

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
MA031

Somerville Housing Authority's PHA Plans

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

Date of Submission: March 21, 2005

VERSION #1

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

PHA Plan Agency Identification

PHA Name: Somerville Housing Authority

PHA Number: MA 031

PHA Fiscal Year Beginning: April 2005

Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- www.SHA-web.org

Display Locations For PHA Plans and Supporting Documents

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

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

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)
www.SHA-Web.org

5-YEAR PLAN
PHA FISCAL YEARS 2003 - 2007
[24 CFR Part 903.5]

A. Mission

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

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

The PHA's mission is:
The goal of the Somerville Housing Authority is to assist low and moderate-income families, elderly and disabled, and help them obtain affordable housing that is safe, decent, and sanitary. And in so doing, to advocate for and serve the needs of our residents and to encourage and assist all those whom can achieve maximum independence to do so.

Through our efforts we will create and expand affordable housing opportunities for the diverse population of Somerville residents.

We will create and encourage resident self-sufficiency and independence.

We will efficiently allocate our resources encouraging innovation while working together as a team.

We will foster respect for residents, co-workers, and community.

Statement of Progress:

During the past year, the Authority has worked towards achieving its established goals identified in our Mission Statement and in our previously submitted Five-Year Plan.

The SHA has partnered with community groups to expand the quality and supply of affordable housing. In a partnership with our local community corporation we have committed and housed 18 project-based vouchers to an affordable housing development of 42 homes, to date we have leased 76 project based vouchers. In a partnership with our municipality, we have established a program to provide property owners with home improvement grants to repair property that will be preserved for voucher holders. The SHA has improved the quality of life in housing by focusing efforts on improved customer service by responding to all resident concerns within a reasonable time frame and following-up with satisfaction surveys. We are accomplishing this by improving the level of communication between departments and ensuring that we provide quality service. The SHA continues to renovate units to the highest possible standard upon vacancy. Our public housing inspector maintains extensive inspection records and diligently performs semi-annual LUI's to UPCS standards. We have also identified and earmarked extensive modernization improvements from our capital fund program where routine maintenance is inadequate. This is supported by the fact that in our most recent REAC Physical Inspection the SHA again achieved a ranking as a High performer.

The SHA has committed additional staff to our housing choice voucher program and is actively participating in a partnership with the Regional Opportunity Counseling (ROC) program to expand housing choices for low-income families. ROC training provides comprehensive counseling services that include search, mobility and outreach to prospective landlords.

The SHA consistently reviews our financial position to ensure that adequate resources allow us to meet our goal of providing decent, safe and sanitary housing for all residents. We continue to enhance supportive services programs that lead to employment opportunities for our unemployed residents and to ensure that all residents have equal access to assisted housing under affirmative action. Our preference for hiring residents has resulted in the recruitment and training of numerous previously unemployed public housing residents.

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*

The Somerville Housing Authority’s strategic goal is to increase the availability of decent, safe, sanitary and affordable housing and expand the supply of assisted housing objectives by:

- applying for additional rental vouchers if the SHA has determined that existing staff can handle the extra caseload and/or funding is available to support the need of extra staff.
- continue to explore opportunities to leverage private or other public funds to create additional housing opportunities should development funds become available from to match the funding of available programs.
- continue to explore the acquisition of properties in the jurisdiction should funds become available.

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: Review the public housing family development rental income along with development cost to ensure that the rental income and operating subsidies allow the development to meet the SHA's goal to provide decent, safe and sanitary housing to its residents.

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2002
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents:

		<u>Page #</u>
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- MA031a Resident Advisory Board Comments
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- MA031d Somerville Housing Authority (SHA) Pet Policy
- MA031e SHA Rent Limit Policy
- MA031f List of Resident Organizations creating RAB
- MA031g Admissions Policy for Deconcentration
- MA031h Section 8 - Project Based Unit Table

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2004 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	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	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)] Addressed in Supporting Documentation

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4,362	5	4	4	5	5	4
Income >30% but <=50% of AMI	2,614	5	4	4	5	5	4
Income >50% but <80% of AMI	3,594	5	4	4	5	5	4
Elderly	2,764	5	4	4	5	5	4
Families with Disabilities	2,724	5	4	4	5	5	4
Race/Ethnicity C	25,169	5	4	4	5	5	4
Race/Ethnicity B	1,587	5	4	4	5	5	4
Race/Ethnicity H	1,720	5	4	4	5	5	4
Race/Ethnicity A	1,534	5	4	4	5	5	4

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,266		PH: 15%
Extremely low income <=30% AMI	951	75%	
Very low income (>30% but <=50% AMI)	249	20%	
Low income (>50% but <80% AMI)	66	5%	
Families with children	768	61%	
Elderly families	68	5%	
Families with Disabilities	274	22%	
Race/ethnicity W	484	38%	
Race/ethnicity B	406	32%	
Race/ethnicity Am I	11	0.01%	
Race/ethnicity H	215	17%	
Race/ethnicity As P	80	6%	
Race/ethnicity Other	64	5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	498	39%	
2 BR	490	39%	
3 BR	234	19%	
4 BR	43	3%	
5 BR	1	0%	
5+ BR			

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)? 39 months, 5-10-2001	
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Emergencies	

C. Strategy for Addressing Needs

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

Housing Needs of Families on the Waiting List			
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	1,219		10%
Extremely low income <=30% AMI	943	77%	
Very low income (>30% but <=50% AMI)	236	19%	
Low income (>50% but <80% AMI)	40	3%	
Families with children	913	75%	
Elderly families	21	2%	
Families with Disabilities	81	7%	
Race/ethnicity W	363	29%	
Race/ethnicity B	416	34%	
Race/ethnicity H	251	21%	
Race/ethnicity AI	10	1%	
Race/Ethnicity Asian	67	6%	
Race/Ethnicity Other	109	9%	
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 39 months May 10 2001 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

* contingent upon being penalized by PHAS.

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)
 - Administer existing wait list.

Need: Specific Family Types: Families at or below 40% 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)
 - Administer existing wait list.

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 (contingent upon being penalized by PHAS).
- 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 contingent upon being penalized by PHAS.
- 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 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	\$ 816,814	
b) Public Housing Capital Fund	\$838,589	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	13,163,182	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	15,000	Public Safety
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
	0	0
	0	0
3. Public Housing Dwelling Rental Income	1,767,796	Actual Rents 3/31/04
4. Other income (list below)		
Interest Income	12,964	Operations 3/31/04
Miscellaneous	178,034	Operations 3/31/04
4. Non-federal sources (list below)		
State Subsidy	923,823	3/31/04
MRVP	5,025	3/31/04

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total Resources	\$17,721,227	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number Within the Top 20)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) Combination Method based upon BR size/# of vacancies/wait list history.

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)
Mystic Activity Center-Tenant Selection Office

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

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

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? 1-6

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 Family
- Two Elderly
- 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: Not applicable to family developments.

- Applicable to Federal elderly developments only.

(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?

- *We most likely will exceed because our wait list indicates that more than 40% of all applicants have income below 30% of area median income.

b. Transfer policies:

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

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

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 (Condemnation)
- 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)

- Handicapped/Disability Preference
- Single Individual Elderly or Displaced Individual Preference

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

Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action,
- 3 Action of Housing Owner
- 3 Victims of domestic violence
- 2 Substandard housing (Condemnation)
- 3 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
- 1 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - '3 acute medical emergency
 - '4 SHA transfer
 - '5 (a) Handicapped/Disability Preference
 - '5 (b) Single Individual Elderly or Displaced Individual Preference
 - '6 Veteran Preference

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts
 - SHA has only one federal family development.

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

- SHA has only one federal family development.

List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

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

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

Income, Family Composition, citizenship or citizen eligibility.

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)

- Resident name, Current Address and any other HUD requirements.

(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)
Mystic Activity Center – Tenant Selection Office

(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: Voucher holders are granted 120 days at issuance. The Authority shall grant an extension of another 120 days, which shall not exceed 365 days providing an applicant can demonstrate diligent search effort. Tolling will occur in case of discrimination complaint or dire medical circumstances, e.g.; hospitalized.

(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 (Condemnation)
- 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)
 1. SHA Transfer.
 2. Emergency Applicants which include residents who are paying >50% of gross income towards rent and utilities and can be leased in place.
 3. Displaced by City of Somerville
 4. Disabled/handicapped person.
 5. 'Single Individual Elderly or Displaced Individual.
 6. 50% Shelter burden and in place.

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

Date and Time

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, ,
- 3 Action of Housing Owner
- 3 Victims of domestic violence
- 2 Substandard housing (Condemnation)
- Homelessness
- 3 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
- 1 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - 4.SHA Transfers.
 - 3. Emergencies which include residents who are paying >50% of gross income towards rent and utilities and can be leased in place.
 - 5. Disabled /handicapped person.
 - 6. Veterans
 - 2. Displaced by the city of Somerville, public improvement project
 - 3. Displaced by acute medical.
 - 5 Single individual elderly or displaced individual

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

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

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- This preference has previously been reviewed and approved by HUD
 - The PHA requests approval for this preference through this PHA Plan

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below) Somerville Community Access Television local media, minority publications, other social service agencies, other affiliated government agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)
 - A deduction from income for Educational expenses up to a maximum of \$1,000 per year.

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 > 10%
- Other (list below)

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

(2) Flat Rents

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

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

Annually published FMR, as of October 1

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).**

The Somerville Housing Authority will solicit proposals to Project-Base voucher units not to exceed 20 percent of our baseline allocation. However, we anticipate entering into agreements for less than 150 units. Project based units will likely be scattered across the city.

Somerville is historically one of the most densely populated cities in the country with 80,000 people residing in four square miles. Our low vacancy rate (estimated at 1%) contributes to our affordable housing shortage. Our limited housing supply combined with our proximity to Boston has forced rents to remain among the highest in Massachusetts.

Somerville has not achieved the 10 percent threshold for permanently affordable units as defined by the Department of Housing and Community Development(DHCD). Consequently, project-basing is necessary to increase our inadequate supply of affordable units. As such, project basing is consistent with the stated needs of Consolidated Plan of the city of Somerville as well as the goals of our Annual Plan.

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

- SHA is a high performer

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	421	15%
Section 8 Vouchers	1034	10%
Section 8 Certificates		10%
Section 8 Mod Rehab	N/A	10%
Special Purpose Section 8 Certificates/Vouchers		10%
DHAP	150	5%
Mainstream	100	5%
SRO	13	10%
		N/A
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

-or-

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

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: SOMERVILLE HOUSING AUTHORITY	Grant Type and Number MA06P03150202 Capital Fund Program Grant No: 2002 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: XX Final Performance and Evaluation Report 6-30-04

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	176,012	176,012.00	176,012.00	176,012.00
3	1408 Management Improvements	146,000	123,364.12	123,364.12	123,364.12
4	1410 Administration	88,006	88,006.00	88,006.00	88,006.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000	20,156.95	20,156.95	20,156.95
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000	45,780.00	45,780.00	45,780.00
10	1460 Dwelling Structures	374,493.13	370,519.56	370,519.56	370,519.56
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures	22,430.00	27,265.00	27,265.00	27,265.00
13	1475 Nondwelling Equipment	23,120.87	28,958.37	28,958.37	28,958.37
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

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

PHA Name: SOMERVILLE HOUSING AUTHORITY	Grant Type and Number MA06P03150202 Capital Fund Program Grant No: 2002 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: **XX** Final Performance and Evaluation Report 6-30-04

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	880,062	880,062.00	880,062	880,062
22	Amount of line 21 Related to LBP Activities	X	X	X	X
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150202 Capital Fund Program Grant No: 2002 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	
31-1A	AE FEES	1430		5,000	15,156.95	15,156.95	15,156.95	DONE
31-1B	CONTAM SOIL REM	1460		5,000	12,849.00	12,849.00	12,849.00	“
31-1C	KITCHEN & BATHRM IMP	1460		252,685.50	167,334.56	167,334.56	167,334.56	“
31-1D	HALLWAY REPAIRS	1460		0	7,436.00	7,436.00	7,436.00	“
31-1E	ENTRY DOORS	1460		0	124,945.00	124,945.00	124,945.00	“
31-1F	DRYER EXHAUSTS	1460		0	0	0	0	NOT NEC
31-1G	MISC ENERGY CONSV	1460		0	0	0	0	“
31-1H	BASMNT PIPE HANGERS	1460		0	0	0	0	“
		1460						
31-CHAW	SITE IMPROVEMENTS	1450		30,000	45,780.00	45,780.00	45,780.00	DONE
31-2A	AE FEES	1430		5,000	5,000.00	5,000.00	5,000.00	“
31-2B	PAINT BALCNY RAILNGS	1460		8895.65	0	0	0	NOT NEC
31-2C	TRASH RM EXHAUST	1460		0	0	0	0	“
31-2D	BOILER RM REP & IMP	1460		0	0	0	0	“
31-3A	AE FEES	1430		5,000	0	0	0	“
31-3B	HALLWAY CEILINGS	1460		20,000	0	0	0	“
31-3C	HALLWAY CARPETING	1460		10,000	0	0	0	“
31-3D	APT CEIL & UPGRADES	1460		42,912.00	42,912.00	42,912.00	42,912.00	DONE
31-3E	PANT BALCNY RAILNGS	1460			0	0	0	NOT NEC

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150202 Capital Fund Program Grant No: 2002 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	
31-7A	AE FEES	1430		5,000	0	0	0	“
31-7B	APT UPGRADE	1460		10,000	0	0	0	“
31-7C	LOBBY IMP	1460		20,000	15,043.00	15,043.00	15,043.00	DONE
31-7D	MISCLL ENERGY CONSV	1460		5,000	0	0	0	NOT NEC
HAWA	ADMIN BLDG IMP	1470		22,430.00	27,265.00	27,265.00	27,265.00	DONE
HAWB	UPGRADE COMPUTERS	1475		23,120.87	28,958.37	28,958.37	28,958.37	“
HAWC	EQUIP FOR MOD DEPT	1408		0	5,024.53	5,024.53	5,024.53	“
HAWD	BOARD & STAFF TR	1408		28,222.75	39,991.11	39,991.11	39,991.11	“
HAWE	ENERGY CONSV STDIES	1408		20,000	16,897.18	16,897.18	16,897.18	“
HAWF	ACTIVITY CNTR COOR	1408		25,000	11,794.60	11,794.60	11,794.60	“
HAWG	YOUTH REC COOR	1408		20,000	12,688.00	12,688.00	12,688.00	“
HAWH	YOUTH & RES ACT	1408		17,197.23	16,888.70	16,888.70	16,888.70	“
HAWI	HTVN SUBSCRIPTION	1408		5700	5700.00	5700.00	5700.00	“
HAWJ	GAAP CONVERSION	1408		9880	9880.00	9880.00	9880.00	“
HAWK	FIRE ALARM & SEC	1408		5,000	0	0	0	NOT NEC
HAWK1	GRANTWRITER	1408		15,000	4500.00	4500.00	4500.00	DONE
HAWL	MOD DEPT SAL & BENES	1410		88,006	88,006.00	88,006.00	88,006.00	“
HAWM	OPERATIONS	1406		176,012	176,012.00	176,012.00	176,012.00	“
	TOTALS			880,062.00	880,062.00	880,062.00	880,062.00	
				X	X	X	X	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150202 Capital Fund Program No: 2002 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	
31-1A	5/30/2004			5/30/2005			
31-1B	“			“			
31-1C	“			“			
31-1D	“			“			
31-1E	“			“			
31-1F	“			“			
31-1G	“			“			
31-1H	“			“			
31-2A	“			“			
31-2B	“			“			
31-2C	“			“			
31-2D	“			“			
31-3A	“			“			
31-3B	“			“			
31-3C	“			“			
31-3D	“			“			
31-3E	“			“			
31-7A	“			“			
31-7B	“			“			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: SOMERVILLE HOUSING AUTHORITY			Grant Type and Number MA06P03150202 Capital Fund Program No: 2002 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	
31-7C	“			“			
31-7D	“			“			
31-7E	“			“			
HAWA	5/30/2004			5/30/2005			
HAWB	“			“			
HAWC	“			“			
HAWD	“			“			
HAWE	“			“			
HAWF	“			“			
HAWG	“			“			
HAWH	“			“			
HAWI	“			“			
HAWJ	””			“			
HAWK	“			“			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)					
Part I: Summary					
PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150203			Federal FY
		Capital Fund Program Grant No:			of Grant:
		Replacement Housing Factor Grant No:			2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
XX <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	173,682		0	0
3	1408 Management Improvements	118,044		69,529.38	69,529.38
4	1410 Administration	86,841		66,375.57	66,375.57
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000		33,606.93	33,606.93
8	1440 Site Acquisition				
9	1450 Site Improvement	60,000		30,917.00	30,917.00
10	1460 Dwelling Structures	309,846		97,930.90	97,930.90
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	60,000		7,430.00	7,430.00
13	1475 Nondwelling Equipment	25,000		11,914.00	11,914.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	868,413		317,703.78	317,703.78
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				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150203 Capital Fund Program Grant No: 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:)					
XX <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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: SOMERVILLE HOUSING AUTHORITY			Grant Type and Number MA06P03150203 Capital Fund Program Grant No: 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	
31-1 a	AE Fees	1430		20,000		11,197.88	11,197.88	
31-1 b	Repair-Repl Stucco	1460		100,000				
31-1c	Kitchen & Bathroom Imp	1460		81,846				
31-1 d	Hallway Repairs	1460		10,000		2537.00	2537.00	
31-1 e	Boiler Rm Rep & Imp	1460		22,000				
31-1 f	Exterior Elect Recept	1460		25,000				
31-2a	AE FeesB	1430		5,000		115.70	115.70	
31-2b	Boiler Rm Rep & Imp	1460		21,000		1326.90	1326.90	
31-3a	AE Fees	1430		5,000		10570.00	10570.00	
31-3 b	Boiler Room Repl & Imp	1460		30,000				
31-3c	Apt ceilings & upgrades	1460				14730.00	14730.00	
31-7a	AE Fees	1430		5,000		11,723.35	11,723.35	
31-7b	Lobby Imp	1460		20,000		79,337.00	79,337.00	
HAW a	OPERATIONS	1406		173,682				
HAWb	SITE IMPROVEMENTS	1450		60,000		30,917.00	30,917.00	
HAWc	Admin Bldg Imp	1470		60,000		7430.00	7430.00	
HAWd	Upgrades Computers/Equip	1475		25,000		11,914.00	11,914.00	
HAW e	Equip for Mod Dept	1408		10,000				
HAW f	Board & Staff Training	1408		20,000		17,713.87	17,713.87	
HAW g	Energy Consv Studies	1408		25,000		14,904.44	14,904.44	
HAW h	Activity Center Coor	1408		25,000		14,866.50	14,866.50	
HAW I	HTVN Subscription	1408		6,000		5700.00	5700.00	

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150203 Capital Fund Program Grant No: 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	
HAW j	Resident & Youth Training Activities	1408		30,000		15,394.57	15,394.57	
HAWk	Gaap convesion-ongoing	1408		2044		950.00	950.00	
HAW l	Mod Dept Salaries & Benes	1410		86,841		66,375.57	66,375.57	
Total				868,413		317,703.78	317,703.78	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Somerville Housing Authority			Grant Type and Number MA06P03150203 Capital Fund Program No: 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	
31-1 a	9-30-2005			9-30-2006			
31-1 b	“			“			
31-1 c	“			“			
31-1 d	“			“			
31-1 e	“			“			
31-1f	“			“			
31-1 g	“			“			
31-1 h	“			“			
31-2 a	“			“			
31-2 b	“			“			
31-2 c	“			“			
31-2 d	“			“			
31-3 a	“			“			
31-3 b	“			“			
31/3 c	“			“			
31-3 d	“			“			
31-3 e	“			“			
31-7 a	“			“			
31-7 b	“			“			
31-7 c	“			“			
31-7 d	“			“			
31-7 e	“			“			
HAW a	“			“			
HAW b	“			“			
HAW c	“			“			

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

PHA Name: Somerville Housing Authority		Grant Type and Number MA06P03150203 Capital Fund Program No: 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	
HAW d	“			“			
HAW e	“			“			
HAW f	“			“			
HAW g	“			“			
HAW h	“			“			
HAW I	“			“			
HAW j	“			“			
HAW k	“			“			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Somerville Housing Authority		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
	Annual Statement				
<i>31-1 Mystic River</i>					
31-2 Highland Gardens					
31-3 Brady Towers					
<i>31-7 Weston Manor</i>					
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<i>31-1 Mystic River</i>	<i>Kitchen/Bath Phase 2</i>		<i>31-1 Mystic River</i>	<i>Kitchen/Bath Phase 3</i>	
Annual		<i>Security Screens</i>				
Statement						
	Subtotal					
	31-2 Highland Gardens	Trash Rm. Exhaust		31-2 Highland Gardens	Boiler Rm. Improvements	
	31-3 Brady Towers	Boiler Rm. Improvements		31-3 Brady Towers	Replace Fence & Drying Racks	
				31-7 Weston Manor	Lobby Improvements	
Total CFP Estimated Cost						

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)					
Part I: Summary					
PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150104			Federal FY
		Capital Fund Program Grant No:			of Grant:
		Replacement Housing Factor Grant No:			2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	167,717		0	0
3	1408 Management Improvements	120,000		0	0
4	1410 Administration	83,858		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000		0	0
10	1460 Dwelling Structures	361,970		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	30,044		0	0
13	1475 Nondwelling Equipment	25,000		0	0
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)	838,589		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				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150104 Capital Fund Program Grant No: 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 <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	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: SOMERVILLE HOUSING AUTHORITY			Grant Type and Number MA06P03150104 Capital Fund Program Grant No: 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	
31-1 a	AE Fees	1430		5,000		0	0	
31-1 b	Hallway Reapirs	1460		20,000		0	0	
31-1c	Exterior Elec Receptacles	1460		46,000		0	0	
31-1 d	Safety/Security Screens	1460		60,000		0	0	
31-1 e	Boiler rm Rep & Imp	1460		25,000		0	0	
31-2a	AE Fees	1430		5,000		0	0	
31-2b	Boiler rm Rep & Imp	1460		10,000		0	0	
31-2c	TV master Ant	1460		50,000		0	0	
31-3a	AE Fees	1430		5,000		0	0	
31-3 b	Boiler Room Repl & Imp	1460		20,000		0	0	
31-2c	Hallway Imp	1460		50,000		0	0	
31-7a	AE Fees	1430		5,000		0	0	
31-7b	Trash-chute/Compactor	1460		70,970		0	0	
31-7c	HTG-DHW Imp	1460		10,000		0	0	
HAW a	OPERATIONS	1406		167,717		0	0	
HAWb	SITE IMPROVEMENTS	1450		30,000		0	0	
HAWc	Admin Bldg Imp	1470		30,044		0	0	
HAWd	Upgrades Computers/Equip	1475		25,000		0	0	
HAW e	Equip for Mod Dept	1408		10,000		0	0	
HAW f	Board & Staff Training	1408		25,000		0	0	
HAW g	Energy Consv Studies	1408		20,000		0	0	
HAW h	Activity Center Coor	1408		25,000		0	0	
HAW I	HTVN Subscription	1408		7,000		0	0	

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

PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150104 Capital Fund Program Grant No: 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	
HAW j	Resident & Youth Training Activities	1408		30,000		0	0	
HAWk	Gaap convesion-ongoing	1408		3000		0	0	
HAW l	Mod Dept Salaries & Benes	1410		83,858		0	0	
Total				838,589				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Somerville Housing Authority			Grant Type and Number MA06P03150204 Capital Fund Program No: Replacement Housing Factor No:			Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
31-1 a	9-30-2006			9-30-2007			
31-1 b	“			“			
31-1 c	“			“			
31-1 d	“			“			
31-1 e	“			“			
31-1f	“			“			
31-1 g	“			“			
31-1 h	“			“			
31-2 a	“			“			
31-2 b	“			“			
31-2 c	“			“			
31-2 d	“			“			
31-3 a	“			“			
31-3 b	“			“			
31/3 c	“			“			
31-3 d	“			“			
31-3 e	“1			“			
31-7 a	“			“			
31-7 b	“			“			
31-7 c	“			“			
31-7 d	“			“			
31-7 e	“			“			
HAW a	“			“			
HAW b	“			“			
HAW c	“			“			

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

PHA Name: Somerville Housing Authority		Grant Type and Number MA06P03150204 Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HAW d	“			“			
HAW e	“			“			
HAW f	“			“			
HAW g	“			“			
HAW h	“			“			
HAW I	“			“			
HAW j	“			“			
HAW k	“			“			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Somerville Housing Authority		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
	Annual Statement				
<i>31-1 Mystic River</i>					
31-2 Highland Gardens					
31-3 Brady Towers					
<i>31-7 Weston Manor</i>					
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<i>31-1 Mystic River</i>	<i>Kitchen/Bath Phase 2</i>		<i>31-1 Mystic River</i>	<i>Kitchen/Bath Phase 3</i>	
Annual		<i>Security Screens</i>				
Statement						
	Subtotal					
	31-2 Highland Gardens	Trash Rm. Exhaust		31-2 Highland Gardens	Boiler Rm. Improvements	
	31-3 Brady Towers	Boiler Rm. Improvements		31-3 Brady Towers	Replace Fence & Drying Racks	
	31-7 Weston Manor			31-7 Weston Manor	Lobby Improvements	

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)					
Part I: Summary					
PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150105			Federal FY
		Capital Fund Program Grant No:			of Grant:
		Replacement Housing Factor Grant No:			2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/>					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	167,717			
3	1408 Management Improvements	120,000			
4	1410 Administration	83,858			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000			

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

PHA Name: SOMERVILLE HOUSING AUTHORITY	Grant Type and Number MA06P03150105 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000			
10	1460 Dwelling Structures	361,970			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	30,044			
13	1475 Nondwelling Equipment	25,000			
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)	838,589			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150105 Capital Fund Program Grant No: 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	
31-1 a	AE Fees	1430		5,000				
31-1 b	Kitchen/Bath-phase 2	1460		185,970				
31-1c	Exterior Elec Receptacles	1460		46,000				
31-2a	AE Fees	1430		5,000				
31-2b	Boiler rm Rep & Imp	1460		10,000				
31-2c	TV master Ant	1460		40,000				
31-3a	AE Fees	1430		5,000				
31-3 b	Boiler Room Repl & Imp	1460		20,000				
31-2c	Hallway Imp	1460		10,000				
31-7a	AE Fees	1430		5,000				
31-7b	Boiler rm Repl & Imp	1460		50,000				
HAW a	OPERATIONS	1406		167,717				
HAWb	SITE IMPROVEMENTS	1450		30,000				
HAWc	Admin Bldg Imp	1470		30,044				
HAWd	Upgrades Computers/Equip	1475		25,000				
HAW e	Equip for Mod Dept	1408		10,000				
HAW f	Board & Staff Training	1408		25,000				
HAW g	Energy Consv Studies	1408		20,000				
HAW h	Activity Center Coor	1408		25,000				
HAW I	HTVN Subscription	1408		7,000				
HAW j	Resident & Youth Training Activities	1408		30,000				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: SOMERVILLE HOUSING AUTHORITY		Grant Type and Number MA06P03150105 Capital Fund Program Grant No: 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	
HAWk	Gaap convesion-ongoing	1408		3000				
HAW 1	Mod Dept Salaries & Benes	1410		83,858				
Total				838,589				

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

PHA Name: Somerville Housing Authority	Grant Type and Number MA06P03150205 Capital Fund Program No: Replacement Housing Factor No:	Federal FY of Grant: 2005
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
31-1 a	9-30-2007			9-30-2008			
31-1 b	“			“			
31-1 c	“			“			
31-1 d	“			“			
31-1 e	“			“			
31-1f	“			“			
31-1 g	“			“			
31-1 h	“			“			
31-2 a	“			“			
31-2 b	“			“			
31-2 c	“			“			
31-2 d	“			“			
31-3 a	“			“			
31-3 b	“			“			
31/3 c	“			“			
31-3 d	“			“			
31-3 e	“1			“			
31-7 a	“			“			
31-7 b	“			“			
31-7 c	“			“			
31-7 d	“			“			
31-7 e	“			“			
HAW a	“			“			
HAW b	“			“			
HAW c	“			“			

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

PHA Name: Somerville Housing Authority		Grant Type and Number MA06P03150205 Capital Fund Program No: 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	
HAW d	“			“			
HAW e	“			“			
HAW f	“			“			
HAW g	“			“			
HAW h	“			“			
HAW I	“			“			
HAW j	“			“			
HAW k	“			“			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Somerville Housing Authority		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 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		172,000		
<i>1 Mystic River</i>		\$341,970		\$110,000	\$154,000
2 Highland Gardens		\$10,000	\$20,000	\$160,000	\$107,970
3 Brady Towers		\$10,000	\$119,970	\$91,970	
<i>7 Weston Manor</i>			\$50,000		\$100,000
PH Funds Listed for Year planning		\$361,970	\$361,970	\$361,970	\$361,970
Placement Housing Sector Funds					

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Highland Garden 1b. Development (project) number: MA031-2
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (08/26/2004)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 42 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Brady Tower 1b. Development (project) number: MA 031-3
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/>

Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(08/26/2004)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
7. Number of units affected: 84 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Weston Manor 1b. Development (project) number: MA031-7
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(08/26/2004)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
8. Number of units affected: 80 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Computer Learning Center</i>	<i>291</i>	<i>Open to Public</i>	<i>Mystic Activity Center</i>	<i>SHA Identification</i>
Family Self Sufficiency			Administration Building	SHA Section 8 Residents
Mystic Learning Center		<i>Open to Public</i>		
Welcome Project		<i>Open to Public</i>	<i>Mystic Activity Center</i>	
Mystic Learning Center		<i>Open to Public</i>	<i>Mystic Activity Center</i>	
Bunker Hill Comm College		<i>Open to Public</i>	<i>Mystic Activity Center</i>	
Mystic Health Center		<i>Open to Public</i>	Mystic River Apartment Community	Somerville Residents

Infant Toddler Day Care		<i>Open to Public</i>	Mystic River Apartment Community	
Elizabeth Peabody House Day Care		<i>Open to Public</i>	Mystic River Apartment Community	
Children & Youth Activities		<i>Open to Public</i>	Various sites in Somerville	Somerville Residents

Other Information:

The Somerville Housing Authority has included as required under PIH 2003-22 in our operating budget eligible costs in our subsidy calculation for the reasonable cost of salary and fringe benefits for an Elderly/Disabled program coordinator. These eligible Elderly/Disabled Service coordinator costs are eligible under 24 CFR 990.108 © as costs attributable to changes in Federal law or regulation. The subsidy amount will be entered on Part D, Line 3 of form HUD-52723, calculation of operating subsidy.

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 12/31/02)
Public Housing	N/A	
Section 8	37	35

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

C. Welfare Benefit Reductions

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

- Mystic View Apartments MA031-0007

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

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

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

Develop a follow-up plan to the Resident Survey 2002 which is required under the safety component.

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

- All Family Developments Mystic View 31-01
- Mystic River & Clarendon (State Program Chapter 200)

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

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

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

All Family Developments Mystic View 31-01

Mystic River & Clarendon (State Program Chapter 200)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

N//A

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached, Attachment A & B
 - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)
 - The SHA worked with the RAB(s) in developing the Plan. Some changes were considered and others will be further reviewed during the upcoming year.

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) The Somerville Housing Authority has a resident commissioner, Mary Griffin, who was appointed by the Mayor of local jurisdiction, Somerville, MA. on September 9, 2000 for a five-year term.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list) The Somerville Housing Authority has a resident commissioner, who was appointed by the Mayor of local jurisdiction, Somerville, MA. for a five-year term.

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (City of Somerville, Massachusetts)

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

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

Other: (list below)

The SHA shall make efforts towards communicating public housing needs to the local jurisdiction's Office of Housing and Community Development (OHCD) to include in upcoming Consolidated Plan.

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

D. Other Information Required by HUD

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

Attachments

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

MA031 a03	Resident Advisory Board Comments
MA 031 b03	Resident Advisory Board Comments
MA031 c03	Response to RAB From SHA
MA031 d03	Pet Policy
MA031 e03	Rent Limit Policy
MA031 f03	List of resident organization creating RAB
MA031 g03	Admissions Policy for Deconcentration
MA031 h03	Schedule of Project based Units

MEMORANDUM

TO: Kevin Bumpus, SHA

FROM: MTA Tenant Leaders

RE: Family Public Housing RAB's list of topics for discussion during upcoming Annual Plan Process (not in any particular order) *

DATE: August 17, 2004

1. Memo of Understanding (need SHA's comments to MTA's proposal)
2. Safety Concerns (federal side)
3. Bump out project (including tenant concerns re: deferred maintenance during construction)
4. Explanation of Funding especially for Resident Services
 - a.. for last FY - what was allocated (amount and purpose)
what was spent (amount and purpose)
 - b. Proposed for next FY
 - amount and sources of funds
 - amount and proposed allocation of funds
5. Information Requested
 - a. flat rents
 - how many tenants at flat rents
 - should they be lowered?
 - b. # tenants affected by two deductions (tuition/young adults)
 - c. Status of pilot program re: public housing savings account for homeownership
 - d. Status of translation of documents/oral translation policy
 - e. Status of last year's annual plan (website does not list SHA as approved)
6. ACOP - SHA's proposed changes + tenants may have proposed changes
7. Section 8 Administrative Plan
 - Outreach to section 8 tenants
8. Review meeting dates/times

* this list may be supplemented after the next tenant meeting

MEMORANDUM

TO: Kevin Bumpus, SHA

FROM: Susan Hegel and Ellen Shachter (on behalf of the family RAB)

RE: Draft ACOP dated August, 2004 - Pages 32 through 48

DATE: October 8, 2004

This is a continuation of the preliminary comments from the Mystic RAB on the SHA's proposed ACOP dated August 2004. Please note that these are not necessarily complete comments.

- 1 Page 32: Section VII A (2) refers to a lease Addendum for Drug-Free Housing. Please provide a copy for review.
2. Page 33 Section VII A (4): As part of last year's negotiations, the SHA agreed to conduct special/interim re-examinations every 90 days for those tenants with zero income. This should be specified in the second paragraph on page 33 which provides for re-examinations every 30 to 90 days.
3. Page 33 Section VII (A)(5) (a): The plan should continue SHA's current policy of giving tenants at least 30 days notice of a rent increase resulting from the annual re-examination so long as the tenant complied with all reporting requirements and otherwise be revised to reflect the SHA's policy set forth in its August 24, 2001 letter on pages 6 and 7.

Additionally, 10 days to pay a retroactive rent adjustment is too short especially where tenants have no savings and live from check to check.

4. Pages 33-34: The Section entitled "Eligibility for Continued Occupancy" seems unnecessary and should be omitted. If a tenant is not lease compliant, the SHA may commence eviction proceedings.
5. Page 34 Section VII (C) (1) and Page 35 Section VII (C)(3): The Plan requires tenants to report income increases of 10% or more within tenant days of their occurrence. Ten days is too short. The current lease provides for 30 days. The SHA's practice is to require 4 - 10 weeks of pay stubs. Jobs may not last. Both provisions should be changed to 30 days.

6. Page 35 Section VII (D)(2): At the end of this paragraph, the SHA should add the following sentence:

For specific information on adding household members, please see the SHA's Public Housing Add-A-Member Policy adopted November 13, 2002 and attached as Appendix

—.

7. Page 36 Section VII (D)(3): The SHA's requirement of two documents verifying the new address of someone with income who vacates the household may be impossible to meet where parties are estranged (and no court proceedings are pending or even permissible). The Plan should provide that where documentation is not available, the tenant's sworn statement should be acceptable.

8. Page 36 Section VII (D)(4): At the end of this paragraph, the SHA should reference its Transfer Policy:

For specific information on adding household members, please see the SHA's Public Housing Tenant Transfer Policy adopted November 13, 2002 and attached as Appendix

—.

9. Page 36 Section VII (E): The section on "visitors" should include the "add a member" policy, including the provision for allowing a person to visit while being screened in certain circumstances, and should be revised to be consistent with the lease (§ VII (L)) which provides that no guest may remain on the premises for more than 3 weeks per year unless otherwise approved by the SHA. We suggest the following revisions:

No ~~Each~~ tenant household will allow any visitor to remain on the premises for more than ~~be allowed to have visitors for a total not to exceed~~ twenty-one (21) days ~~per unit~~ per year in any given twelve (12) month period, except in the case of a household member requiring care during illness or recuperation from illness or injury; as certified by a physician; where permitted by the SHA in accordance with the SHA's Add-A-Member policy; or for other good cause as approved by the SHA. ~~Written permission must be obtained from the Somerville Housing Authority for any deviation from the occupancy standards listed in this policy.~~

10. Page 36 Section VII (F): This section "Adding New Family Member(s)" should be deleted (as duplicative of Section VII (D)(2)) or alternatively (as it contains a clearer caption than (D)(2)), it should reference the SHA's Add-A-Member policy.

11. Page 38 Section VIII: The ACOP's Unit Transfer policy should be consistent with the Transfer and Add-A-Member Policies negotiated last year. For example, under the Transfer Policy (approved in November 2002), a tenant may request a transfer for "good cause." However, under the ACOP's Unit Transfer section, there is no such provision. Additionally, under the Add-A-Member policy, where a tenant has increased his/her household (pursuant to the Add-A-Member policy), and the SHA has grounds to deny a transfer, the SHA must consider mitigating circumstances (e.g. compliance with an agreement for judgment). However, the ACOP has no such mitigation provision. Therefore, we suggest that the transfer provisions be

contained in one place and be consistent (after which we would like to review).

12. Page 38 Section VIII: The last paragraph (before A) provides that tenants must always pay for the costs of their own moves. We suggest that, as with other LHAs, the SHA provide movers or pay tenants a flat amount (\$250?), at least for tenants who are being forced to move by the SHA (e.g. for renovation or being overhoused.).

13. Page 39 Section VIII (B): This sentence should be changed to “return of a minor to physical custody of the household.”

14. Page 41 Section IX: We are unsure why the SHA needs a section on “Terminations” given the lease provisions. If the SHA does retain this section in the ACOP, it must be consistent with the lease (especially as the listed “reasons for termination”). In particular, the following provisions of (B) are of concern: late payment (§ 2), the family “history” of disturbance (§ 5(b)), the violation of SHA no trespass policy (§ 5(f)), abuse of alcohol without more (§ 5(g)), and breach of any tenant obligation (§ 5(j)).

15. Page 41 Section IX (A)(1): The SHA requires tenants to provide at least 30 days notice of vacating. We are unsure why SHA needs all this notice, when it has a long wait list and can re-rent an apartment fairly quickly on any day of the month. Additionally, tenants often need to move on less than 30 days notice and there seems no point in a unit remaining vacant for the remaining 30 days. We believe that the 14 days notice should be sufficient for the SHA and realistic for tenants. In any event, where tenants have good cause (e.g. a sudden move due to illness or domestic violence), the SHA should waive the advance notice requirement.

16. Page 41 Section IX (A)(2): We are NOT agreeing that 72 hours notice is always a reasonable time for evictions commenced for alleged threats to health or safety. Often such evictions are based on behavior of guest or family member no longer present in the household (eg. in jail). 72 hours is not sufficient time for tenants to obtain counsel or otherwise protect their tenancy interests.

17. Page 43 Section IX (D) : see minor additional language.

18. Page 44 Section XI (B): If the SHA proposes significant changes, it must comply with the Annual Plan process (including negotiating with the RAB and holding a public hearing). 24 CFR §903.21 (incorporating by reference §903.13[RAB]; § 903.15 [consistency with ConPlan]; and § 903.17 (public hearing before Board of Commissioners).

19. Page 44 Section XII: The second and third sentences should be modified as follows:

~~Should any applicable law or regulation change, this plan will be deemed to be automatically revised.~~ To the extent that the any change in the law or regulations is mandatory (allowing no SHA discretion), the text of this Plan will be revised without requirement for administrative processing.

20. Appendix B (Informal Review Procedures for Applicants): The notice of ineligibility required in Section II (A) must state “the basis for such determination” (24 CFR §960.208). Additionally, constitutional due process requires the SHA to provide the applicant with written notice setting forth the factual basis for the denial with sufficient specificity to prepare a rebuttal. See, e.g., *Edgecomb v. Housing Authority of Town of Vernon*, 824 F. Supp. 312 (D. Conn. 1993). Accordingly, we suggest that the SHA add as a second sentence:

The notice shall contain a description of the basis for such determination, including the facts and the sources of those facts.

In the alternative, we suggest that the SHA add the following after the first sentence:

The notice shall contain the basis for such determination and inform the applicant of his/her right to request the facts and the sources of those facts which form the basis of such determination. Promptly upon receipt of such a request from an applicant, the SHA shall promptly provide this information in writing to the applicant.

September 9, 2004

Ellen Shachter/Susan Hegal
Cambridge Somerville Legal Services
C/O SHA (Family) RAB
60 Gore Street
2nd Floor
Cambridge, MA 02141

RE: Response to Residence Advisory Board (RAB) List of topics dated August 17, 2004

Dear SHA RAB Members:

As agreed to in our first meeting the SHA would try and resolve and provide information on several of the issues by the 10th of September so that the RAB could meet and discuss the SHA's response. As you know we are committed to continue meeting until all of the Rab's concern have been brought to our attention and that we have responded to those concerns.

The following is a response to the particular concerns raised regarding the SHA's Public Housing Program:

1. **Memorandum of Understanding:** The Mystic Tenants Association (MTA) has drafted and the SHA has reviewed this item. I have attached a copy of the draft statement for you to begin to discuss.
2. **Safety Concerns:** The SHA and the MTA have committed to continue our discussion from the Board of Commissioners meeting to our monthly meetings to see if we continue to make progress. The SHA has hired a new police office to assist in the area of safety.
3. **Funding of Resident Services:** The SHA will provide at a later date a breakdown of the current funding levels for resident services and the projected amounts for next year. I would like to point out several new resident services expenditures for this year. Hired a consultant to work with MTA and the SHA to coordinate and write a grant for resident services in the amount of \$8,500, paid for any resident to play little league and pop Warner, sent any resident who signed up to the sport a rama, made major improvements to the basketball court as requested for the basketball league.

4. **Information Requested:**

- a) Flat Rents: Attached is a listing of the residents who are on flat rent.
- b) Number of tenants effected by tuition and young adult credit. I will have by the next meeting
- c) Homeownership program: the SHA has performed the lottery and is in the process of screening residents to see if they meet the criteria set in the program.
- d) Translation services: As discussed the SHA provides to the best of our ability oral translation for all residents who request these services. We also plan on providing the written translation of policies through the web site, which is currently being developed.
- e) Agency plan 2004: the SHA has provided a copy of the HUD approval letter.

5 **ACOP**

The SHA has provided a copy of the proposed revised ACOP and is awaiting your comments. We have however made a change to this in the area near elder, local resident, proof of citizenship. I am reluctant to send it until other staff has not reviewed the latest version yet, but I will forward it next week for our review. I will also provide the DHAP amendment for near elders for your review.

6 **Section 8 Administrative Plan**

The SHA has received the your comments on the section 3 policy and is currently making the necessary changes that we feel are appropriate and have attached a Revised Version. The issue of summer jobs for youth was raised and as stated during our meeting, the SHA places resident children at the top of any summer jobs programs and is committed to continue this process should funding be available.

I look forward to continuing our discussion on these and other important matters on September 13, 2004

Sincerely,

SOMERVILLE HOUSING AUTHORITY

Kevin P. Bumpus
Deputy Director

cc: jrm

Enc.

SOMERVILLE HOUSING AUTHORITY PET POLICY AND PROCEDURES

The purpose of the Pet Policy (hereinafter “policy”) is to establish rules and guidelines regulating the keeping of “common household pets” in the Somerville Housing Authority (SHA). Management must approve of any pet except for caged birds and fish. A service animal which is specially trained to assist an individual with a disability in specific activities of daily living (for example, a dog guiding individuals with impaired vision or alerting individuals with impaired hearing) is not considered a pet for which permission to keep is required. When it is kept in a safe and sanitary manner by an individual with a disability to whom the animal gives necessary assistance in activities of daily living, a service animal shall be considered a pet in computing the number of pets kept.

For this policy an example of a “common household pet” includes domesticated animals such as dogs, cats, birds, hamster, gerbil, fish, or turtles. A monkey or snake is an example of an animal that is not a “common household pet” (hereinafter “pet”).

This policy provides that the SHA will not prohibit an elderly or disabled resident from owning and/or keeping a common household pet in their dwelling unit.

This policy is deemed to be an addendum to the residents lease.

A. Ownership of Pets

Because of the vast number of young children residing in the family developments, and the threat to personal safety and sanitary conditions, dogs will not be permitted in the Mystic or Clarendon developments. Senior buildings will retain their right to keep a small dog in accordance with the provisions of this policy.

1. Each pet kept in a dwelling unit must be licensed and immunized to the extent required by state or local law. The pet must be restrained while in any common area of the development.
2. Cats or dogs that are kept in dwelling units must be spayed or neutered and certified clean by a veterinarian.

B. Number and Size of Pets

1. A resident may only have one (1) pet at a time. However, any resident that owned more than one cat prior to December 15, 1998 will be permitted to keep a maximum of two (2) cats. Cats are the only pets that will be recognized as preexisting under this provision.

2. No pet may exceed 30 pounds in weight. **Animals used to assist the disabled are excluded from this size limitation.**
3. Any pet other than a cat or dog must be kept in a cage when in a dwelling unit. No rodents are allowed unless kept in a cage. Fish and turtle tanks are limited to 20 gallons.

C. Financial Obligation of Pet Care

1. Each pet owner must provide adequate daily care to maintain the pet in good health including immunization.
2. Damage to any property within the dwelling unit or common areas that is the direct result of a pet's behavior is the financial responsibility of the pet owner.
3. If an owner is incapacitated to the extent that they cannot provide daily care for the pet, the owner will arrange to provide for the pet's care, either on a temporary or permanent basis, depending on the individual circumstances.

D. Pet Registration

1. All pet's must be registered (form SHA-PF) annually with the SHA property manager. Registration must include the following:
 - a. for cats and dogs, veterinary certificate of inoculation;
 - b. for cats and dogs, license information about the pet;
 - c. The name of the person who will care for the pet if the owner dies or becomes incapacitated.

The designated pet caretaker and the pet owner must sign the lease addendum for pets (Form) indicating that they have read the Pet Policy and agree to comply with it.

2. SHA may refuse to register a pet if SHA reasonably determines that the pet owner, because of practices, habits, or physical condition, is unable to keep the pet according to the rules, or if the pet temperament is such that the rules will not be followed. SHA will notify the pet owner in writing within ten (10) business days if registration of pet is refused. The notice will state the basis for the refusal.
3. A resident keeping an unregistered pet is violating Policy rules and will be treated according to the rules in section J of this Policy.

E. Pet Deposit

A pet deposit must be paid upon registration of any cat or dog registered after the implementation date of this policy (March 1, 1999). The pet deposit is \$ 50.00 A pet owner unable to pay this deposit in full may request a payment agreement. A down payment of \$10.00 will be required for the payment agreement. The pet deposit is refundable when the dwelling unit is vacated or upon removal of the pet if an inspection of the premises reveals no evidence of pet-

related damage. Pet damage includes, but is not limited to, grounds cleanup, carpet cleaning and/or replacement if stained, carpet deodorizing, and scratching or clawing damage to any surfaces.

F. Pet Restraints

1. Pets must be restrained at all times when not in the dwelling unit.
2. A pet may not roam loose. Each pet **must be attended** when outside the dwelling unit.
3. Tethering of unattended pets is not allowed.
4. Pets are not allowed in any common areas unless entering or exiting the dwelling unit.

G. Disposal of Pet Wastes

1. Each pet owner is responsible for the immediate removal of all pet waste in a sanitary manner. Disposal must be in waterproof containers to avoid leakage and odor and must be in the manner prescribed by the SHA for each development.
2. Pet owners who fail to remove pet waste will be charged a cleanup fee of \$5.00 per occurrence. Repeated failures to remove pet waste and/or pay cleanup fees are grounds for eviction.

H. Pet Behavior

1. Each pet owner is responsible for the behavior of his/her pet and must control behavior such as noisiness to ensure the peaceful enjoyment of the premises.
2. If there are pet-related disturbances or damages, a notice of lease violation will be issued to the pet owner by the management staff. If the pet owner fails to correct the condition or permits its reoccurrence after notification, SHA may terminate the resident's lease for good cause.
3. In an emergency, when it is necessary for the protection of the pet, other residents, resident's guests, or SHA staff, SHA may immediately remove the pet.
4. Dogs may not be left unattended inside a dwelling unit for more than ten (10) hours. All other pets may not be left unattended for more than 24 hours.
5. In the event of an animal bite or attack on another tenant or pet, the pet owner is solely responsible for any costs arising from the incident.
6. All pets must be housebroken.

I. Visiting Pets

The SHA will not allow visiting pets in any dwelling unit for any period of time unless expressly approved in advance by the management staff.

J. Pet Rule Violation Procedures

If the SHA determines that an owner has violated a provision of the Policy, a lease violation will be issued. Failure to correct any identified problems within (10) days, or a repetition of a similar violation occurring within six (6) months, will constitute grounds for eviction. Failure to correct violations of the policy or pay for pet damages will result in removal of the pet and/or termination of the resident's lease.

K. Pet Grievance Panel

A pet grievance committee will be established for the purposes of resolving disputes arising from the SHA pet policy. The pet grievance panel will be comprised of one SHA designee, one resident representative, and a third member agreed upon by these two members. The panel will render written decision based upon majority opinion, based upon material facts, applicable law and regulations.

In cases where appeals are sought, the SHA will directly furnish a list to the tenant concerning information and process necessary to pursue an appeal.

RENT LIMIT POLICY

PREFACE

The Somerville Housing Authority has established standards of rent for its federal housing residents for the period of April 1, 2005 – March 31, 2006 under the Housing reform Act of 1998, Final Rule October 21, 1999.

Subtitle A of the QHWRA Minimum Rent Section 507

In response to HUD 50075, Annual Plan template, expires 03/31/2006, the Authority shall continue its policy of \$0 for a minimum rent and maintain the ceiling rent of the most current Fair Market Rent for the area, as established by HUD.

**Agency Plan FY 2005
Attachment MA031f**

TENANTS ASSOCIATION

SENIOR BUILDINGS

TRUSTEES, BRADY TOWERS (5/3/99)
252 Medford Street
Somerville, MA 02143

JAMES J. CORBETT APTS. (9/1/97)
32 Jaques Street
Somerville, MA 02145

BRYANT MANOR (6/1/99)
75 Myrtle Street
Somerville, MA 02145

JAMES J. CORBETT APTS. (2/12/98)
125 Jaques Street
Somerville, MA 02145

TRUSTEES, CAPEN COURT (8/24/00)
Capen Court
Somerville, MA 02144

PROPERZI MANOR (3/11/99)
13-25 Warren Avenue
Somerville, MA 02143

TRUSTEES, CIAMPA MANOR (3/9/99)
27 College Avenue
Somerville, MA 02144

TRUSTEES, WESTON MANOR (9/21/99)
15 Weston Avenue
Somerville, MA 02144

TRUSTEES, HIGHLAND GARDENS (9/97)
114 Highland Avenue
Somerville, MA 02143

FAMILY DEVELOPMENTS

CLARENDON HILL (1/5/98)
Alewifebrook Pkwy.,
Somerville, MA 02144

MYSTIC VIEW ASSOC.
530 Mystic Avenue
Somerville, MA 02145

OTHER LOCAL AGENCIES

The Welcome Project
Mystic Tenant Association
Section 8 Membership
CAAS
CSLS

Resident Advisory Board Membership

Nelson Salazar
The Welcome Project
530 Mystic Avenue
Somerville, MA 02145

**Abdullah Magan, Pierre Jean-Louis, Betty
Adams, Roger Desrochers, and Holphe Severe**
Mystic Tenant Association
530 Mystic Avenue
Somerville, MA 02145

Susan Hegel and Ellen Shachter
**Cambridge and Somerville Legal Services
(CASLS)**
60 Gore Street
Cambridge, Ma 02141

Melissa McWhinney
**Community Action Agency of Somerville
(CAAS)**
66-70 Union Square
Somerville, MA 02143

Section 8 Residents
21 Tenants met with CASLS and CAAS

**Somerville Housing Authority
Admissions Policy for Deconcentration**

The Somerville Housing Authority (SHA) has not adopted a policy for Deconcentration because it only has one federal family housing development, Mystic View Apartments MA031-1.

The SHA has collected and analyzed the demographics, race, income and family size of its federal family residents.

Also, the SHA has determined that the current wait list will allow the SHA to still be compliant with the new HUD regulation of 40% of the new residents to be below 30% of area median income.

PROJECT BASED UNITS

EFFECTIVE: 7/1/02

<i>WALNUT STREET CENTER</i>	<i>ACC. 701</i>			<i>UNITS ALLOTTED: 33</i>
TENANT NUMBER	ADDRESS	CITY	START LEASE	BEDROOM SIZE
0706-01	390 MEDFORD STREET	SOMERVILLE	1/15/2002	0
0707-01	390 MEDFORD STREET	SOMERVILLE	1/15/2002	0
0736-01	390 MEDFORD STREET	SOMERVILLE	1/15/2002	0
9224-03	390 MEDFORD STREET	SOMERVILLE	5/1/2004	0
0708-01	86R MARSHALL STREET	SOMERVILLE	1/15/2002	0
0709-01	86R MARSHALL STREET	SOMERVILLE	1/15/2002	0
0737-01	86R MARSHALL STREET	SOMERVILLE	1/15/2002	0
0710-01	53 WEATLAND STREET	SOMERVILLE	1/15/2001	0
0712-01	53 WEATLAND STREET	SOMERVILLE	1/15/2002	0
0716-01	53 WEATLAND STREET	SOMERVILLE	1/15/2002	0
0734-01	53 WEATLAND STREET	SOMERVILLE	1/15/2002	0
0738-01	53 WEATLAND STREET	SOMERVILLE	1/15/2002	0
9171-04	53 WEATLAND STREET	SOMERVILLE	5/1/2004	0
0713-01	236 SCHOOL STREET	SOMERVILLE	1/15/2002	0
0731-01	236 SCHOOL STREET	SOMERVILLE	1/15/2002	0
0714-01	26 RICHDAL E AVENUE	SOMERVILLE	1/15/2002	0
0727-01	26 RICHDAL E AVENUE	SOMERVILLE	1/15/2002	0
0728-01	26 RICHDAL E AVENUE	SOMERVILLE	1/15/2002	0
4543-04	26 RICHDAL E AVENUE	SOMERVILLE	5/1/2004	0
0717-01	40 BOSTON AVENUE	SOMERVILLE	1/15/2002	0
0718-01	40 BOSTON AVENUE	SOMERVILLE	1/15/2002	0
3973-04	40 BOSTON AVENUE	SOMERVILLE	5/1/2004	0
0719-01	38 BOSTON AVENUE	SOMERVILLE	1/15/2002	0
4312-04	38 BOSTON AVENUE	SOMERVILLE	5/1/2004	0
3918-04	360 SOMERVILLE AVENUE	SOMERVILLE	5/1/2004	0
0722-01	360 SOMERVILLE AVENUE	SOMERVILLE	1/15/2002	0
0729-01	320 SOMERVILLE AVENUE	SOMERVILLE	1/15/2002	0
0730-01	320 SOMERVILLE AVENUE	SOMERVILLE	1/15/2002	0
1610-04	320 SOMERVILLE AVENUE	SOMERVILLE	5/1/2004	0
4729-04	320 SOMERVILLE AVENUE	SOMERVILLE	5/1/2004	0
TOTALS		UNITS LEASED	0 BEDROOM	
390 MEDFORD STREET	5	4	4	
86R MARSHALL STREET	3	3	3	
53 WEATLAND STREET	7	6	6	
236 SCHOOL STREET	2	2	2	
26 RICHDAL E AVENUE	6	4	4	
38-40 BOSTON AVENUE	5	5	5	
360 SOMERVILLE AVENUE	2	2	2	
320 SOMERVILLE AVENUE	3	4	4	

PROJECT BASED UNITS
EFFECTIVE: 7/1/02

GRAND TOTAL LEASED		30	30		
EXPIRES: 12/01/2006					

SHA PROJECT-BASED UNITS

YMCA ACC: 702					ALLOTTED UNITS: 12
TENANT NUMBER	ADDRESS	CITY	START LEASE	BEDROOM SIZE	
0509-01	101 HIGHLAND AVENUE	SOMERVILLE	1/15/2002	0	
0937-01	101 HIGHLAND AVENUE	SOMERVILLE	5/1/2002	0	
0938-01	101 HIGHLAND AVENUE	SOMERVILLE	5/1/2002	0	
0021-44	101 HIGHLAND AVENUE	SOMERVILLE	8/1/2003	0	
0030-04	101 HIGHLAND AVENUE	SOMERVILLE	8/1/2003	0	
0038-06	101 HIGHLAND AVENUE	SOMERVILLE	8/1/2003	0	
1534-04	101 HIGHLAND AVENUE	SOMERVILLE	9/1/2004	0	
0136-10	101 HIGHLAND AVENUE	SOMERVILLE	11/1/2002	0	
0583-03	101 HIGHLAND AVENUE	SOMERVILLE	8/1/2003	0	
2010-70	101 HIGHLAND AVENUE	SOMERVILLE	8/1/2003	0	
0942-04	101 HIGHLAND AVENUE	SOMERVILLE	2/1/2004	0	
0563-04	101 HIGHLAND AVENUE	SOMERVILLE	11/1/2001	0	
TOTALS:	UNITS LEASED		0 BEDROOM		
101 HIGHLAND AVENUE					
GRAND TOTAL LEASED	12			12	
EXPIRES: 11/21/2006					
NORTH CHARLES ACC. 703					ALLOTTED UNITS: 8
TENANT NUMBER	ADDRESS	CITY	START LEASE	BEDROOM SIZE	
0511-01	769 BROADWAY STREET	SOMERVILLE	1/15/2002	0	
3758-03	769 BROADWAY STREET	SOMERVILLE	1/1/2004	0	
0703-01	769 BROADWAY STREET	SOMERVILLE	1/15/2002	0	
3815-03	769 BROADWAY STREET	SOMERVILLE	04/1/047	0	
0705-01	769 BROADWAY STREET	SOMERVILLE	1/15/2002	0	
1036-01	769 BROADWAY STREET	SOMERVILLE	1/15/2002	0	
5233-03	769 BROADWAY STREET	SOMERVILLE	10/15/2004	0	
3179-03	769 BROADWAY STREET	SOMERVILLE	10/15/2004	0	
TOTALS:	UNITS LEASED		0 BEDROOM		
769 BROADWAY STREET	8		8		
GRAND TOTAL LEASED	8				
MIRRIAM STREET ACC.704					ALLOTTED UNITS: 8
0151-02	57 MERRIAM STREET	SOMERVILLE	6/1/2002	0	
0153-02	57 MERRIAM STREET	SOMERVILLE	6/1/2002	0	
0172-02	57 MERRIAM STREET	SOMERVILLE	6/1/2002	0	
0177-02	57 MERRIAM STREET	SOMERVILLE	6/1/2002	0	
0948-02	57 MERRIAM STREET	SOMERVILLE	6/1/2002	0	
0764-03	57 MERRIAM STREET	SOMERVILLE	10/15/2004	0	
1731-04	57 MERRIAM STREET	SOMERVILLE	10/15/2004	0	
4349-04	57 MERRIAM STREET	SOMERVILLE	6/15/2004	0	
TOTALS:	UNITS LEASED		0 BEDROOM		

SHA PROJECT-BASED UNITS

57 MERRIAM STREET	8	8				
GRAND TOTAL LEASED:		8				
<i>EXPIRES: 12/15/2006</i>						

SHA PROJECT-BASED UNITS

<i>LINDEN STREET</i>	ACC. 705				ALLOTTED UNITS: 18
TENANT NUMBER	ADDRESS	CITY	START LEASE		BEDROOM SIZE
9753-02	20 CHARLESTOWN STREET	SOMERVILLE	1/1/2003		2
0594-03	10 CHARLESTOWN STREET	SOMERVILLE	2/1/2003		2
0547-03	10 CHARLESTOWN STREET	SOMERVILLE	1/15/2003		2
0546-04	34 LINDEN STREET	SOMERVILLE	1/15/2003		3
0001-72	36 LINDEN STREET	SOMERVILLE	1/15/2003		3
0030-02	32 MERRIAM STREET	SOMERVILLE	2/1/2003		3
0030-58	30 LINDEN STREET	SOMERVILLE	1/1/2003		3
0076-02	36 LINDEN STREET	SOMERVILLE	2/15/2003		3
0115-02	20 MERRIAM STREET	SOMERVILLE	12/1/2002		2
0289-03	26 MERRIAM STREET	SOMERVILLE	12/15/2002		2
0300-03	26 MERRIAM STREET	SOMERVILLE	12/15/2002		2
0312-04	20 MERRIAM STREET	SOMERVILLE	12/15/2002		2
0316-10	24 CHARLESTOWN STREET	SOMERVILLE	12/15/2002		2
0366-04	24 CHARLESTOWN STREET	SOMERVILLE	12/15/2002		2
0407-03	26 MERRIAM STREET	SOMERVILLE	12/15/2002		2
0439-03	20 CHARLESTOWN STREET	SOMERVILLE	1/1/2003		2
0460-03	34 LINDEN STREET	SOMERVILLE	1/15/2003		3
0480-03	30 LINDEN STREET	SOMERVILLE	1/1/2003		3
TOTALS	UNITS LEASED	2-BR	3-BR		
<i>CHARLESTOWN STREET</i>	6	6	0		
<i>LINDEN STREET</i>	6	0	6		
<i>MERRIAM STREET</i>	6	5	1		
	TOTAL LEASED: 18				
TOTAL PROJECT BASED UNITS LEASED:		76			

MEMORANDUM

TO: Kevin Bumpus, SHA

FROM: Susan Hegel and Ellen Shachter (on behalf of the family RAB)

RE: Draft ACOP dated August, 2004

DATE: September 14, 2004

Here are the preliminary comments from the Mystic RAB on pages 1 through 31 (Sections I through VI) of the ACOP dated August 2004. Please note that these are not necessarily complete comments for these pages.

1. Applicability

The ACOP appears to apply to both federal and state-assisted housing (unlike the current ACOP which only applies to federal housing). As drafted, it conflicts with some of the very detailed state regulations pertaining to state assisted housing (including those regulations governing immigrant families, tenant selection criteria, rent calculations, etc). We believe that the ACOP should be limited to federally assisted housing and the references to state regulations and state procedures should be deleted.

In any event, the ACOP should identify (on the cover sheet and on page one) which programs (federal; state; elderly/disabled; family) are covered by the ACOP. Additionally, since Hagan Manor and Bryant Manor seem to be subject to some state and some federal requirements, the ACOP should clarify which portions of the ACOP apply to these two buildings.

2. Eligibility For Admission

(A) (1) [page 2]^{1/} - add disabled person

(A)(3) and (A)(4) [page 2] - This is not true for those who are members of mixed immigrant households (and ¶ 3 is not true for those who are in the process of applying for SSNs but do not yet have the numbers).

(A)(8) [page 2] - Needs to incorporate or reference the rehab. exception set forth in ¶ (C)(2) on top of page 5.

B(1) and (2) [page 3] - The wording is somewhat misleading because it does not include mixed immigrant households.

^{1/} The page numbers start with the text, ie. "I. General Statement of Policy" is page 1 and so forth.

D(1) [page 5] - The DHCD memo should be attached to the Plan as an Appendix.

E (1), (2) and (3) Resident Selection Criteria [starting on page 5]- The burden should remain as in the current ACOP (and consistent with state regulations): The SHA can reject an applicant if it has negative information relating to one or more of the specified resident selection criteria (and cannot reject someone for the absence of information). The documentation requirements should likewise be revised to be consistent with the burden.

E (3)(d) and (e) [page 7] - The relevant inquiry should be whether an applicant **engaged** in the criminal behavior. A mere arrest does not indicate, by a preponderance of the evidence, that the person engaged in the specific crime. For example, someone could be arrested but have the case dismissed due to a mistaken identity.

E(3)(f) [page 7] - We object to intrusive tenant screening in this regard. However, to the extent that SHA does so screen, we believe that it is still unlawful for a LHA to have a specific time frame for rehabilitation. Federal and state anti-discrimination law requires an individualized assessment of reasonable accommodation. A person may recover in more or less than 18 months. Additionally, a person may recover from addiction but without the assistance of a “supervised” program. Accordingly, the last bullet should remain (“has otherwise been rehabilitated successfully”).

E(3)(g) [page 8] - The ACOP should provide that the SHA shall offer an applicant a reasonable repayment plan if the applicant otherwise meets the ACOP’s resident selection policies.

E (3)(i) [page 8] - There should not be a fixed time limit for the establishment of a stable family relationship or, alternatively, the time period should be shorter than two years. For example, as drafted this would exclude an unmarried couple with a one year child where the couple has been together 18 months. Legal custody should not be required, e.g. a grandmother may have informal custody of a grandchild or may have physical custody (with legal custody in another person or DSS).

E(3)(j) [page 8] - The misrepresentation should be limited to intentional misrepresentations of material information. For example, if an applicant inadvertently indicates the wrong date of an old tenancy, this should not bar the applicant.

E(3)(k) [page 8] - This provision is vague and overbroad and should be deleted.

E(9)[page 10] - Add a reasonable qualification to the first sentence.

3. Application for Admission

A [page 12] - Although the ACOP provides that SHA will provide notice of opening “by suitable means” the Plan should specify that SHA will provide advance written notice of opening and closing of the wait list (or portions of the wait list) to the following community

groups as well as any other upon request: CASLS, CAAS, SHC, SCC, MTA, and Welcome Project.

Last sentence of A [page 12] - Before the SHA withdraws an application for failure to submit required documents, the SHA must notify the applicant of the specific documents needed and a time limit for provision of same.

E [page 13] - Given the often drastic consequences of being removed from a wait list, we suggest that this section contain a provision for a good cause extension for the 20 day limit for responding. Homeless persons often lack a reliable, stable mailing address such that mail is often delayed in reaching them.

G(4) bottom bullet [page 14] - see annotation

G (6) [page 15] For due process and other reasons, Notices of Rejection must include the complete reasons with facts (and the sources of those facts) sufficient to prepare a rebuttal.

G (10) (c) and (d) [page 16] - See annotation re: (c). See comment above re: (d)'s 18 month.

4. Selection from the Waiting List

Page 17 - For consistency with state emergency status provisions and with the definition section in Appendix B, Emergency Preference 3 should be changed from the limited "displace by condemnation" to "displacement due to code enforcement."

Page 18 - Subsection (b) under "Standard Applicant" allows the skipping of low income applicants on the SHA's waitlist in order to offer housing to "upper income" applicants. See FY 2004 Annual Plan (page 11) which indicates that 94% of the SHA's applicants for federal public housing have incomes at or below 30% AMI. This means that low income standard applicants could wait almost twice as long for housing under the proposed ACOP (versus the current chronological waitlist).

Page 19 et seq: Under each of the documentation requirements for (A) through (G), the SHA states "any other documentation deemed relevant by the SHA." Since this is broadly drafted (and could result in the denial of a preference), we suggest that either it should be eliminated or else limited to "reasonably obtainable documentation relevant to the applicant's claim for this preference"

(C)(2) [page 20] - ¶ 2 should specify what the appropriate governing agency is certifying. We suggest that the certification that the occupants must leave the dwelling unit due to a violation of the state sanitary code, state building code, fire code, zoning ordinance, or other local or state law regulating the health and safety of occupants of residential premises.

(D)(2) [page 20] - The requirement for landlord's certification should be deleted. It does not define the content of the certification. More importantly, even no fault evictions are hotly contested (for example when a tenant requests a stay of execution and an owner wants to evict immediately to sell a building vacant) and so certification of anything will be difficult. Lastly, to the extent that the SHA wants certification of the reason for the eviction, the notice to quit, summary process complaint, sometimes the judgment, and the landlord reference will provide the information regarding the landlord's reasons.

Top of Page 22 - An applicant should be able to refuse an offer of housing with good cause, especially where there is a two year bar on future preferences. For example, a mixed immigrant family may have good cause to refuse a federal unit when the family is number one on the state wait list. (In the past, tenants were given three offers).

C (1) [page 22] - The "offer of a unit" section should add the following good cause language: "...unless the applicant can establish good cause for her/his failure to timely reply (e.g. in the hospital, temporarily out of state). The following should be added at the end of this paragraph: If the SHA determines that an applicant had good cause for a late response and (a) if the offered unit is still available, then the SHA shall offer that unit to the applicant and (b) if the offered unit is no longer available, then the applicant shall remain at the top of the wait list and offered the next available appropriate unit."

C [page 24] - The ACOP should specify that the head of household and an adult child should not have to share a bedroom and that two siblings over the age of 18 should not have to share a bedroom with one another.

6. Lease

B [page 26] - We oppose the collection of any security deposit by the SHA.

D (7) [page 28]: To allow SHA to inspect if it believes housekeeping is "a matter of concern" is too vague. It should be changed to "...housekeeping practices of the resident family pose a threat to health or safety of the household or other residents."

E (2) - The minimum rent should remain at \$0 for all the reasons previously recognized by the SHA.

E(3) [page 29] - The flat rent had been set at a percentage (70%?) of the Section 8 Fair Market Rents and not the SHA's payment standard.

E(9) (b) [page 31]. This exclusion is limited to where a student has satisfactorily completed the first semester, phase, etc. This makes sense for college or schools lasting more than one phase, but does not make sense for vocational or skill based programs.

MEMORANDUM

TO: Kevin Bumpus, SHA
FROM: Susan Hegel and Ellen Shachter (on behalf of the family RAB)
RE: Draft ACOP dated August, 2004 - Appendix
DATE: October 26, 2004

This is a continuation of the preliminary comments from the Mystic RAB on the SHA's proposed ACOP dated August 2004. Please note that these are not necessarily complete comments. (We still need to compare this draft with the SHA's current ACOP plus may have some additional policies to be included).

1. Appendix A - The figures should be updated (to reflect the 50 and 80% of AMI figures released in early 2004).

2. Appendix C - Glossary

A. Acute Medical Emergency Preference (page 50): The preference should include the worsening of an existing illness or injury and not just be limited to "sudden onset."

B. Displacement due to Code Enforcement Emergency Preference (page 51 - 52): This needs to be consistent with the text to be revised on pages 17 and 20.

C. Elderly Family and Person (page 53): A definition of "near elderly" should be added to the glossary (and to the sections relating to admission to federal elderly/disabled). Alternatively, the definitions of elderly family and person should include a clause that for admission purposes, the age is reduced to 55 years old as of August __, 2004 when HUD approved the amendment to the DHAP.

D. Eviction (page 53): This should probably be deleted as the word "eviction" is used in different contexts throughout the Plan and is not necessarily limited to the type of "fault" eviction described in this definition.

E Family (page 54): The reference to "a period of two years" should be deleted in Subsection (g).

F. INS: (page 54): Since this entity no longer exists, the reference should include "and successor agency"

G. Local Residence Preference (page 55): The SHA's last sentence is somewhat confusing. In any event, we believe that the preference should clearly include those tenants who have been last displaced from a Somerville residence and who are homeless (including

temporarily living with friends/family) whether or not that temporary situation is in Somerville or another city/town. The definition of Resident (page 56) should be consistent with this revised definition.

H. Remaining Family Member (pages 55 - 56): Remaining Family Members should include all those listed on the last lease addendum as authorized occupants (including minor children). Additionally, we think there should be good cause exceptions to the one year residency requirement (e.g. a person could be married for less than a year; a person could be an infant or recent adoptee). Lastly, if rent is owed by the prior head of household, the person seeking to be the new head of household should be offered the option of a payment plan if rent is owed.

3. Appendix D

Page 60: The ACOP provides that at every recertification for every tenant the SHA will look at the ratio between reported income and expenditures. This seems incredibly burdensome for SHA and tenants and, with the newly required production of all expenditures, could be an invasion of privacy.

Page 62: If the SHA keeps separate files, it needs to inform the tenant (and anyone with the tenant's written permission) of the existence of this separate file and must timely make the information available to the tenant or his/her designee if the SHA intends to use the information in any way against the tenant. One important purpose in allowing the tenant access to his/her file is to know all available evidence to be used against the tenant.

4. Appendix E - delete as the ACOP is only covering federal public housing.

5. Appendix F - we need additional time to review.

MEMORANDUM

TO: Kevin Bumpus, SHA
FROM: Susan Hegel and Ellen Shachter (on behalf of the family RAB)
RE: Draft ACOP dated August, 2004
DATE: November 2, 2004

This is a continuation of the preliminary comments from the Mystic RAB on the SHA's proposed ACOP dated August 2004.

Comments on Appendix F - Federal Grievance Procedure

I. C. (2): The last sentence should be deleted. Pursuant to this sentence, the SHA may offer and hold a grievance hearing, and receive an adverse decision - and then decide it will waive the grievance hearing.

I(C)(2): For Massachusetts housing authorities, the grievance procedures for federal public housing tenants are governed by both the federal regulations (24 CFR § 966.50 et seq) and by Mass. General Laws, chapter 121B, § 32. Under §32, housing authorities are permitted to waive grievance hearings in certain evictions related to actions of guests of the head of household or guests of a tenant's household member ONLY where the head of household knew or should have known of the specific criminal behavior forming the basis for the proposed eviction. (See paragraph 7, clause (8)). Therefore, we suggest that the SHA add as the third sentence [after "Because HUD has made ... such premises"] which tracks the language of §32:

Where such activity is engaged in by a guest of the head of household or a guest of another household member, then the SHA may waive the grievance hearing only where said head of household knew or should have known that there was a reasonable possibility that the guest would engage in such misconduct.

III. (A). In the section on informal settlement of evictions, we think that SHA should notify the tenant in writing of its decision (favorable or adverse). This is consistent with SHA's procedure in non-eviction grievances and is required by 24 CFR § 966.54. Therefore, we suggest the following revisions to the second sentence in this section

~~If an informal settlement is not reached,~~ SHA will provide the tenant with a written notice after the conference which will inform the tenant of the decision and, if SHA decides to continue with the eviction process, then said notice will specify the procedure for requesting a grievance hearing.

IV (B) and (C): In the procedures for requesting a grievance panel hearing in nonpayment eviction cases or where the tenant is contesting the amount of rent, the SHA has a rent escrow

requirement. As drafted, a tenant may lose the right to a grievance hearing if he/she does not so escrow the rent. We suggest that the Grievance Procedure include a provision requiring that, in the written summary of the private conference, where the SHA indicates it will proceed with an eviction for nonpayment of rent, the SHA shall include a provision notifying the tenant of the escrow requirement and the tenant's right to request a waiver. Alternatively, the SHA should delete this requirement from Grievance Procedure.

V (A): As you know from earlier discussions, the SHA is required to provide translators at informal conferences and grievance hearings, upon request of a tenant with no or limited English proficiency. We recognize that SHA understands and takes this obligation seriously. Accordingly, we suggest that SHA add a new subsection (6) at the end of V (A) ["Before the Hearing"] which sets forth the procedure for requesting a translator at the informal conference and grievance hearing.

V (B)(3): Consistent with federal grievance regulations (24 CFR 966. 56(e)), this Grievance Procedure should include a provision that "The SHA has the burden of justifying its action or failure to act against which the tenant's complaint is directed."

MEMORANDUM

TO: Kevin Bumpus, SHA
FROM: Susan Hegel and Ellen Shachter (on behalf of the family RAB)
RE: Draft ACOP dated August, 2004
DATE: November 18, 2004

Here are some additional topics we think should be included in the ACOP.

1. Zero Income Verification Procedure

In last year's RAB negotiations, we agreed upon the following procedure for those tenants without income: (1) Household with zero income would be required to update income information no more than every 90 days and (2) SHA would not require notarized statements (as the statements are under the pains of perjury). The first but not the second point is included in the revised ACOP. It has come to MTA's attention that SHA is still asking for notarized "no income" statements.

2. Evictions for alleged bad conduct by household members or invitees

Under a Mass. statute (M.G.L. c. 121B, § 32), a housing authority must allege and prove "cause" for an eviction. The highest courts in Mass. have consistently interpreted this "cause" as requiring that there be some connection between the tenant (head of household/lease signer) and the bad act giving rise to the eviction. In evictions based on the bad acts of a household member or guest (ie. not the signer of the lease), the head of household has a defense of "no knowledge/no control." In other words, where the tenant can show that she/he could not have foreseen and prevented the other's conduct, then there is no "cause" to evict the tenant.

If the SHA decides to retain the eviction section in the ACOP, we think that the above provisions should be included.

3. Family Break up (of spouses)

Does the definition of "remaining family member" apply to a woman (authorized occupant) who obtains an abuse prevention vacate order against the head of household? If not, this situation should be addressed in the ACOP.

Can a husband (head of household) simply remove his wife and children from the lease and apartment? The head of household is often arbitrary. Maybe there should be a family break up policy as in the Section 8 plan (where the SHA complies with any court order and otherwise, looks at a number of factors, including who has custody of the minor children).

4. Family Break-up (other reasons)

The SHA may want to add a specific section on what happens when the head of household vacates the apartment (e.g death or otherwise), leaving behind either adult or minor. If an adult is left behind, we think the ACOP probably addresses the issue as that person would be a “remaining family member.” If the only remaining members are minor children, then usually a guardian or relative would move into the unit to care for the child. We are not sure if this is specifically covered in the ACOP, and so if not, it should be. (We believe we commented and discussed this in the Section 8 context).