

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

---

# PHA Plans

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

## MA 033v06

**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: Brookline Housing Authority**

**PHA Number: MA 033**

**PHA Fiscal Year Beginning: 04/01/05**

**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 Brookline Housing Authority**
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

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

- Main administrative office of the PHA  
90 Longwood Ave., Brookline MA 02446**
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

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

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

**A. Mission**

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:**
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:**
  - Acquire or build units or developments
  - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score) 93%**
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:**
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:

Other: (list below)

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) **Site wait list for seniors/disabled per designated housing plan.**

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

PHA Goal: Provide an improved living environment

Objectives:

**Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:**

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

**Implement public housing security improvements:**

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

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

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

Objectives:

Increase the number and percentage of employed persons in assisted families:

**Provide or attract supportive services to improve assistance recipients' employability:**

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

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

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

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2005**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

**attachment b**

**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>
<b>Annual Plan</b>	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	4
2. Financial Resources	12
3. Policies on Eligibility, Selection and Admissions	13
4. Rent Determination Policies	22
5. Operations and Management Policies	N/A
6. Grievance Procedures	N/A
7. Capital Improvement Needs	28
8. Demolition and Disposition	30
9. Designation of Housing	31
10. Conversions of Public Housing	32
11. Homeownership	33
12. Community Service Programs	
13. Crime and Safety	N/A
14. Pets (Inactive for January 1 PHAs)	N/A
15. Civil Rights Certifications (included with PHA Plan Certifications)	39
16. Audit	39
17. Asset Management	N/A
18. Other Information	40

**Attachments**

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

Required Attachments:

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

Optional Attachments:

- PHA Management Organizational Chart attachment c**
- FY 2005 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) **attachment d**
- Other (List below, providing each attachment name)
  - Resident Advisory Board Members **attachment e**
  - BHA Resident Board Member **attachment f**
  - Statement/Performance Report 2004 **attachment g**
  - Statement/Performance Report 2003 **attachment h**
  - Statement/Performance Report 2002 **attachment i**
  - Project Basing Section 8 Housing Choice Vouchers **attachment j**
  - FSS Program **attachment k**
  - Substantial Modifications **attachment l**
  - BHA Community Service Program **attachment m**

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
(2)	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
(3)	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
(4)	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
(5)	Consolidated Plan for the jurisdiction/s in which the PHA is	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	Housing Needs
(6)	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
(7)	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
(8)	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
(9)	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
(10)	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
(11)	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
(12)	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
(13)	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
(14)	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
(15)	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	other approved proposal for development of public housing	
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
(16)	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
	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
(17)	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
(18)	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
(19)	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
(20)	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1872	4	5	5	5	4	3
Income >30% but <=50% of AMI	691	4	5	5	5	4	3
Income >50% but <80% of AMI	488	4	4	4	5	4	3
Elderly	1073	3	2	3	5	3	3
Families with Disabilities	485						
Race/Ethnicity White	3456	3	3	3	5	3	3
Race/Ethnicity Black	372	3	3	3	5	3	3
Race/Ethnicity AI/Alaskan	6	3	3	3	5	3	3
Race/Ethnicity / Asian	290	3	3	3	5	3	3

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: **2000**
- 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) **General knowledge from applicant disclosure.**

## 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.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance – <b>Pre existing list</b>			
<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	<b>1392</b>		<b>28</b>
Extremely low income <=30% AMI	<b>1195</b>	<b>86%</b>	
Very low income (>30% but <=50% AMI)	<b>165</b>	<b>12%</b>	
Low income (>50% but <80% AMI)	<b>32</b>	<b>2%</b>	
Families with children	<b>133</b>	<b>10%</b>	
Elderly families	<b>122</b>	<b>9%</b>	
Families with Disabilities	<b>104</b>	<b>8%</b>	
Race/ethnicity <b>White</b>	<b>604</b>	<b>43%</b>	
Race/ethnicity <b>Black</b>	<b>436</b>	<b>31%</b>	
Race/ethnicity <b>AI/Alaska</b>	<b>11</b>	<b>1%</b>	
Race/ethnicity <b>Asian</b>	<b>78</b>	<b>6%</b>	
<b>No race designated</b>	<b>263</b>	<b>19%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

## **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.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance – <b>Centralized list</b>			
<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	<b>44348</b>		
Extremely low income <=30% AMI	<b>38120</b>	<b>86%</b>	
Very low income (>30% but <=50% AMI)	<b>5574</b>	<b>13%</b>	
Low income (>50% but <80% AMI)	<b>549</b>	<b>1%</b>	
Families with children	<b>27764</b>	<b>63%</b>	
Elderly families	<b>2591</b>	<b>6%</b>	
Families with Disabilities	<b>14720</b>	<b>33%</b>	
Race/ethnicity <b>White</b>	<b>21775</b>	<b>49%</b>	
Race/ethnicity <b>Black</b>	<b>8965</b>	<b>20%</b>	
Race/ethnicity <b>AI/Alaska</b>	<b>1451</b>	<b>3%</b>	
Race/ethnicity <b>Pacific Islander</b>	<b>108</b>	<b>0%</b>	
<b>American Indian</b>	<b>798</b>	<b>2%</b>	

Housing Needs of Families on the Waiting List			
<b>Hispanic</b>	<b>11998</b>	<b>27%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Yes Natural disaster / Abusive situations</b>			

### 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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>3456</b>		<b>36</b>
Extremely low income <=30% AMI	<b>3065</b>	<b>89%</b>	
Very low income (>30% but <=50% AMI)	<b>311</b>	<b>9%</b>	
Low income (>50% but <80% AMI)	<b>80</b>	<b>2%</b>	
Families with	<b>1924</b>	<b>55%</b>	

<b>Housing Needs of Families on the Waiting List</b>			
children			
Elderly families	<b>601</b>	<b>17%</b>	
Families with Disabilities	<b>446</b>	<b>13%</b>	
Race/ethnicity/White	<b>1431</b>	<b>41%</b>	
Race/ethnicity/ Black	<b>1065</b>	<b>32%</b>	
Race/ethnicity AI/Alaska	<b>45</b>	<b>1%</b>	
Race/ethnicity Asian	<b>270</b>	<b>8%</b>	
<b>No race designated</b>	<b>645</b>	<b>18%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>1487</b>	<b>43</b>	<b>29</b>
2 BR	<b>1364</b>	<b>40</b>	<b>3</b>
3 BR	<b>586</b>	<b>17</b>	<b>3</b>
4 BR	<b>15</b>	<b>0</b>	<b>1</b>
5 BR	<b>4</b>	<b>0</b>	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Yes Natural disaster/ Abusive situations</b>			

### **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)  
**To project base 25 Housing Choice Vouchers with priorities for family housing units and housing for persons with disabilities with /or without in-house service component.**

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

- Other: (list below) **Provide services to improve job skills.**

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	<b>1,149,062</b>	Operations & Utilities
b) Public Housing Capital Fund	<b>525,000</b>	<b>Capital Improvements</b>
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>7,215,595</b>	<b>Rental Assistance &amp; Program Administration</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	<b>88,400</b>	<b>Window Replacement @ 33-1</b>
i) HOME		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>Capital Fund 2004</b>	<b>459,690</b>	<b>Capital Improvements</b>
<b>Capital Fund 2003</b>	<b>197,627</b>	<b>Capital Improvements</b>
<b>3. Public Housing Dwelling Rental Income</b>	<b>1,597,689</b>	<b>Operations &amp; Utilities</b>
<b>4. Other income (list below)</b>		
<b>Interest</b>	<b>6,321</b>	<b>Operations &amp; Utilities</b>
<b>Resident Charges</b>	<b>7,709</b>	<b>Operations &amp; Utilities</b>
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>11,247,093.00</b>	

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

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time) **6 Months.**
- Other: (describe)

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

- Criminal or Drug related activity**
- Rental history**
- Housekeeping

Other (describe) **Prior landlords.**

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

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

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

## **(2)Waiting List Organization**

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

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

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

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

c. 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?  
**None**

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? **All eligible programs.**

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

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

**(3) Assignment**

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

- One**
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies**
- 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

- 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) Residency Preferences, Natural disaster, not caused by applicant.**

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.

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 3** **Residents who live and/or work in the jurisdiction**
- Those enrolled currently in educational, training, or upward mobility programs
- 3** **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
- 2** **Victims of reprisals or hate crimes**
- 1** **Other preference(s) (list below) Natural disaster not caused by applicant or household**

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 / **Applicants with the same preference(s) are selected by date & time**

**(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: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

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

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

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

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

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

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

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)

### **(2) Waiting List Organization**

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

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

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

- PHA main administrative office**  
 Other (list below)

### **(3) Search Time**

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

If yes, state circumstances below: **Upon request with verification of active search and/or other good cause (medical, school year, etc.)**

### **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Local resident who is displaced by Natural disaster, Displaced by Public Action, Fleeing Domestic Violence, Displaced by hate crimes or reprisals, or Board of Health Condemnation

Local resident who is or about to be displaced by landlord – non-renewal through no-fault of their own

Non- local resident who is displaced by natural disaster, displaced by public action, fleeing domestic violence, displaced by hate crimes or reprisals, or board of health condemnation

Local resident who is a single veteran or single persons with disabilities

Local resident

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in 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. Local resident who is displaced by Natural disaster, Displaced by Public Action, Fleeing Domestic Violence, Displaced by hate crimes or reprisals, or Board of Health Condemnation

2. Local resident who is or about to be displaced by landlord – non-renewal through no-fault of their own

3. Non- local resident who is displaced by natural disaster, displaced by public action, fleeing domestic violence, displaced by hate crimes or reprisals, or board of health condemnation

4. Local resident who is a single veteran or single persons with disabilities

5. Local resident

6. All other standard applicant(s)

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

- Date and time of application**
- Drawing (lottery) or other random choice technique / **as required by HUD FHEO for Mass NAHRO Central wait list**  
**\* The BHA list shall be merged with the NAHRO centralized list to become one list**

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

- This preference has previously been reviewed and approved by HUD**

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

**Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements**

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

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

**The Section 8 Administrative Plan**

**Briefing sessions and written materials**

Other (list below)

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

**Through published notices**

Other (list below)

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

[24 CFR Part 903.7 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)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase**
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below) Change in family size**

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)

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually**
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached**
- A brief description of the management structure and organization of the PHA follows: Centralized operation with decentralized site management & site maintenance**

### **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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<b>438</b>	<b>40</b>
Section 8 Vouchers	<b>619</b>	<b>50</b>
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)  
**Management Plan, rent Collection, Pest Control, Pet Policy, Extermination, Grievance and Admissions & Continued Occupancy Plan (ACOP)**
- (2) Section 8 Management: (list below)  
**Administrative Plan**

### 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:

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

-or-

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

# Annual Statement/Performance and Evaluation Report

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

<b>PHA Name:</b> <p style="text-align: center;"><b>Brookline Housing Authority</b></p>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>MA06P033501-05</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2005</b>
---	--	--

**Original Annual Statement**   
  **Reserve for Disasters/ Emergencies**   
  **Revised Annual Statement (revision no:    )**  
 **Performance and Evaluation Report for Period Ending:**   
  **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	95,000			
4	1410 Administration	52,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	362,500			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>525,000</b>			
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: <b>Brookline Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>MA06P033501-05</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>			
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	Obligated	Expended	
MA 33-1	No development-specific improvements are planned							
Walnut St. Apts.								
MA 33-2	Replace Wood Façade	1460		240,000				
Sussman House								
MA 33-3	No development-specific improvements are planned							
O'Shea House								
MA 33-5	No development-specific improvements are planned							
Morse Apts.								
MA 33-7	Window Replacement	1460		110,000				
Kickham Apts.	Elevator Upgrades, Phase 1 A/E Fees for Elevators	1460 1430		12,500 15,000				
H.A.-Wide	Computer Learning Center Staff	1408		25,000				
	Section 3 Coordinator	1408		10,000				
	Peer Leadership Program	1408		30,000				
	Special Initiatives	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: <b>Brookline Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>MA06P033501-05</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>			
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	Obligated	Expended	
	Administration	1410		52,500				

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

PHA Name: <b>Brookline Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>MA06P033501-05</b> Replacement Housing Factor No:				Federal FY of Grant: <b>2005</b>	
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	
MA 33-1	9/30/07			9/30/09			
MA 33-2	9/30/07			9/30/09			
MA 33-3	9/30/07			9/30/09			
MA 33-5	9/30/07			9/30/09			
MA 33-7	9/30/07			9/30/09			

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

PHA Name: <b>Brookline Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>MA06P033501-05</b> Replacement Housing Factor No:				Federal FY of Grant: <b>2005</b>	
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	
<b>HA-Wide:</b>							
Mgmt. Imp.	9/30/07			9/30/09			
Fees & Costs	9/30/07			9/30/09			

**(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 Five-Year Action Plan

## Part I: Summary

PHA Name: <b>Brookline Housing Authority</b>						<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010	
	Annual Statement					
MA 33-1, Walnut						270,000
MA 33-2, Sussman			74,000	20,000		
MA 33-3, O'Shea		130,000	139,000			
MA 33-5, Morse			32,500	182,500		
MA 33-7, Kickham		247,500	12,000	35,000		
HA-Wide Activities And Costs		147,500	267,500	287,500		255,000
CFP Funds Listed for 5-year planning		<b>\$525,000</b>	<b>\$525,000</b>	<b>\$525,000</b>		<b>\$525,000</b>
Replacement Housing Factor Funds						

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2006 PHA FY: 2007			Activities for Year: <u>3</u> FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>				MA 33-1	No development-specific work	
<b>Annual</b>	MA 33-1	No development-specific work		<b>Walnut St. Apts.</b>		
Statement	<b>Walnut St. Apts.</b>			MA 33-2	Trash compactor	14,000
				Sussman House	Elevator upgrades	60,000
	MA 33-2	No development-specific work			<b>SUBTOTAL</b>	<b>74,000</b>
	Sussman House			MA 33-3	Elevator upgrades, phase 2	20,000
				O'Shea House	Upgrade emergency generator	14,000
	MA 33-3	Elevator upgrades, phase 1	130,000		Trash compactor	14,000
	O'Shea House	<b>SUBTOTAL</b>	<b>130,000</b>		Replace caulking	30,000
					Replace thermostats	11,000
	MA 33-5	No development-specific work			Electric heating units	50,000
	Morse Apts.				<b>SUBTOTAL</b>	<b>139,000</b>
				MA 33-5	Upgrade terrace & landscaping	15,000
	MA 33-7	Elevator upgrades, phase 2	247,500	Morse Apts.	Toilets 1.6 gallon, phase 1	17,500
	Kickham Apts.	<b>SUBTOTAL</b>	<b>247,500</b>		<b>SUBTOTAL</b>	<b>32,500</b>
				MA 33-7	Carpeting in corridors	12,000
	HA-Wide	Computer Learning Center Staff	25,000	Kickham Apts.	<b>SUBTOTAL</b>	<b>12,000</b>
	<b>Activities</b>	Section 3 Coordinator	10,000			
	<b>And Costs</b>	Peer Leadership Program	30,000	HA-Wide	Kitchens in vacancies	35,000
		<b>Special Initiatives</b>	30,000	<b>Activities</b>	Misc. Int. Door Replacement	5,000
		Administration	52,500	<b>And Costs</b>	Misc. Flooring Replacement	10,000
		<b>SUBTOTAL</b>	<b>147,500</b>		Bathroom Upgrades	30,000
					Appliances	10,000
					Learning center staff	25,000
					Section 3 Coordinator	10,000



Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year : <u>4</u> FFY Grant: 2008 PHA FY: 2009			Activities for Year: <u>5</u> FFY Grant: 2009 PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
MA 33-1	No development-specific work		MA 33-1	<b>Fire sprinkler system</b>	270,000
<b>Walnut St. Apts.</b>			<b>Walnut St. Apts.</b>	SUBTOTAL	<b>270,000</b>
MA 33-2	Pipe insulation	20,000	MA 33-2	No development-specific work	
Sussman House	SUBTOTAL	<b>20,000</b>	Sussman House		
MA 33-3	No development-specific work		MA 33-3	No development-specific work	
O'Shea House			O'Shea House		
MA 33-5	Sliding glass doors	150,000	MA 33-5	No development-specific work	
Morse Apts.	Install 1.6 gal. Toilets, phase 2	32,500	Morse Apts.		
	SUBTOTAL	<b>182,500</b>			
MA 33-7	Replace glass in greenhouse	35,000	MA 33-7	No development-specific work	
Kickham Apts.	SUBTOTAL	<b>35,000</b>	Kickham Apts.		
HA-Wide Activities	Kitchens in vacancies	35,000	HA-Wide Activities	Learning center staff	25,000
<b>And Costs</b>	Misc. Int. Door Replacement	5,000	<b>And Costs</b>	Section 3 Coordinator	10,000
	Misc. Flooring Replacement	10,000		Peer Leadership Program	30,000
	Bathroom Upgrades	30,000		Special Initiatives Coordinator	30,000
	Appliances	10,000		A/E fees & misc. costs	30,000
	Learning center staff	25,000		Operations	27,500
	Section 3 Coordinator	10,000		Administration	52,500
	Peer Leadership Program	30,000		Prelim. costs to acquire units	50,000
	Special Initiatives Coordinator	30,000		SUBTOTAL	<b>255,000</b>
	A/E fees & misc. costs	30,000			
	Operations	20,000			

	Administration	52,500		
	SUBTOTAL	<b>287,500</b>		
	Total CFP Estimated Cost	<b>\$525,000</b>		<b>\$525,000</b>



## 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.)

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

**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.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>All</b> 1b. Development (project) number: <b>MA06 – 33-1,2,3,5&amp;7</b>
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> <b>Occupancy by only elderly families and families with disabilities</b> <input checked="" type="checkbox"/>
3. Application status (select one)

Approved; included in the PHA's Designation Plan <input type="checkbox"/> <b>Submitted, pending approval</b> <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <b>(06/01/03)</b>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> <b>New Designation Plan</b> <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>361</b>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> <b>Total development 33-2,3,5 &amp; 7 / 24 units @ 33-1</b>

## **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.

<b>Conversion of Public Housing Activity Description</b>
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)

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

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

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

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

**Public Housing Homeownership Activity Description**

**(Complete one for each development affected)**

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

- HOPE I
- 5(h)
- Turnkey III
- Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

- Approved; included in the PHA's Homeownership Plan/Program
- Submitted, pending approval
- Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission:  
(DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one)

- Part of the development
- 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. )



**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)

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

**MA 33-1**

**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)

**Participation in Town Anti Crime Programs**

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

**MA 33-1**

**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)

**MA33-1**

**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.

- 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)]

The BHA has a pet policy conforming to HUD regulations. To comply with this policy, a tenant must fully register their animal with the BHA before bringing it onto the premises. Tenants are given a copy of the written policy and registration form and must sign and acknowledge the following: the right of the BHA to enter the registered pet owner's dwelling unit when there is evidence that an animal left alone is in danger or distress; that they have received a copy of all animal-related requirements and restrictions administered by the BHA; that failure to abide by any animal-related requirement or restriction constitutes a violation of a BHA tenant's lease and is grounds for lease termination.

The pet policy defines animals that are not permitted. It mandates compliance with state and local ordinances. It also lists registration requirements including evidence that all cats or dogs have been spayed or neutered and designation of an alternative pet caregiver. Other restrictions include limits on numbers of pets according to the size of the unit and weight limits for pets.

The pet policy defines ongoing tenant responsibilities including proper pet waste disposal, restraint and confinement of pets, the requirement of the pet owner to prevent the pet from interfering with BHA management and maintenance

functions, proper care of the pet, restrictions on housing stray animals, liability for property damage or personal injury caused by a pet, requirement to exterminate for fleas, ticks or other animal-related pests, and pet noise restrictions.

## **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 at Attachment (File name) attachment

**Provided below:**

### **Meeting 1, November 21, 2003**

Mr. Cloonan organized all present to introduce themselves and where they lived. Mr. Cloonan explained the Resident Advisory Board (RAB) were invited from all BHA federal developments and Section 8. A cross representation to include many cultural and racial backgrounds, physical and non physical disabilities, families, “young” seniors and “aging” seniors all made up part of the invited list. Suggestions had been sought from the Town Wide Resident Association and site managers. This group was akin to the Town Wide Association but not a part because the TWTA served state assisted residents also and the RAB was a federal requirement exclusively.

Mr. Cloonan explained the BHA organization chart including the federal requirement of a resident commissioner presently being an elected at large by the Town, Ms. Dugan, a resident of Walnut / 22 High Development owned by the BHA. Mr. Cloonan discussed the BHA policies for resident selection for federal developments and Section 8. The Designated Housing Plan was near complete and the draft approved by the Board with a new proposed selection by age of the BHA elderly/disabled portfolio. The final plan should be filed to HUD for approval over the next month and HUD approval is required prior to implementation. BHA rent policies were reviewed as were HUD required “flat” rents. The again required Community Service provision was discussed by Asst. Director, Matt Baronas.

As part of the annual plan, the BHA is required to disclose proposed demolition and proposed conversion to Section 8 of any existing BHAA owned housing. There is no demolition planned. There is no conversion to Section 8 planned.

Residents inquired whether there could be more than one resident on the Board and Mr. Cloonan responded yes. Mr. Cloonan also discussed the decentralized management and maintenance staff on site to provide service, presence and safety in all of the BHA properties. Mr. Cloonan also discussed the services in all buildings from computer areas, libraries, elder services, learning centers and social activities. Mr. Cloonan also discussed the communications between the BHA and Brookline Police to keep the properties safe and crime free.

### **The second meeting was held on December 4, 2003**

Mr. Cloonan again facilitated introductions and provided a summary of the first meeting and HUD requirements for new attendees’ Mr. Cloonan outlined the HUD PHAS, MASS, FASS, SEMAP and RIM reviews. Also mentioned is the BHA Single Financial Audit for entire agency activities. The issues of “ongoing” medical deductions were discussed The BHA operating budgets have been cut over the past couple of years ad future cuts are expected. BHA is down a half dozen employees between retirements, resignations and injuries. We have been filing in with help in painting vacant apartments from private companies,

Ms. Correnti outlined the present Capital Grant and the proposed 2004 Capital grant that has been cut 20%.

Mr. Cloonan discussed program initiatives in the area of site analysis for possible BHA build out on BHA owned properties as well as marketing brochures. The BHA has also been involved in the affordable housing section of the Town of Brookline Comprehensive Plan. A review of the new accessible 2 Br. Units as Sussman House was mentioned as there is a need for 2 bedroom and accessible units for the community.

Residents in general had questions about specific maintenance requests. Most were complimentary to the BHA and the staff for their caring, accessibility, knowledge and effort. There was some discussion from Park St on the color selection of the first floor and elevators.

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

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

Other: (list below)

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

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

### 3. Description of Resident Election Process

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

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

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) **Incumbent resident member of (MA33-1) ran for Town-wide seat**

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) **All Town registered voters**

### 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:** (provide name here) **Town of Brookline**

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) **Presentation of existing affordable housing support housing authority with CDBG funds**

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

**D. Other Information Required by HUD**

BHA 2005 Mission Statement	<b>attachment a</b>
Executive Summary	<b>attachment b</b>
BHA Organizational Chart	<b>attachment c</b>
Resident Advisory Board Members	<b>attachment d</b>
BHA Resident Board Member	<b>attachment e</b>
Annual Statement /Performance Report 2004	<b>attachment f</b>
Annual Statement /Performance Report 2003	<b>attachment g</b>
Annual Statement /Performance Report 2002	<b>attachment h</b>
Project Basing Section 8 Housing Choice Vouchers	<b>attachment i</b>
Substantial Deviations	<b>attachment j</b>
Self Sufficiency Program	<b>attachment k</b>

## **Brookline Housing Authority Mission Statement**

The Brookline Housing Authority is committed to providing the highest quality affordable housing and making every effort to develop additional affordable housing options in the Town of Brookline.

We shall partner with business, landlords, other housing agencies, Town **Departments and our residents to achieve this mission.**

We shall carry out all activities in a public, fiscally efficient, non-discriminatory ethical and professional manner. We do this with pride and commitment to excellence.

### **To achieve our mission we challenge ourselves to these goals:**

- To continue to manage the agency in full compliance with all applicable laws, regulations and Statutes.
- To continue to manage the agency to be a HUD High Performer under Public Housing Management Assessment & Section Eight Management Assessment and other Regulatory Compliance Audits.
- To increase availability of affordable options and safe homes for eligible families, seniors, and persons with disabilities.
- To promote an efficient customer-friendly environment through capable and trained employees committed to excellence in public services.
- To develop service components for residents in need so they may maintain their apartment or Rental Assistance Certificate.
- To provide resources for residents to achieve self-sufficiency.
- Through all our actions become the affordable housing landlord of choice by eligible residents in the community.

## **Annual Plan-2005 Executive Summary**

### **Housing Needs**

The Town of Brookline continues to have appeal that continues to keep real estate prices for both buyers and renters at the upper area levels. Entry level condominiums are in the \$400,000 range, Rental levels are in general above the Brookline Housing Authority Payment Standard level that is at 110% of HUD Fair Market Rent. Locally the BHA has 40 elderly that have applied on BHA wait lists and 132 that have applied for BHA family wait lists. The BHA participates in a "Shared Wait List" with 50 other communities. Locally there are 300 with jurisdictional preference. BHA does utilize a residency preference for equally preference applicants. Proof of residency, employment or students in the school system is required. Applicants for all programs are reviewed for credit, landlord and criminal background prior to participation.

In fiscal year 2005, BHA had an excellent utilization of Section 8 with 99.2 of the unit months available being used under lease. BHA occupancy for federal public housing was also at approximately 98%. BHA is presently renovating 2 one-bedroom apartments at 50 Pleasant St (33-2) for two-bedroom wheel chair accessibility. Completion is expected in April 2005

BHA maintains a policy of 50% of placements in conventional Housing being above and below 40% AMI. The waiting lists are almost universally with applicants below 40% AMI and the net result is 98% of placements below 40% AMI for both family and elderly apartments. The one BHA family development is 57% white, elderly developments are 90% white that are symmetrical with Town wide neighborhoods. Also 80% of families derive primary source of income from employment, social security or unemployment. Primary income sources of elderly and disabled are social security, pensions and employment.

### **Issues Impacting BHA Residents**

BHA does have a minimum rent for Section 8 and Conventional Housing participants at \$50.00 per month in accordance with HUD regulation. BHA also has established a maximum flat rent at the Brookline Payment Standard. Annually a handful of resident's benefit from this policy.

As required by HUD, the BHA must cite annually any intentions of disposal or demolition of units. The BHA does not have intentions of demolition or disposal over the coming year. Further, the BHA does not intend to convert any federal buildings to section 8 over the coming year.

The BHA does have a “Designation Plan” pending at HUD. The “plan” had been submitted to HUD in May of 2004 and misplaced in transition. A re-submitted Plan would provide preference for persons over 62 years of age for all vacancies in elderly disabled apartments until the percentage of 80% elderly and 20% disabled was achieved. Family and accessible units are not part of the designation request.

The BHA intends to develop a section 8 Homeownership Program over the coming year. Momentum had been lost over the past two years in this program with funding cuts and staff turnover. A re-structured leased housing staff will try to re-start this program.

The BHA has implemented the Community Service Program in our federal family development as required by HUD Site management and a Job Developer work together in meeting this requirement.

BHA has an excellent record to ensure we are part of safe neighborhoods. All applicants are screened for criminal background, BHA staff meets regularly with the Police to review any incidents and all incidents are followed up between residents and BHA staff. All federal properties are under 24 hour video surveillance in common areas, BHA has sponsored “Police Safety” seminars and Brookline Citizens Police Academy, alternative programs are held at development Computer Learning Centers and a Peer Leadership Program is jointly funded by the BHA and Brookline High School for Teens.

### **Resident Advisory Board**

The Annual Plan was discussed with the resident advisory board over three meetings. (Agendas attached). The BHA is in compliance with the HUD Resident Commissioner as Ms. Barbara Dugan is an elected member to the Board. Ms. Dugan is a resident of Ma 33-1.

### **Consistency with the Town Consolidated Plan**

Preservation of existing affordable housing for low-income families is a Town priority within the Town’s Consolidated Plan. As the largest provider of affordable housing the Town and BHA work cooperatively on several venues. The Town has granted the BHA CDBG funds for property modernization and services, the Town and the BHA discuss possibilities of joint utility purchase and other goods for areas of mutual financial benefit.

### **Physical Needs–1 year and 5 year Plans (See attached)**

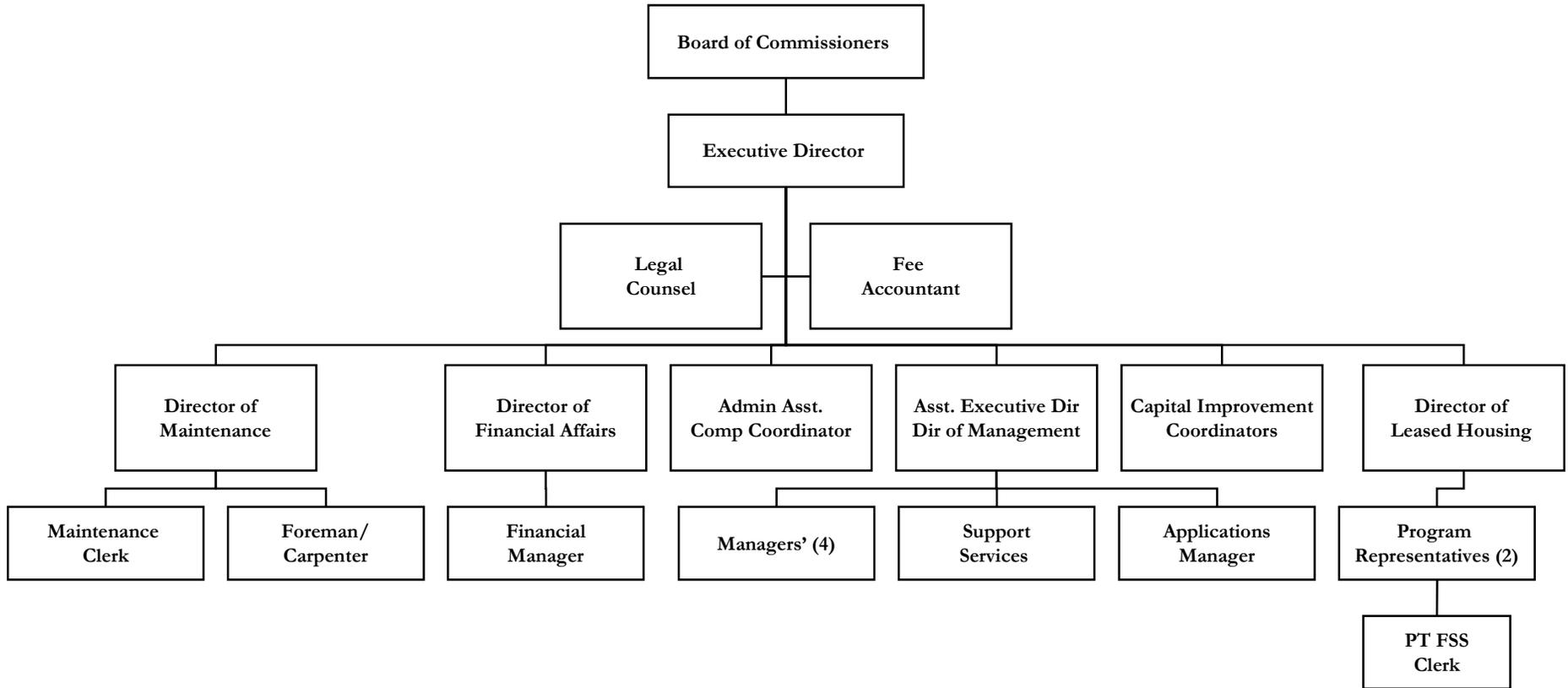
**Management Improvements**

The Capital Fund Grant allows 20% of the grant to be used for management improvements. Former work items funded under the Public Housing Drug Elimination Program are eligible activities. Over the past five years the BHA has averaged on grant closeout spending 12% of the grant for management improvements. Items included in the 2005 Grant include support for the Computer Learning Centers on BHA federal properties, support for the Peer Leadership Program at Brookline High School and support a shared position with the Brookline Adult Education and Brookline School Community Partnership that assists residents in job preparation, training, referral and community service. Other Initiatives being undertaken by the BHA this year will be to initiate a recycling program, broaden resident participation in resident association and develop programming under the CDBG funded music and arts rooms.

**Administration**

It is the intention of the BHA to use 10% of the funds for partial program administration.

# Brookline Housing Authority



Comments from Resident Advisory Board

Meeting # @ Park Street (33-3)

Mr. Cloonan thanked all for attending and following introductions Mr. Cloonan discussed the BHA Plan and 5 year Plan, the history of past plans and outline of the agendas for the development of the 2006 Plan. Mr. Cloonan passed out summaries of the Resident Survey (RASS) as part of the 2005 BHA Plan. Other formal reviews included Single Audit, Physical Inspections from REAC, Private Property Inspections from EBI, and soon to start Energy Audit, HUD RIMM Reviews and 2 Comm. Of Mass Audits. All have indicated the BHA is in general good shape with no adverse findings.

Mr. Cloonan discussed the resident selection policies for federal conventional and Section 8. These items were up for discussion but in all there was support for maintaining BHA as a local resource, but not to the exclusion of emergency needs outside of Brookline. Resident was surprised BHA had housed 2 families from the Katrina disaster.

Mr. Cloonan began review of the implementation of the "Designated Housing Plan" as the BHA Board had recently approved implementation policies of the HUD approved Plan. It is anticipated staff training will be completed for a January 2006 implementation.

Residents from 61 Park Street praised the 50% privately funded grant for a social worker in their building. A few residents inquired about apartment specific work orders (no heat in bathroom, ventilation issue)

Meeting #2 @ 90 Longwood Ave. (33-5)

Mr. Cloonan outlined changes in BHA operating budget systems for federal programs beginning January 2007. Mr. Cloonan shared year end federal statements showing the expenses for several line items. An organization chart was shared with the committee and it was suggested that names be added for clarifications. Mr. Cloonan anticipates some changes in organization chart as staff person with management, section 8 and FSS responsibilities recently left, BHA needs to anticipate needs for the new budgeting systems and there will be some recommendations on energy fro ma soon to be completed energy audit.

Mr. Cloonan discussed issues on the Section 8 program, the largest program for assisting low income families, seniors and disabled persons. New regulations for project basing section 8 were recently published. It is anticipated that the BHA will attempt to project base up to 50 vouchers in the 2006 calendar year to ensure affordability and access to units in Brookline. Approximately 50% of vouchers (619) are leased outside of Brookline primarily due to the very expensive private market. Residents began a discussion of the problems of non cooperative fellow residents. Residents who continually behave nastily toward other residents, resident who move common area furniture, thermostats and fail to follow "house rules" that make it enjoyable for all. Mr. Cloonan asked residents to stay in contact with the building manager, but remember each building is really its own neighborhood and all neighborhoods have non supporting and disruptive members

Meeting # 3 @ 50 Pleasant Street (33-2)

Mr. Cloonan summarized the content and discussions of prior meetings.

Mr. Cloonan welcomed and introduced Neil Dinkin a social worker from Springwell Inc assigned to assist residents of 50 Pleasant in a variety of programs.

Mr. Baronas with some support from Mr. Healy (Building manager) discussed BHA practices for lease enforcement, rent collections and evictions. Every effort to preserve a tenancy is made; however, there are times when eviction, for the preservation of other resident's safety and enjoyment is needed.

Ms Correnti, BHA Modernization Coordinator, outlined each development for recently completed work, work scheduled and work planned. Emphasis for 2006 and 2007 will be on elevator upgrades. In response too question from O'Shea, each building has a different history of prior improvements and all will be brought up to the same standards for mechanical standards.

Residents from 50 Pleasant inquired about BHA supplying fitness equipment and Mr. Cloonan discussed this as unlikely for liability reasons. However, if a resident needed to store equipment in a common area and allowed others to share, so long as it did not appear a hazard, this would probably be ok, but plans should be reviewed with the building manager.

**Brookline Housing Authority**  
Resident Advisory Board Members “2005”

Ms.	Christina Cromartie	Walnut Street Apartments	33-1
Ms.	Carmel Calixte	Walnut Street Apartments	33-1
Ms.	Elizabeth Dinunzio	Walnut Street Apartments	33-1
Ms.	Linda MacFarlane	Walnut Street Apartments	33-1
*Ms.	Barbara Dugan	Walnut Street Apartments	33-1
Mr.	Samuel Rodriguez	Walnut Street Apartments	33-1
Mr.	Steve Weinograd	Walnut Street Apartments	33-1
Ms.	Terrace James	Walnut Street Apartments	33-1
Ms.	Eleanor Wendler	Sussman House	33-2
Ms.	Bernice Speen	Sussman House	33-2
Ms.	Florence Dwyer	Sussman House	33-2
Ms.	Valencia Sparrow	Sussman House	33-2
Ms.	Nancy Lepore	Sussman House	33-2
Ms.	Lisa Nascimento	Sussman House	33-2
Mr.	Bruce Wolf	Sussman House	33-2
Mr.	Steve Daisy	Sussman House	33-2
Ms.	Elizabeth Warshaw	O’Shea House	33-3
Ms.	Patricia Timothy	O’Shea House	33-3
Ms.	Deborah McKane	O’Shea House	33-3
Ms.	Frances Goode	O’Shea House	33-3
Mr.	Jack Braithwaite	O’Shea House	33-3
Mr.	Richard Murray	O’Shea House	33-3
Mr.	Ed Powell	O’Shea House	33-3
Ms.	Jeanne Winn	Morse Apartments	33-5
Ms.	Helleine Nillisio	Morse Apartments	33-5
Ms.	Barbara Morrison	Morse Apartments	33-5
Ms.	Yolanda Bledsoe	Morse Apartments	33-5
Ms.	Ellen Simmons	Morse Apartments	33-5
Ms.	Marcelle Judge	Morse Apartments	33-5
Ms.	Vera Sharma	Morse Apartments	33-5
Mr.	Amjad Kemal	Morse Apartments	33-5
Mr.	John Differ	Morse Apartments	33-5
Ms.	Doreen Vittori	Kickham House	33-7
Ms.	Camille Contardo	Kickham House	33-7
Mr.	John Rubin	Kickham House	33-7
Mr.	Peter Keller	Kickham House	33-7
Ms.	Agnes Rogers	Kent Street	

\*BHA Resident Board Member; Barbara Dugan elected to serve through **May 2010**

Brookline Housing Authority Resident Board Member:

Ms. Barbara Dugan  
8 Walnut Street, #1 (33-1)  
Brookline, MA 02445

**Elected to serve through May 2010**

**Annual Statement/Performance and Evaluation Report**

**attachment ma033gv06**

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

PHA Name: <b>Brookline Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>MA06P033501-04</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
---	---	-------------------------------------

Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending: **9-30-04**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50,000	0		
3	1408 Management Improvements	100,000	85,000	85,000	
4	1410 Administration	63,857	63,857	63,857	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,000	64,717	1,940	
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	282,000	425,000	0	
11	1465.1 Dwelling Equipment—Nonexpendable	36,000	0		
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	36,717	0		
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>638,574</b>	<b>638,574</b>	<b>150,797</b>	
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	30,000	0		
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: <b>Brookline Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>MA06P033501-04</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2004</b>			
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	Obligated	Expended	
MA 33-1 Walnut St. Apts.	A/E fees and costs for Masonry 33-1	1430		30,000	26,150	0		RFP
MA 33-2 Sussman House	Repair Wood Façade A/E fees for Façade	1460 1430		200,000 0	305,000 1,940	0 1,940	0	Design From FY01
MA 33-3 O'Shea House	No development-specific improvements are planned							
MA 33-5 Morse Apts.	No development-specific improvements are planned							
MA 33-7 Kickham Apts.	A/E fees & costs for Widows 33-7			10,000	10,000	0		RFP
H.A.-Wide	Misc. Interior Door Replacement			5,000	0			Postpone
	Misc. Flooring Replacement			10,000	0			Postpone
	Bathroom Accessibility Improvements			30,000	0			Postpone
	Renovate Kitchens in Vacancies			37,000	0			Postpone
	Replace Refrigerators			36,000	0			Postpone





**Annual Statement/Performance and Evaluation Report**

**attachment ma033hv06**

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

PHA Name: <b>Brookline Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>MA06P033502-03</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
---	---	-------------------------------------

Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending: **09/30/04**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	0	10,000	0	
	Management Improvements Hard Costs				
4	1410 Administration	10,989	10,989	10,989	10,989
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000	27,100	27,100	
10	1460 Dwelling Structures	73,901	61,801	0	
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	<b>Amount of Annual Grant: (sum of lines 2-19.)</b>	<b>109,890</b>	<b>109,890</b>	<b>38,089</b>	<b>10,989</b>
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance	20,000	17,100	17,100	0
	Amount of line 20 Related to Security –Soft Costs				
	Amount of Line 20 related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: <b>Brookline Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>MA06P033502-03</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>		
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	Obligated	Expended	
MA 33-1	Paint & upgrade common areas bldg. H	1460		28,901	31,801	0		
Walnut St. Apts.	Site improvements at bldgs. A, E1 & E2 Concrete & masonry repairs	1450 1460		15,000 0	0 30,000	0 0		Alt. Funds From FY05
MA 33-2	Upgrade building entry	1460		15,000	0			To FY02
Sussman House								
MA 33-3	Upgrade building entry	1460		10,000	0			To FY02
O'Shea House								
MA 33-5	Site improvements	1450		10,000	10,000	10,000	0	Construction
Morse Apts.	Upgrade building entry ramp	1450		20,000	17,100	17,100	0	Construction
MA 33-7	No work planned							
Kickham Apts.								
HA-Wide	Consultant for management needs assessment	1408		0	10,000	0		From grant 501-03
	Administration	1410		10,989	10,989	10,989	10,989	On-going



**Annual Statement/Performance and Evaluation Report**

**attachment ma033iv06**

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

PHA Name: <b>Brookline Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>MA06P033501-02</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
---	---	-------------------------------------

Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: 3 )  
 Performance and Evaluation Report for Period Ending: **9-30-04**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	65,000	66,653	66,653	54,250
	Management Improvements Hard Costs				
4	1410 Administration	67,000	67,000	67,000	67,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,652	39,932	39,932	21,447
8	1440 Site Acquisition				
9	1450 Site Improvement	27,731	33,701	33,701	700
10	1460 Dwelling Structures	479,777	462,874	462,874	132,861
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	<b>Amount of Annual Grant: (sum of lines 2-19.)</b>	670,160	670,160	670,160	276,258
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance		11,265	11,265	0
	Amount of line 20 Related to Security –Soft Costs				
	Amount of Line 20 related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: <b>Brookline Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>MA06P033501-02</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
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	Obligated	Expended	
MA 33-1	Remove VAT, install VCT upon vacancy	1460		1,961	1,961	1,961	1,961	Completed
Walnut St. Apts.	Replace water heater, boiler controls A/E for water heater	1460 1430		142,816 12,000	133,593 13,122	133,593 13,122	114,393 10,447	Construction Construction
MA 33-2	Replace awning windows in bedrooms	1460		30,000	30,000	30,000	0	Construction
Sussman House	Renovate 2 apts. for accessibility Repave parking lot and walks	1460 1450		195,000 13,675	11,265 15,369	11,265 15,369	0 375	Awarded Construction
	Replace heating boilers	1460		0	164,535	164,535	16,507	From FY03
	A/E for heating boilers	1430		13,450	13,450	13,450	11,000	Construction
	A/E for windows & façade	1430		0	11,535	11,535	0	From FY01
MA 33-3	Repave parking lot and walks	1450		14,056	18,332	18,332	325	Construction
O'Shea House								
MA 33-5	Replace windows	1460		110,000	121,520	121,520	0	Construction
Morse Apts.								
MA 33-7	A/E for Site Contamination Clean-Up	1430		5,202	1,825	1,825	0	On-going
Kickham Apts.								
HA-Wide	Development Planner	1408		35,000	35,616	35,616	23,213	On-going
Mgmt. Imp.	Computer Learning Center Staff	1408		30,000	31,037	31,037	31,037	On-going
HA-Wide	Administration	1410		67,000	67,000	67,000	67,000	On-going



Brookline Housing Authority plans to conduct an RFP for 25 project base vouchers in 2005.

We will be accepting applications for any eligible housing within the Town of Brookline, Massachusetts.

Additional affordable units in Town is consistent with Section 8 to expand supply of affordable housing opportunities and hopefully for a ten-year period.

This will also be discussed and considered in future plans to meet the program and community objections of affordable housing supply.

The BHA continues to market the Federal Self Sufficiency Program to participants and folks involved in their housing search. The program success had been difficult due to Town rents and age of participants. This was acknowledged by HUD in October 1997. BHA continues to take all feasible efforts to expand the program.

## Substantial Modifications to the Annual Plan

A substantial change to the annual plan would include any changes not previously raised and discussed with the Resident Advisory Board that would impact application preferences and selection order, changes in lease provisions, rent calculation or tenant grievances or modifications to the Capital Improvements Program (Modernization) that would delay work item schedule by more than 2 years. Other policies included in this modification would include other critical elements of the Annual Plan including policies on pets, conversion to homeownership, demolition and disposition of public housing and community service. Further, all amendments will be reviewed and discussed as part of the subsequent years annual plan

The BHA will notify members of the Resident Advisory Board in writing and provide a comment period of a minimum of 21 days. Pending the issue (s), BHA may convene a meeting of the RAB or other applicable forum for public comment prior to the Board adoption.

Amendments to the Annual Plan will be submitted to HUD for their review with a summary or copy of written comments of the RAB.

**HUD Annual Plan  
Description of the BHA Community Service Program**

The Brookline Housing Authority has implemented a Community Service and Self Sufficiency Policy at all of its federal conventional developments. The policy requires that all non-exempt adult residents of federal public housing contribute (8) hours per month of community service or participate in (8) hours of training, counseling, classes or other activities that help an individual toward self sufficiency and economic independence. This policy has been incorporated into the federal public housing lease by addendum.

All residents are given copies of the Brookline Housing Authority Community Service and Self Sufficiency Policy. Household members between the ages of 18 and 62 who claim an exemption must certify their exemption. Non-exempt household members are identified and informed of their obligations under their lease with regard to Community Service and Self Sufficiency requirements. These individuals are referred to the BHA Next Steps Program counselor for referral to community service opportunities or self sufficiency activities. At the time of annual rent recertification, these Community Service and Self Sufficiency activities are verified. If a non-exempt resident fails to verify compliance with the policy, additional steps are taken with the household, including legal eviction action if necessary.