550102 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Gloucester Housing Authority			Grant Type and Number Capital Fund Program Grant No: MA06P0255102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
25-1	LANDSCAPING	1450	1	\$75,000	\$75,000	\$75,000	\$75,000	100%
25-1	FENCING	1450	120	\$50,344	\$50,344	\$50,344	\$50,344	100%
25-6	RETAINING WALL	1450	1	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	100%
25-1	ADMINSITRATION	1410	2	\$ 7,350	\$ 7,350	\$ 7,350	\$ 7,350	100%
GHA-WIDE	REPLACEMENT RESERVES	1490	1	\$ 5,897	\$ 0	\$ 0	\$ 0	
25-1	MAINT. SHOP IMPROVEMENTS	1470	1	\$ 0	\$ 5,897	\$ 5,897	\$ 5,897	100%
25-1	ROOF REPAIR	1460	1	\$ 2,379	\$ 2,379	\$ 2,379	\$ 2,379	100%

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

PHA Name: Gloucester Housing Authority		Grant Type and Number Capital Fund Program No: MA06P0255102 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		
25-1	09/30/2004		03/31/2003	09/30/2006	06/30/2006	12/31/2004	REVISED SCHEDULE	
25-6	09/30/2004		03/31/2003	09/30/2006	06/30/2006	12/31/2003	REVISED SCHEDULE	
25-7	09/30/2004		03/31/2003	09/30/2006	06/30/2006	12/31/2003	REVISED SCHEDULE	
GHA-WIDE	09/30/2004		03/31/2003	09/30/2006	06/30/2006	12/31/2004	REVISED SCHEDULE	

**GLOUCESTER HOUSING AUTHORITY
ORGANIZATIONAL CHART – ATTACHMENT “E”
Effective 1/1/2005**

OFFICE OF THE EXECUTIVE DIRECTOR

<u>Position</u>	<u>Employee</u>	<u>Immediate Supervisor</u>
Executive Director	William Dugan	Board of Commissioners
Executive Secretary	Maryanne Koeller	William Dugan
Legal Pilot Attorney	Mary John Boylan	William Dugan

OFFICE OF THE ASST. EXECUTIVE DIRECTOR

<u>Position</u>	<u>Employee</u>	<u>Immediate Supervisor</u>
Asst. Executive Director	David Houlden	William Dugan
Management Specialist	Jeannie Bizzozero	David Houlden
Purchasing/Information Tech. Specialist	Cliff O’Neill	David Houlden
Receptionist	Dawna Rowe	Jeannie Bizzozero
Receptionist	Mary Sutera	Jeannie Bizzozero

HOUSING MANAGEMENT

<u>Position</u>	<u>Employee</u>	<u>Immediate Supervisor</u>
Asst. Dir. Public & Leased Housing	Sharon Fortado	David Houlden
Public Housing Manager	Deborah Eason	Sharon Fortado
Public Housing Manager	Maureen Dexter	Sharon Fortado
Rental Asst. Program Representative	Claudia Haskell	Sharon Fortado
Rental Asst. Coordinator	Valerie Cook	Sharon Fortado
Tenant Selector	Karen Carter	Sharon Fortado

FINANCE

<u>Position</u>	<u>Employee</u>	<u>Immediate Supervisor</u>
Asst. Director – Finance	Fran Simon	David Houlden
Acct. Receivable Representative	Marcia DiLiberti	Fran Simon
Acct. Payable/Payroll Representative	Amy O’Dea	Fran Simon

FACILITIES MANAGEMENT

<u>Position</u>	<u>Employee</u>	<u>Immediate Supervisor</u>
Asst. Director – Facilities Management	Jesse Francis	David Houlden
Maintenance Clerk	Rebecca Kelley	Jesse Francis
Mod Tenant Coordinator	Vacant	Jesse Francis
Mod Tenant Coordinator	Vacant	Jesse Francis
Working Foreman	Richard Sylvain	Jesse Francis
Maintenance Mechanic	Richard Kerepka	Jesse Francis
Maintenance Mechanic	Mark Traynor	Jesse Francis
Maintenance Mechanic	Barry Sousa	Jesse Francis
Maintenance Mechanic	Kevin Verga	Jesse Francis
Maintenance Mechanic	Ray Sears	Jesse Francis
Maintenance Mechanic	John Carpenter	Jesse Francis
Maintenance Aide	Peter Frontiero	Jesse Francis

RESIDENT SERVICES

<u>Position</u>	<u>Employee</u>	<u>Immediate Supervisor</u>
Asst. Director – Resident Services	Kathy Ross	David Houlden
Homeownership Coordinator	Kathleen Erkkila	Kathy Ross
Youth Program Coordinator	Sarah Holloway	Kathy Ross
Youth Counselor	Melissa Clarke	Sarah Holloway
Youth Counselor	Kayla Rosario	Sarah Holloway

ATTACHMENT "F"

Resident Advisory Board Members

Susan Brown
Jodi Mathieu
Kristian McCarthy
Helene Nicholson
Chenda Yok