OMB Approval No: 2577-0226
(exp. 02/28/2006)

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 2006

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: Worcester Housing Authority

PHA Number: MA012

PHA Fiscal Year Beginning: (mm/yyyy) 04/2006

Public Access to Information

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

X Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

X 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.

X The PHA's mission is: (state mission here)
The mission of the Worcester Housing Authority is to offer its residents a clean, safe and well-maintained living environment in which to live and raise their families. The WHA is dedicated to providing its families an environment that will be a source of pride for its residents and an asset to the community at large. The WHA will seek out opportunities and see out strategies that will assist both its present and future families in obtaining the necessary educational, training and employment skills necessary in achieving social and economic self-sufficiency.

In its continuing effort to provide additional affordable housing opportunities to the community, the WHA will actively seek out development opportunities and craft solutions that will serve both the needs of the community and become an asset to surrounding neighborhoods.

We will treat each resident as if he or she were a member of our family. They will be treated with respect and encouraged to become active participants and partners in our community.

B. Goals

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

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

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

- ☒ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing

Objectives:

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

☒ PHA Goal: Increase assisted housing choices

Objectives:

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

Increase the number of S8 participants with homeownership opportunities

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)

The WHA will advertise the opening of any closed waiting list to appropriate community and social service organizations. Additionally, the WHA will make public presentations to organizations that represent specific categories of applicants. These presentations will provide an overview of the application process and of housing opportunities that are available.

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2006
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

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

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The preparation of the Worcester Housing Authority's ("WHA") Agency Plan is in compliance with the parameters and requirements set forth in the Quality Housing and Work Responsibility Act of 1998.

The WHA Agency Plan provides a blueprint of goals and objectives mutually established by the WHA Resident Advisory Board and the WHA administration. These goals and objectives will allow the WHA to expand services to its resident population, provide a variety of housing options for its applicants while continuing to operate in a fiscally responsible manner.

The WHA provides over 3,000 units of safe, affordable public housing in twenty-three different developments and 2,000 Section 8 vouchers in neighborhoods throughout the City. The need for decent, safe and affordable housing is growing. This is evidenced by the analysis of the WHA's waiting lists and the information provided in the City of Worcester's Consolidated Plan, the City's Housing Mission and through collaboration with both public and private housing organizations. The WHA is addressing this need by actively working its waiting list, creating admission preferences, developing new and creative programs, providing incentives and in the securing of additional housing vouchers; providing added housing opportunities to its applicants.

The WHA offers its resident and applicants housing and rent payment options that suit their individual needs. Four developments are designated as senior-only, providing the residents and applicants with neighbors and a community that share similar interests. Other developments are designated for family living with services and opportunities available to create a more enjoyable living environment. As residents and applicant's transition into the workforce, the WHA has developed and implemented rent determination options and income disregards that will aid families as they work towards economic independence.

As operating budgets continue to be cut, the WHA is faced with the challenge of maintaining its present level of services and also providing additional services to its residents with fewer resources. The WHA has been and will continue to be aggressive in its approach in securing

additional financing through its grant application processes and other revenue generating enterprises. The WHA has been successful in the past in securing grant money that assists its residents in their quest for economic and social independence. These grants have provided the WHA with the opportunity to offer its residents a variety of services that will lead to better and more productive lives.

The WHA has been and will continue to work to secure capital improvement funds through the Capital Fund Program. The WHA evaluates its present and projected needs through its annual needs assessment conducted by its Modernization and New Development staff. These funds allow the WHA to upgrade its existing housing stock through exterior and interior renovations, upgrading mechanical systems and also with necessary management improvement funds. The WHA has formed a new non-profit affiliate that will provide the agency with additional opportunities in the development of housing and housing related opportunities for its residents.

In these uncertain times and with budget and funding cutbacks, the WHA is guardedly optimistic that it will fulfill its mission in providing housing opportunities to the people that it serves.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 ©]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Annual Plan

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ii. Table of Contents

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Attachments

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

Required Attachments:

☒ Admissions Policy for Deconcentration
☒ FY 2006 Capital Fund Program Annual Statement
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

☒ PHA Management Organizational Chart
☐ FY 2006 Capital Fund Program 5 Year Action Plan
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/a	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	☐ check here if included in the Section 8 Administrative Plan	
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

B. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

C. 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	12212	5	5	3	3	3	3
Income >30% but <=50% of AMI	6342	5	5	3	3	3	3
Income >50% but <80% of AMI	7906	5	5	3	3	3	3
Elderly	4260	5	5	3	3	3	3
Families with Disabilities	6350	5	5	3	5	5	3
Race/Ethnicity White/Hispanic	20400	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	1826	N/A	N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Black							
Race/Ethnicity Asian	1296	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Native American	106	N/A	N/A	N/A	N/A	N/A	N/A

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

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2002
☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
☐ American Housing Survey data
Indicate year:
☒ Other housing market study
Indicate year: 2002
☐ Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☒ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	833		368

form **HUD 50075** (03/2003)

Housing Needs of Families on the Waiting List			
Extremely low income <=30% AMI	383	46%	
Very low income (>30% but <=50% AMI)	200	24%	
Low income (>50% but <80% AMI)	250	30%	
Families with children	417	50%	
Elderly families	66	8%	
Families with Disabilities	350	42%	
Race/ethnicity W/L	641	77%	
Race/ethnicity B/L	58	7%	
Race/ethnicity Asian	42	5%	
Race/ethnicity Other	92	11%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	401	48%	
2 BR	80	9%	
3 BR	307	37%	
4 BR	44	5%	
5 BR	1	1%	
5+ BR			

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

If yes: A monthly analysis is done on each waiting list and a determination is made based upon the results of this analysis whether a particular waiting list will be opened or closed

How long has it been closed (# of months)? Varies depending upon the unit characteristics

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

☒ Section 8 tenant-based assistance

☐ Public Housing

☐ Combined Section 8 and Public Housing

☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	0		120
Extremely low income <=30% AMI	0	0	
Very low income (>30% but <=50% AMI)	0	0	
Low income (>50% but <80% AMI)	0	0	
Families with children	0	0	
Elderly families	0	0	
Families with Disabilities	0	0	
Race/ethnicity W/L	0	0	
Race/ethnicity B/L	0	0	
Race/ethnicity Asian	0	0	
Race/ethnicity Other	0	0	
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)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)? 6

The WHA has joined the Mass NAHRO Centralized Waiting List

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

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

B. 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.

The WHA's strategy with regard to its public housing inventory is to continue to maintain a 97%or higher occupancy rate agency wide and monitor the opening and closing of its waiting lists to ensure that the applicant's waiting time is reasonable. The WHA will also assess all its

off-market public housing units in an effort to provide additional units of affordable housing. Additionally, the WHA plans on developing new housing that will provide eligible families additional affordable rental and possible homeownership opportunities.
Applicants to the WHA's rental assistance programs have reported difficulty in identifying and locating units for lease-up. The WHA continues to increase its efforts in assisting the voucherholder with opportunities by actively recruiting landlords to its rental assistance programs by offering competitive rents and providing better customer service.

C. Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs

☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

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

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

D. Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2005 grants)**		
a) Public Housing Operating Fund	9,065,537	
b) Public Housing Capital Fund	3,000,000	
c) HOPE VI Revitalization	-0-	

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	13,000,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)		
FSS Coordinator	62,465	S8 Supportive Services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Replacement Housing Factor – 5 yrs	60,000	Capital Improvements
Capital Fund 2004	200,000	
3. Public Housing Dwelling Rental Income	5,918,520	PHA Operations
4. Other income (list below)		
Rooftop Rental	250,000	PHA Operations
Washer/Dryer Income	72,500	PHA Operations
4. Non-federal sources (list below)		
Public Housing Interest	120,000	PHA Operations
S8 Interest	45,000	S8 Operations
S8 Port Fees and Fraud	65,000	S8 Operations
Total resources	31,859,022	

B. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 ©]

C. Public Housing

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

D. Eligibility

E. 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) Varies depending upon unit size

☐ When families are within a certain time of being offered a unit: (state time)

☒ Other: (describe) Preliminary eligibility conducted upon application receipt

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 landlord references

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

F. 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) Waiting lists are maintained by bedroom size

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

☒ PHA main administrative office

☐ PHA development site management office

☒ Other (list below) Applications are available through area social service providers

H. 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**

I. 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? N/A

3. ☐ Yes ☒ No: May families be on more than one list simultaneously

If yes, how many lists? N/A

J. 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
☐ Atthe development to which they would like to apply
☒ Other (list below) N/A

(3) Assignment

K. 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 Up to 3 unit offers

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

L. 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)

The Worcester Housing Authority has adopted the following Local Preferences for selection of the tenant-based Section 8 Housing Choice Voucher Program and its Federal Public Housing Program

- Residency Preference: An applicant who lives, works, or have been notified that they have been hired to work in the City of Worcester.
- Veterans Preference: An applicant who is considered a veteran or a member of the family of a deceased veteran whose death was service connected (DD214, Veteran's Discharge or Separation Papers required).
- Substandard Housing including Homelessness: An applicant who lacks adequate shelter and endangers the health, safety, or well-being of the family as verified by a condemnation letter issued through the Board of Health or other recognized governmental agency; or an applicant who lacks fixed, regular, and adequate nighttime residence or has primary nighttime residence that is:
  - A supervised public or privately operated shelter designated to provide temporary living accommodations;
  - A public or private place not designated or normally used as regular sleeping place for humans.

  All cases must be recent (within 90 days), must be through no fault of the applicant and must be verified in accordance with WHA's verification requirements.
- Displaced or about to be displaced through no fault of the applicant under the following conditions:
  - Displacement by Action of Housing Owner;
  - Displacement because of Domestic Violence;
  - Displacement by Hate Crimes

  All cases must be recent (within 90 days), must be though no fault of the applicant and must be verified in accordance with WHA's verification requirements.

The order in which an applicant will be selected is as follows*:

- Residency Preference, Veterans Preference, one or more additional Local Preference.
- Residency Preference, Veterans Preference.
- Residency Preference, one or more additional Local Preference.
- Residency Preference.
- Veterans Preference, one or more additional Local Preference.
- Veterans Preference.
- Standard Applicant with one or more additional Local Preference.
- Standard Applicant – no preference)

*Selection for Special Programs

Applicants who qualify for the Family Unification Program (FUP) in accordance to the eligibility requirements, as set forth in the regulations, will be given top priority as vacancies exists, funds are available and total program utilization allows for additional lease-ups.

If there are no eligible applicants for the Family Unification Program (FUP), then FUP vouchers may be used for other Housing Choice Voucher Program applicants in accordance to the above selection criteria.

Exceptions For Special Admissions

The Worcester Housing Authority will admit families under a Special Admission procedure for the following programs:

- The Project Based Program

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The housing authority maintains separate records of these admissions.

The Worcester Housing Authority's Project Based Program is designed to assist a specific population. The population includes disabled individuals selected by the Department of Mental Health who meets their eligibility requirements.

B. 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.

C. Date and Time

Former Federal preferences:

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

D. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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) Adding a member to the household

(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) N/A

☐ 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?

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

☐ 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)

G. 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:

H. 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).

I. Eligibility

J. 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)
Massachusetts Sex Offender Registry
☐ Other (list below)

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

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

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

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

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

Any disclosures to landlords relative to prospective tenants is provided based upon information that is permitted to be shared by regulation

(2) Waiting List Organization

L. 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)

M. 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:

Initial search period is 120 days

(4) Admissions Preferences

N. 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?

O. 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)

The Worcester Housing Authority has adopted the following Local Preferences for selection of the tenant-based Section 8 Housing Choice Voucher Program and its Federal Public Housing Program

- Residency Preference: An applicant who lives, works, or have been notified that they have been hired to work in the City of Worcester.
- Veterans Preference: An applicant who is considered a veteran or a member of the family of a deceased veteran whose death was service connected (DD214, Veteran's Discharge or Separation Papers required).
- Substandard Housing including Homelessness: An applicant who lacks adequate shelter and endangers the health, safety, or well-being of the family as verified by a condemnation letter issued through the Board of Health or other recognized governmental agency; or an applicant who lacks fixed, regular, and adequate nighttime residence or has primary nighttime residence that is:
  - A supervised public or privately operated shelter designated to provide temporary living accommodations;
  - A public or private place not designated or normally used as regular sleeping place for humans.

  All cases must be recent (within 90 days), must be through no fault of the applicant and must be verified in accordance with WHA's verification requirements.
- Displaced or about to be displaced through no fault of the applicant under the following conditions:
  - Displacement by Action of Housing Owner;
  - Displacement because of Domestic Violence;
  - Displacement by Hate Crimes

  All cases must be recent (within 90 days), must be though no fault of the applicant and must be verified in accordance with WHA's verification requirements.

The order in which an applicant will be selected is as follows*:

- Residency Preference, Veterans Preference, one or more additional Local Preference.
- Residency Preference, Veterans Preference.
- Residency Preference, one or more additional Local Preference.
- Residency Preference.
- Veterans Preference, one or more additional Local Preference.
- Veterans Preference.
- Standard Applicant with one or more additional Local Preference.
- Standard Applicant – no preference)

*Selection for Special Programs

Applicants who qualify for the Family Unification Program (FUP) in accordance to the eligibility requirements, as set forth in the regulations, will be given top priority as vacancies exists, funds are available and total program utilization allows for additional lease-ups.

If there are no eligible applicants for the Family Unification Program (FUP), then FUP vouchers may be used for other Housing Choice Voucher Program applicants in accordance to the above selection criteria.

Exceptions For Special Admissions

The Worcester Housing Authority will admit families under a Special Admission procedure for the following programs:

- The Project Based Program

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The housing authority maintains separate records of these admissions.

The Worcester Housing Authority's Project Based Program is designed to assist a specific population. The population includes disabled individuals selected by the Department of Mental Health who meets their eligibility requirements.

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.

B. Date and Time

Former Federal preferences

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

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

☒ Date and time of application

☐ Drawing (lottery) or other random choice technique

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

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

C. 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

D. Special Purpose Section 8 Assistance Programs

E. 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)

Direct solicitation to social service agencies

B. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

C. Public Housing

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

D. 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.

E. 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.)

F. Minimum Rent

G. 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?

H. 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: N/A

B. 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)

C. Ceiling rents

D. 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

E. 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)

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

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

G. 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)

Tenants that pay a minimum rent and receive an income increase are required to report the increase within 10 days. Tenants not on minimum rent are not required to report income increase until their next annual recertification.

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?

H. 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).**

C. Payment Standards

Describe the voucher payment standards and policies.

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

☐ At or above 90% but below100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

E. 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)

F. 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)

G. How often are payment standards reevaluated for adequacy? (select one)
☒ Annually
☐ Other (list below)

H. 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

I. 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)

J. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)
☒ An organization chart showing the PHA's management structure and organization is attached.
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year	Expected Turnover

	Beginning	
Public Housing	2025	180-200
Section 8 Vouchers	1287	120
Section 8 Certificates	49	10
Section 8 Mod Rehab	39	10
Special Purpose Section 8 Certificates/Vouchers (list individually)	355 – DMH/R P.B. 7 – Preservation Vouch 100 – FAUP	60 0-3 20
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

B. 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.

- Public Housing Maintenance and Management: (list below)
  Management and Maintenance Policies Listed as Attachment:
  - Tenant Payment for Damages Policy
  - Access to Public Records under FOIA
  - Purchasing Policy
  - Tenant Participation
  - Rent Payment Policy
  - Pet Policy
  - Admissions Policy
  - Grievance Policy
  - Investment Policy
  - Family Rent Option Policy
  - Flat Rent Policy
  - Income Disregard Policy
  - Pest Control Policy
  - Minimum Rent
- Section 8 Management: (list below)
  - Section 8 Administrative Plan
  - FSS Action Plan
  - Section 8 Homeownership

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 – Director of Management's 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:

The participant has the right to appeal an adverse informal review decision to the WHA hearing officer

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)

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-

X 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

PHA Name: Worcester Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P01250106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006

X **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		Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	$ 733,000			
4	1410 Administration	$ 375,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	$ 150,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	$ 350,000			
10	1460 Dwelling Structures	$ 1,087,000			
11	1465.1 Dwelling Equipment—Nonexpendable	$ 75,000			
12	1470 Nondwelling Structures	$ 860,000			
13	1475 Nondwelling Equipment	$ 120,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	$ 3,750,000			
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				

form **HUD 50075** (03/2003)

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

PHA Name: Worcester Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P01250106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006

X **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		Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	Separate Energy Program			

form **HUD 50075** (03/2003)

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

PHA Name: Worcester Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01250106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
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		Funds Obligated	Funds Expended	
PHA Wide	Police Contract	1408		$ 330,000				
PHA Wide	Development Officer	1408		$ 85,000				
PHA Wide	Step-Up Program Instructor	1408		$ 70,000				
PHA Wide	Step-Up Asst. Coordinator Landscape	1408		$ 50,000				
PHA Wide	Step-Up Asst. Coordinator Apt. Prep.	1408		$ 52,000				
PHA Wide	Outreach Coordinator	1408		$ 53,000				
PHA Wide	Inventory Specialist	1408		$ 38,000				
PHA Wide	Computer Technician	1408		$ 55,000				
PHA Wide	Administration	1410		$ 375,000				
PHA Wide	Electric Project Engineer	1430		$ 90,000				
12-1 GBV	Soil Pipe Study	1430		$ 15,000				
12-8/15	Emergency Generator AE	1430		$ 30,000				
12-18 Elm Park	Exterior Brick Water Leak Repair	1430		$ 15,000				
PHA Wide	Step-Up Landscape Program	1450		$ 350,000				
PHA Wide	Step-Up Apartment Preparation	1460		$ 250,000				
PHA Wide	Roofs	1460		$ 100,000				
12-1 Great Brook	Soil Pipe Repairs	1460		$ 25,000				
12-1 Great Brook	Electrical Upgrades (1 two man crew)	1460		$ 220,000				
12-1 Great Brook	Security Lights	1460		$ 20,000				
12-1 Great Brook	Kitchen Counter Replacement	1460		$ 100,000				
12-12 Belmont	Soil Pipe Replacement (basement level)	1460		$ 25,000				
12-18 Elm Park	504 Unit Conversion - Phase 1	1460		$ 347,000				
PHA Wide	Refrigerators & Stoves	1465		$ 75,000				

form **HUD 50075** (03/2003)

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

PHA Name: Worcester Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01250106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
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		Funds Obligated	Funds Expended	
12-15 Web. Sq.	Common Hallway Window Tint Film	1470		$ 10,000				
PHA Wide	Security Systems	1470		$ 500,000				
12-8/15	Emergency Generator Replacements	1470		$ 350,000				
Continued								

Annual Statement/Performance and Evaluation Report
Capital Fund Program Replacement Housing Factor (CFPRHF)
Part II: Supporting Pages (Page 2 of 2)

PHA Name: Worcester Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P01250106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
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
	Housing Replacement Factor			Original		Funds Obligated	Funds Expended	
PHA Wide	Computer Hardware	1475		$ 20,000				
PHA Wide	Maintenance Vehicles (2)	1475		$ 45,000				
PHA Wide	Expendable Equipment	1475		$ 20,000				
PHA Wide	Snow Removal Equipment	1475		$ 20,000				
PHA Wide	Electric Car	1475		$ 15,000				

form **HUD 50075** (03/2003)

Annual Statement/Performance and Evaluation Report
Capital Fund Program Replacement Housing Factor (CFPRHF)
Part II: Supporting Pages (Page 2 of 2)

PHA Name: Worcester Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: MA06P01250106 Replacement Housing Factor Grant No:				**Federal FY of Grant:** **2006**		
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
	Housing Replacement Factor			Original		Funds Obligated	Funds Expended	

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

PHA Name: Worcester Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P01250106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006

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	
PHA Wide	9-30-2008			9-30-2010			
12-1 Great Brook	9-30-2008			9-30-2010			
12-2 Addison	9-30-2008			9-30-2010			
12-3/7 Mill Pond	9-30-2008			9-30-2010			
12-4 Mayside	9-30-2008			9-30-2010			
12-5 Pleasant	9-30-2008			9-30-2010			
12-6 Wellington	9-30-2008			9-30-2010			
12-8 Lincoln Park	9-30-2008			9-30-2010			
12-9 Murray	9-30-2008			9-30-2010			
12-11 Hooper	9-30-2008			9-30-2010			
12-12 Belmont	9-30-2008			9-30-2010			
12-13 Webster W.	9-30-2008			9-30-2010			
12-15 Webster E.	9-30-2008			9-30-2010			
12-16 North & Prov.	9-30-2008			9-30-2010			
12-17 Southwest	9-30-2008			9-30-2010			
12-18 Elm Park	9-30-2008			9-30-2010			

form **HUD 50075** (03/2003)

(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 Worcester Housing Authority				X **Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/HA-Wide	Year 1 FY2006	Work Statement for Year 2 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 3 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 4 FFY Grant: 2009 PHA FY: 2010	Work Statement for Year 5 FFY Grant: 2010 PHA FY: 2011
PHA Wide	Annual Statement	$1,660,000	$1,660,000	$1,410,000	$1,410,000
12-1 Great Brook		$ 400,000	$ 400,000	$ 300,000	$1,000,000
12-2 Addison		$ 50,000	$ 50,000	$ 50,000	$ 20,000
12-3/7 Mill Pond		$ 50,000	$ 50,000	$ 150,000	$ 20,000
12-4 Mayside		$ 50,000	$ 50,000	$ 150,000	$ 20,000
12-5 Pleasant		$ 50,000	$ 50,000	$ 150,000	$ 50,000
12-6 Wellington		$ 450,000	$ 450,000	$ 100,000	$ 200,000
12-8 Lincoln Park		$ 500,000	$ 500,000	$ 200,000	$ 20,000
12-9 Murray		$ 75,000	$ 75,000	$ 225,000	$ 60,000
12-11 Hooper		$ 25,000	$ 25,000	$ 45,000	$ 110,000
12-12 Belmont		$ 100,000	$ 100,000	$ 205,000	$ 150,000
12-13 Webster W.		$ 35,000	$ 35,000	$ 190,000	$ 150,000
12-15 Webster E.		$ 25,000	$ 25,000	$ 300,000	$ 300,000
12-16 North & Prov.		$ 20,000	$ 20,000	$ 25,000	$ 20,000
12-17 Southwest		$ 50,000	$ 50,000	$ 100,000	$ 20,000
12-18 Elm Park		$ 210,000	$ 210,000	$ 150,000	$ 200,000
CFP Funds Listed for 5-year planning		$3,750,000	$3,750,000	$3,750,000	$3,750,000
Replacement Housing Factor Funds					

form **HUD 50075** (03/2003)

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: FY2006 PHA FY: 2007			Activities for Year: 3 FFY Grant: FY2007 PHA FY: 2008		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	**PHA Wide**	***Admin, A/E, Site, Smokes***	$1,660,000	PHA Wide	***Admin, A/E, Site, Smokes***	$1,660,000
Annual		***Security, Development***			***Security, Development***	
Statement		***Common Area Renovation***			***Common Area Renovation***	
		Appliances, Equipment, Development			***Step-Up, Inspections, Development***	
	12-1 Great Brook	***Lighting, Signs, Site, Roofs***	$ 400,000	12-1 Great Brook	***Lighting, Signs, Site, Roofs***	$ 400,000
	12-2 Addison	***Exteriors, Community Room***	$ 50,000	12-2 Addison	***Exteriors, Community Room***	$ 50,000
	12-3/7 Mill Pond	Stair Halls and doors	$ 50,000	12-3/7 Mill Pond	Stair Halls and doors	$ 50,000
	12-4 Mayside	Common Hall Renovations	$ 50,000	12-4 Mayside	Common Hall Renovations	$ 50,000
	12-5 Pleasant	Plumbing, Apt Doors, rails	$ 50,000	12-5 Pleasant	Plumbing, Apt Doors, rails	$ 50,000
	12-6 Wellington	Kitchens, Bath Vanities	$ 450,000	12-6 Wellington	Kitchens, Bath Vanities	$ 450,000
	12-8 Lincoln Park	Windows, Sliders, Common	$ 500,000	12-8 Lincoln Park	Windows, Sliders, Common	$ 500,000
	12-9 Murray	Stairway Repairs, Smokes	$ 75,000	12-9 Murray	Stairway Repairs, Smokes	$ 75,000
	12-11 Hooper	Smokes	$ 25,000	12-11 Hooper	Smokes	$ 25,000
	12-12 Belmont	Units, Stairwell Pressure	$ 100,000	12-12 Belmont	Units, Stairwell Pressure	$ 100,000
	12-13 Webster W.	Driveway rails, speedbumps	$ 35,000	12-13 Webster W.	Driveway rails, speedbumps	$ 35,000
	12-15 Webster E.	Stairwell Press, Smokes	$ 25,000	12-15 Webster E.	Stairwell Press, Smokes	$ 25,000
	12-16 North & Prov.	Ventilation, Smokes	$ 20,000	12-16 North & Prov.	Ventilation, Smokes	$ 20,000
	12-17 Southwest	Countertops, Heat conversion	$ 50,000	12-17 Southwest	Countertops, Heat conversion	$ 50,000
	12-18 Elm Park	Windows, Unit lighting	$ 210,000	12-18 Elm Park	Windows, Unit lighting	$ 210,000

form **HUD 50075** (03/2003)

Total CFP Estimated Cost	$3,750,000			$3,750,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : 4 FFY Grant: FY2008 PHA FY: 2009			Activities for Year: 5 FFY Grant: FY2009 PHA FY: 2010		
Development Name/Number	**Major Work Categories**	Estimated Cost	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
PHA Wide	***Admin, A/E, Site, Smokes***	$1,410,000	PHA Wide	***Admin, A/E, Smoke Detectors***	$1,410,000
	Security, Development			***Site, Security, Devel., Demol.***	
	Common Area Renovation			***Common Area Reno., Aquis.***	
12-1 Great Brook	***Ext. Door Repl., Ins. Panel***	$ 300,000	12-1 Great Brook	Site, Mech. Exteriors, Units	$1,000,000
12-2 Addison	Mechanical	$ 50,000	12-2 Addison	Site, Mech. Exteriors, Units	$ 20,000
12-3/7 Mill Pond	Unit Renovations	$ 150,000	12-3/7 Mill Pond	Site, Mech. Exteriors, Units	$ 20,000
12-4 Mayside	Unit Renovations	$ 150,000	12-4 Mayside	Site, Mech. Exteriors, Units	$ 20,000
12-5 Pleasant	Mech., Unit Ren, Smokes	$ 150,000	12-5 Pleasant	Site, Mech. Exteriors, Units	$ 50,000
12-6 Wellington	Mech, Common, Baths	$ 100,000	12-6 Wellington	Site, Mech. Exteriors, Units	$ 200,000
12-8 Lincoln Park	Unit Renovations	$ 200,000	12-8 Lincoln Park	Site, Mech. Exteriors, Units	$ 20,000
12-9 Murray	Appliances, Windows	$ 225,000	12-9 Murray	Site, Mech. Exteriors, Units	$ 60,000
12-11 Hooper	Mech, Units, Drs, Smokes	$ 45,000	12-11 Hooper	Site, Mech. Exteriors, Units	$ 110,000
12-12 Belmont	Heat conversion	$ 205,000	12-12 Belmont	Site, Mech. Exteriors, Units	$ 150,000
12-13 Webster W.	Baths, heat conversion	$ 190,000	12-13 Webster W.	Site, Mech. Exteriors, Units	$ 150,000
12-15 Webster E.	Kitchens, 504 Units	$ 300,000	12-15 Webster E.	Site, Mech. Exteriors, Units	$ 300,000
12-16 North & Prov.	Storms, Ext Power Covers	$ 25,000	12-16 North & Prov.	Site, Mech. Exteriors, Units	$ 20,000
12-17 Southwest	Baths	$ 100,000	12-17 Southwest	Site, Mech. Exteriors, Units	$ 20,000
12-18 Elm Park	Common Area Rehab.	$ 150,000	12-18 Elm Park	Site, Mech. Exteriors, Units	$ 200,000
Total CFP Estimated Cost	$3,750,000				$3,750,000

form **HUD 50075** (03/2003)

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application
4. Date application approved, submitted, or planned for submission:
5. Number of units affected: 0 6. Coverage of action (select one) X Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

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

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

☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:
The WHA will be utilizing its Replacement Housing Factor for unit development at 19 Lewis Street

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]
Applicability of component 8: Section 8 only PHAs are not required to complete this section.

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

2. Activity Description

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

Demolition/Disposition Activity Description

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Lincoln Park Tower 1b. Development (project) number: 12-8

2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (10/17/2003)
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan (Renewal) ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 199 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

1a. Development name: Webster Square Tower - West 1b. Development (project) number: 12-13
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (10/17/2003)
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan (Renewal) ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 179 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

Designation of Public Housing Activity Description
1a. Development name: Webster Square Tower - East 1b. Development (project) number: 12-15
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (10/17/2003)

5. If approved, will this designation constitute a (select one) ☒ New Designation Plan (Renewal) ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 252 7. Coverage of action (select one) ☐ Part of the development ☒ Total development
Designation of Public Housing Activity Description
1a. Development name: Elm Park Tower 1b. Development (project) number: 12-18
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (10/17/2003)
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan (Renewal) ☐ Revision of a previously-approved Designation Plan?
7. Number of units affected: 195 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 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 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 01/07/04

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

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

☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Neighborhood Networks	*293*	*Direct solicitation and Referral*	*MA012-01 office*	*Public Housing*
Transitional Housing	10 units	Shelter Referral	Shelter Provider	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 04/01/05)
Public Housing		
Section 8	98	98

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
☒ Informing residents of new policy on admission and reexamination
☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
☐ Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

MA012-01 Great Brook Valley Gardens
MA012-16 Hooper Street Apartments

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

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

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

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

MA012-01 Great Brook Valley Gardens

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)

MA012-01 Great Brook Valley Gardens

D. Additional information as required by PHDEP/PHDEP Plan

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

☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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)
☒ Provided below:
- ❖ Requested that RAB be involved applicant screening process
- ❖ Requested that RAB receive funding for activities – 1% of operating budget

- ❖ Requested that RAB review all approved tenant transfers for their respective buildings
- ❖ Request that tenant training money be released to individual tenant associations
- ❖ Request that HA fund a position for pre-admission home visits
- ❖ Request that WHA form a development committee comprised of RAB members to review all RFPs and contracts for construction purposes
- ❖ Hire a full-time tenant coordinator
- ❖ Allow a RAB member to interview all candidates for positions that have a direct relationship with tenants
- ❖ Request RAB members that are actively involved in the RAB be allowed to attend trainings that their respective training budgets will not support
- ❖ Request pre-approval and or meeting with the Executive Director to review operating budget prior to its presentation to the Board of Commissioners
- ❖ Request that all Board materials be sent to a RAB representative at least 3 days prior to a regularly scheduled Board Meeting
- ❖ Request that all policy and procedural changes be approved by the RAB prior to implementation

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:

- ❖ Hire a full-time tenant coordinator
- ❖ Request that all Board materials be sent to a RAB representative at least 3 days prior to a regularly scheduled Board Meeting
- ❖ Request that all policy and procedural that have a direct effect on tenants changes be approved by the RAB prior to implementation

☐ 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) Appointed by City Manager of the City of Worcester, MA

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

Resident PHA Board member appointed by the City Manager of the City of Worcester

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (City of Worcester, MA)

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)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
   - ❖ Increased need for affordable housing
   - ❖ Need of programming to increase family self-sufficiency
   - ❖ Increased funding for rehab
   - ❖ Homeownership initiatives

D. Other Information Required by HUD

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

Attachment A

Worcester Housing Authority
Housing Choice Voucher Homeownership Program
Administrative Plan

The intent of the Worcester Housing Authority ("WHA") Housing Choice Voucher Homeownership Program ("Program") is to provide families of low-income, disabled families and elderly families who are eligible for Section 8 rental assistance the option of utilizing this assistance in purchasing a home.

The implementation of this option will provide eligible voucher holders the ability to expand their housing opportunities beyond the rental market and use their assistance to purchase homes in the communities of their choice.

The Program provides the potential homebuyer with assistance with the repayment of a mortgage loan for a maximum period of 15 years. There is no term limitation in providing assistance for disabled or elderly families that are eligible for and participate in the Program.

Participation in the Program is strictly voluntary. All participating families must meet the HUD established requirements for admission and participation in the Housing Choice Voucher Rental Program prior to exercising the homeownership option.

Families who wish to exercise the homeownership option must meet all regulatory and discretionary program requirements as set forth in this document.

Eligibility Requirements for Participation

The WHA will not provide homeownership assistance to a family unless it determines that the family satisfies all of the following initial requirements at commencement of homeownership assistance for the family:

- The family has been admitted to the Section 8 Housing Choice Voucher program
- The family satisfies any first-time homeowner requirements
- The family satisfies the minimum income requirement
- The family satisfies the employment requirement
- The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option
- Except for cooperative members who have acquired cooperative shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of a home
- Except for cooperative members who have acquired cooperative shares prior to commencement of homeownership assistance, the family has entered a contract of sale provision as outlined in this document.

First-time Homebuyer Requirement

The Program is generally limited to first-time homebuyers and/or a family that owns or is acquiring a home under a WHA approved lease-purchase agreement or through the purchase of shares in a cooperative. (24CFR 982.4)

To qualify as a first-time homebuyer, the family shall not have had an interest in a residence of any family member for at least three years prior to the receipt of homeownership assistance. Additionally, no family member may have a present ownership interest in a second residence while receiving homeownership assistance.

A first-time homebuyer definition includes:

- A single parent or displaced homemaker who, while married, owned a home with his or her spouse or resided in a home owned by his or her spouse.
- A family that has a member who is disabled and the use of the homeownership option is needed as a reasonable accommodation

Eligible Units

The homeownership assistance may only be used for the purchase of a one unit property or single dwelling unit in a cooperative or a condominium; both units of a duplex and multi-family homes are not eligible units under the program. An eligible unit may be one that is either currently under construction or an existing structure.

The WHA will not approve the unit for purchase if the WHA has been informed by HUD or any other source that the seller has been disbarred, suspended or subject to limited denial of participation under 24 CFR Part 24.

Employment Requirement

The statutory employment requirement stipulates that one or more adult members of the family that will own the home is currently employed on a full-time basis, not less than an average of 30 hours a week and has been continuously employed during the year before the receipt of the homeownership assistance.

The employment requirement only applies at the time that the family initially receives homeownership assistance and does not apply to an elderly or disabled family. The WHA may in its discretion determine whether an interruption in employment is considered permissible in satisfying the employment requirement. The WHA may consider successive employment opportunities during the one-year period or self-employment.

The employment requirement does not apply to an elderly or disabled family. Additionally, if a family other than an elderly or disabled family includes a person with disabilities, the WHA will grant an exemption for the employment requirement if it determines that the exemption is needed as a reasonable accommodation.

Income Requirement

A family may not participate in the HCVHP unless the family's gross income is at least two times the voucher payment standard or any other amount established by HUD. In addition, the adult family members who will own the home must have gross income that is equal to 2,000 hours of annual full-time work at the prevailing Federal minimum wage.

The minimum income requirement will only be used in determining initial program qualification and not as continuing program requirement. The minimum income requirement will only be used again if the family purchases an additional home with Section 8 assistance.

The WHA will not provide homeownership assistance to a family, with the exception of an elderly or disabled family, if welfare assistance is being used to satisfy the minimum income requirement. The WHA will only disregard welfare income as it applies in determining the family's eligibility for program participation. Welfare assistance income will continue to be counted in determining eligibility for admission to the HCVP, calculating the amount of the family's total tenant payment and in calculating the amount of monthly homeownership assistance payment for a family assisted under the homeownership option.

Welfare assistance of an elderly or disabled family will be used in determining the minimum income requirement for homeownership assistance. The use of welfare assistance in determining the minimum income requirement does not apply to families that include a disabled member other than the head of the household or spouse.

Housing Counseling Requirement

Once the family has been determined eligible to participate in the Program and prior to the commencement of assistance, the family must attend and satisfactorily complete a pre-assistance homeownership and housing counseling program provided for or approved by the WHA. The topics that are to be included in the homeownership and housing counseling program are:

- Home maintenance
- Budgeting and money management

- Credit counseling and credit repair
- How to negotiate the purchase price of a home
- How to obtain homeownership financing and loan preapprovals
- How to find a home
- Fair Housing information

The WHA may also require additional counseling after the commencement of homeownership assistance. If the WHA offers a post-purchase counseling program, it will have the discretion to determine whether the family is required to participate in this type of counseling.

Financing

All families that are selected to participate in the Program are required to secure their own financing. Voucher HAP funds may not be used to assist with financing costs such as down payment and closing costs. The proposed financing terms must be submitted to and approved by the WHA. The WHA shall determine the affordability of the proposed financing and may disapprove of the proposed financing or refinancing if it determines that the debt is unaffordable to the participating family.

The WHA will take into account family expenses such as childcare, unreimbursed medical expenses, homeownership expenses, and other family expenses as determined by the WHA when determining affordability.

The WHA may review lender qualifications and the terms of the loan before it authorizes the commencement of homeownership assistance. The WHA is not under any obligation to provide assistance if it determines that the lender or the loan terms do not comply with program requirements.

If the purchase of the home is financed with FHA mortgage insurance, the financing is subject to FHA mortgage insurance requirements.

Down Payment and Closing Costs

The WHA will require that participants of the Program provide a 3% down payment towards the purchase of the home. One per cent of the down payment must come directly from the participant; the other 2% may come from other sources available to the participant.

The participant will also be responsible for the payment of the closing costs or settlement costs that are customarily incurred upon the sale of a property. Closing costs include title insurance fees, escrow fees, attorney costs and other necessary fees associated with the purchase of a home.

Home Inspections

In accordance with 24 CFR 982.631, the WHA will require that the unit pass both a Housing Quality Standards ("HQS") inspection that will be conducted by the WHA or its designee and an independent professional home inspector selected and paid for by the family.

The WHA will not require that the family use an independent inspector selected by the WHA nor will the inspector be an employee, contractor or any other person under its control. The independent inspector must be qualified to report on property conditions including major building systems and components including:

- Foundation and structure
- Housing interior and exterior
- Roofing
- Plumbing
- Electrical
- Heating systems

The independent inspector must provide a copy of the inspection report to both the family and the WHA. The WHA will not commence with homeownership assistance for the family until the WHA has reviewed the inspection report of the independent inspector and shall have the discretion to disapprove the unit for assistance under the homeownership option because of information contained in the inspection report even if the unit complies with HQS and would be eligible for assistance under the WHA's tenant-based voucher program.

Contract of Sale

The WHA will not commence with assistance under the homeownership option until the family enters into a contract for sale with the seller and provides the WHA with a copy of the sales contract.

The contract of sale that is entered into between the seller and the family must include:

- The price and other terms of the sale by the seller to the purchaser
- That the purchaser has the right to arrange a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser
- That the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser
- The purchaser is not obligated to pay for any necessary repairs
- A certification from the seller that the seller has not been debarred, suspended or subject to a limited denial of participation under 24 CFR part 24.

Term of Assistance

The maximum term of homeownership assistance shall be for 15 years if the term of the mortgage is 20 years or more. If the term of the financing is less than 20 years, the maximum term of assistance shall be 10 years.

The maximum term for assistance does not apply to elderly or disabled program participants. The exception to the term limitations for elderly participants only applies if the family qualified as an elderly family at the commencement of the homeownership assistance. In the case of a disabled family, the exception applies if at any time during the receipt of homeownership assistance the family qualifies as a disabled family.

If the family initially qualified as an elderly or disabled family at the commencement of the homeownership assistance and during the course of the homeownership assistance ceases to qualify as an exception family, the maximum term of assistance becomes applicable from the date that homeownership assistance originally commenced.

Amount of Assistance

The WHA shall pay a monthly homeownership assistance payment on behalf of the family, while the family resides in the home, an outside amount that is equal to the lower of:

- The payment standard minus the total tenant payment or
- The family's monthly homeownership expenses minus the total tenant payment

The payment standard for the family is the lower of:

- The payment standard for the family unit size or
- The payment standard for the size of the home

The payment standard will never be less than the payment standard in effect at the commencement of the initial homeownership assistance.

If the home is located in an exception payment standard area, the WHA will use the appropriate payment standard for the exception payment standard area. The WHA will use the same payment standard schedule, payment standard amounts and subsidy standards for the homeownership option as for the rental voucher program.

Determination of Homeownership Expenses

The WHA has adopted the following homeownership expenses for the homeowner. These expenses are:

- Principal and interest on initial mortgage debt

- Principal and interest on the refinancing of the mortgage debt
- Mortgage insurance premiums required to finance the purchase or refinancing of the home
- WHA allowance for utilities
- Real estate taxes
- Public assessments on the home
- Home insurance costs
- Allowance for maintenance expenses $50.00
- Allowance for costs of major repairs and replacements $100.00
- Principal and interest of debt incurred to finance major repairs or HC accessibility

If the home is a cooperative or condominium, homeownership expenses may include cooperative or condominium operating charges or maintenance fees assessed by the condominium or cooperative homeownership association.

At its discretion, the WHA will pay homeownership payments either directly to the first mortgage lender or to the family. If the WHA opts to pay the lender directly and the assistance payment exceeds the amount due the lender, the WHA will pay any excess directly to the family.

- The amount of assistance provided to the family less the 10% annual assistance adjustment or
- The difference between the sales price and the purchase price of the home less the costs of any capital expenditures, costs incurred by the family in the sale of the home, the amount of the difference between the sales price and purchase price that is being used, upon sale, towards the purchase of a new home under the Section 8 Homeownership option and any amounts that have been previously recaptured.

Portability of Homeownership Assistance

A family may qualify to move and purchase a home outside of the WHA's jurisdiction with continued homeownership assistance if the receiving PHA is administering a voucher homeownership program and is accepting new homeownership families.

The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing for and the physical condition of the unit are acceptable

Continued Assistance Requirements – Family Obligations

The WHA will provide homeownership assistance only while the family is residing in the home. If the family moves out of the home, the WHA will not continue with

homeownership assistance after the month that the family moves out. The family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving homeownership assistance.

The family must comply with any post purchase counseling requirements in effect at the time of the commencement of homeownership assistance. Additionally, the family must comply with the terms of any mortgage securing debt incurred to purchase or refinance the home.

The family must supply the WHA any information that it deems necessary in the administration of the homeownership program.

Denial or Termination of Homeownership Assistance

The WHA will terminate homeownership assistance and shall deny voucher rental assistance if the participating household is found to be in violations of the provisions set forth in 24 CFR 982.552 (Grounds for denial or termination of assistance) and in 24 CFR 982.553 (Crime by family members). The WHA may also deny or terminate assistance for violation of participate obligations as described I9n 24 CFR 982.551 (Obligations of the participant).

The WHA will terminate voucher homeownership assistance for any member of the family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage.

The WHA may in its discretion permit the family to move to a new unit with continued voucher rental assistance. However, the family must be denied assistance if:

- The family defaulted on an FHA insured mortgage and
- The family fails to demonstrate that it has conveyed title to the home, as required by HUD and that the family has moved from the home within the period established or approved by HUD

Administrative Fee

The WHA shall be paid the administrative fee described in 24 CFR 982.152 (b) for each month that homeownership assistance is paid by the WHA on behalf of the participant family.

WHA Discretionary Housing Choice Voucher Homeownership Option Provisions

- Eligible applicants must have successfully completed an initial Section 8 lease prior to participation or have demonstrated that they have met the material terms and conditions of their lease while a tenant in another subsidized program or in a market rent situation.

- The WHA may limit the number of families requesting the homeownership option. In any year, the number of participating families will not exceed ten.
- Successful graduates and current participants of the WHA Family Self Sufficiency program will be given preference over non FSS program participants
- The WHA reserves the right to determine a "permissible interruption" in satisfying the mandatory employment requirement.
- Participating families will be required to successfully complete any post purchase program that the WHA determines is necessary. If a family fails to fulfill its obligation in attending a post-purchase program, the WHA reserves the right to discontinue homeownership assistance.

- The initial search period for participating in the Program will be for 12 months and will commence upon the successful completion of the mandatory first-time homebuyer program.
- If the family is unable to find a home after the initial 12 month search period has lapsed, the family will again be required to participate in a first-time homebuyer program
- Participation in the homeownership program shall continue until such time as the assistance payment amounts to $0 for a period of 6 consecutive months
- If the family defaults on the mortgage, the WHA may provide rental assistance to the family if it determines that the default was through no fault of the participating family.

Attachment I

CFP Perf & Eval 2005 FFY2002.d...

CFP Perf & Eval 2005 FFY2003.d...

CFP Perf & Eval 2005 FFY2003 B...

CFP Perf & Eval 2005 FFY2004.d...

CFP Perf & Eval 2005 FFY2005.d...

CFP Perf & Eval 2005 RHF FFY 2...

CFP Perf & Eval 2005 RHF FFY 2...

CFP Perf & Eval 2005 RHF FFY 2...

CFP Perf & Eval 2005 RHF FFY 2...

CFP Perf & Eval 2005 RHF FFY 2...

Attachment C

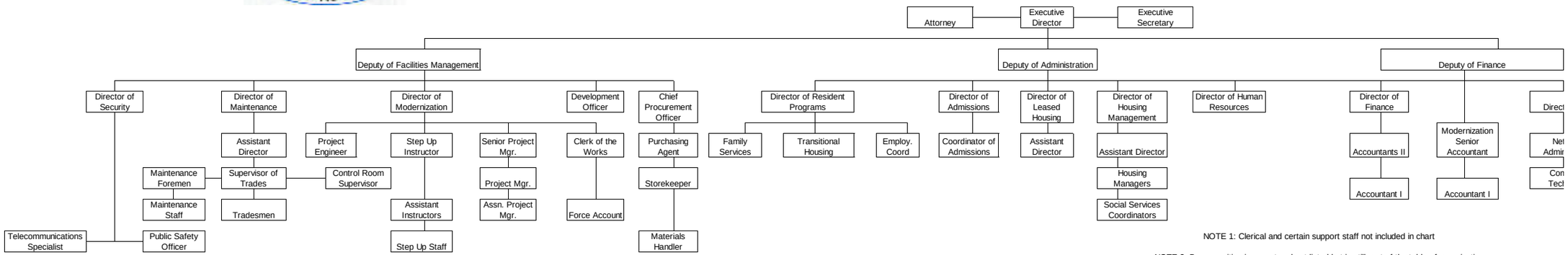
Resident Membership of the PHA Governing Board

The Worcester Housing Authority is in compliance with the final regulation issued on October 21, 1999, *Public Housing Agency Organization: Required Resident Membership on the Board of Directors or Similar Governing Body*.

The most recent appointment of a resident to the Worcester Housing Authority Board of Commissioners was Cecelio Gonzalez, a resident of its federal public housing program. Mr. Gonzalez was appointed by the City Manager of the City of Worcester in November, 2005 for a term of 5 years.

Attachment D

WORCESTER HOUSING AUTHORITY ORG CHART



NOTE 1: Clerical and certain support staff not included in chart

NOTE 2: Buyer position is vacant and not listed but is still part of the table of organization

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Attachment E

Implementation of Public Housing Resident Community Service Requirement

The Worcester Housing Authority has prepared a Community Service Policy, which incorporates the requirements of 24 CFR 960.600 et seq.

The Worcester Housing Authority has developed a plan in which all residents will receive written notification of the program and opportunities to attend informational sessions regarding program requirements and exemptions. The Worcester Housing Authority has also developed letters and forms in English and Spanish for use during the implementation phase of the program.

The ECS software system used by the Worcester Housing Authority has a tracking component for the community service requirement that will be used for monitoring and reporting data related to the program. Additionally, the Worcester Housing Authority has an employee dedicated to scheduling, notifying and monitoring compliance of all residents that are required to participate in the Community Service requirement.

Attachment F

Statement of Progress in Meeting 5-Year Mission and Goals

The Worcester Housing Authority ("WHA") continues its mission in providing decent, safe and affordable housing for low-income people; economic and educational opportunities to promote and sustain an environment in which families can achieve self-sufficiency and improve their quality of life.

Through its Neighborhood Networks office, the WHA provides its resident with opportunities in employment, job training and education. Through its "Step-Up" and Construction Trade Apprenticeship programs, the WHA has provided many residents with an opportunity of gaining meaningful employment, some for the first time in their lives. The WHA continues to believe that education is the key to success and GED and ESL classes are held on site in an effort to promote this idea.

The success of our Transitional Housing Program continues to be recognized by the Worcester community. Participants of this program are provided with a second chance opportunity in having successful and enriched lives. Through the dedication of the Case Manager's, participants are provided with an array of services tailored to their individual needs. Many participants who have benefited from this program have moved on into jobs and careers and have relinquished their dependency on public assistance and services as a means of survival.

The WHA has long realized that a portion of its success is dependent upon the satisfaction of its residents. Continuing its efforts in fostering partnerships with them, the WHA has encouraged the formation and organization of tenant organizations. These 13 formally recognized tenant organizations are the conduit through which ideas and issues are presented to the WHA administration and through which policy, operational and program changes and enhancements are presented to its residents. The WHA recognizes and appreciates the knowledge, life experiences and ideas that it receives from its resident population.

The WHA continues to revitalize its existing housing stock through its Capital Fund grant. These funds are instrumental and essential in ensuring that the WHA continues on with its mission in providing decent, safe and affordable housing.

The WHA will continue in its proactive approach in providing decent, safe affordable housing and be innovative in its programming and services that it provides its residents. It will also explore new opportunities that will hopefully increase the numbers of affordable housing opportunities for its residents and the community at large.

Attachment G

Implementation of Public Housing Resident Community Service Requirement

The Worcester Housing Authority has prepared a Community Service Policy, which incorporates the requirements of 24 CFR 960.600 et seq.

The Worcester Housing Authority has developed a plan in which all residents will receive written notification of the program and opportunities to attend informational sessions regarding program requirements and exemptions. The Worcester Housing Authority has also developed letters and forms in English and Spanish for use during the implementation phase of the program.

The ECS software system used by the Worcester Housing Authority has a tracking component for the community service requirement that will be used for monitoring and reporting data related to the program. Additionally, the Worcester Housing Authority has an employee dedicated to scheduling, notifying and monitoring compliance of all residents that are required to participate in the Community Service requirement.

Attachment H

Membership of the Resident Advisory Board

The Membership of the Resident advisory Board of the Worcester Housing Authority is comprised of representatives of it formally organized and recognized tenant organizations of its federally funded housing programs. These organizations are representative of the population that the Worcester Housing Authority serves. Membership is as follows:

Cecilio Gonzalez	Marianella Quiergua
Robert Gallant	Sarah Najarian
David Johnson	Julia Senckowski
Lillian Revelli	Carl Decker
Dante Piermattei	Robert Colby
Jaqueline King	Carmen Sanchez
Lydia Medina	Jose Ramos
Joanne Pepper	Roland Robidoux

A. Deconcentration of Poverty and Income Mixing in Public Housing

Component 3, (6) Deconcentration and Income Mixing

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

b. ☐ Yes ☒No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no this section is complete>

If yes, list these developments as follows:

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

PET POLICY IN WHA DEVELOPMENTS

A "pet" is a common household animal. The list below includes allowable and prohibited pets but is not limited to other pets.

Allowed Pets	**Prohibited Pets**
1. Dog	1.) Reptiles
2. Cat	2.) Iguanas
3. Bird	3.) Snakes
4. Guinea pig	4.) Ferrets
5. Gerbil	5.) Birds of prey
6. Hamster	6.) Pitbulls or other dogs of vicious or aggressive disposition.
7. Fish	

Pets other than cats and dogs shall have suitable housing, e.g. cages or aquariums.

It is the policy of the Worcester Housing Authority ("WHA") to assist Housing Managers in meeting the needs of pets, pet owning tenants, non-pet owning tenants, and management responsibilities by establishing a policy that will allow for the peaceful co-existence of all residents and pets.

A. CONGREGATE UNITS

Pets as defined above are permitted in Congregate Housing Units under the Chapter 667 Program in accordance with the provisions set forth below. Dogs and cats are prohibited in Congregate Housing Units, although, with proper medical documentation, these pets may be allowed to assist handicapped tenants.

B. FAMILY DEVELOPMENTS

Pets as defined above are permitted in WHA family developments in accordance with the provisions set forth below. Dogs and cats are prohibited in family developments, although, with proper medical documentation, these pets may be allowed to assist handicapped tenants.

C. ELDERLY/HANDICAPPED DEVELOPMENTS

Pets are allowed in WHA elderly/handicapped developments in accordance with the following:

In the case of dogs and cats, a tenant may only keep one dog or one cat. A tenant who has more than one pet before the effective date of this policy shall be permitted to keep all pets subject to the restrictions and obligations set forth herein. However, the tenant may not acquire any additional pets.

A maximum of two birds or one caged mammal may be permitted and, in the case of fish, no more than one aquarium with a twenty-gallon capacity shall be allowed.

The mature size of newly acquired dogs is limited to a weight not to exceed 40 pounds. If a dog matures to exceed the 40-pound limit, the dog will need to be removed from WHA property.

I. Application Process

A tenant who desires to keep a pet must submit an Application for Pet Ownership ("Application") to his/her Housing Manager.

A. APPROVAL

The Housing Manager shall review the Application and arrive at a decision by considering the following:

a. whether the pet is a companion animal as defined above;

b. if available, prior landlord references (including references from the WHA in cases where tenant has had pet in WHA property) relating to applicant's pet ownership, including problems with gnawing, chewing, scratching, or otherwise defacing the unit, common areas, and outside property.

If the Housing Manager approves the Application, the tenant must complete a “Pet Lease Addendum” and submit this form to the Housing Manager. This document shall become part of the tenant's lease agreement.

The pet owner is responsible for providing the WHA with the following information and documents. These documents shall be kept in the pet owner's file:

a. color photo and identifying description of the pet;

b. attending veterinarian's name, address and telephone number;

c. veterinary certificates of spaying or neutering, rabies, distemper combination, parvovirus, feline VRC, feline leukemia testing and other inoculations when applicable; AND

d. dog licensing certificates in accordance with local and state law.

B. DENIAL

If the Housing Manager denies the Application, the tenant may request a hearing with the Director of Management. This request must be submitted to the Housing Manager in writing within fourteen (14) days of the tenant's receipt of the denial. The Housing Manager shall forward the request to the Director of Management.

The Director of Management shall conduct a hearing at a time and place convenient to both parties. The tenant may present any information relevant to his/her Application.

If the Director of Management approves the Application, he/she shall inform the tenant in writing within fourteen (14) days of the hearing and shall direct the tenant to execute a Pet Lease Addendum with his/her Housing Manager.

If the Director of Management denies the Application, he/she shall inform the tenant in writing within fourteen (14) days of the hearing.

If the tenant resides in a state-aided development, the Director of Management shall, in the letter, advise the tenant of his/her right to appeal that decision. To appeal, the tenant shall submit a written request for review of the Application within fourteen (14) days of the denial to the Director of Management, Bureau of Housing Management within the Department of Housing and Communities Development ("DHCD"). The tenant's written appeal should contain all pertinent information and specific reasons as to why the request for pet admission was denied, including the written letter of denial from the WHA's Director of Management.

If the tenant resides in a federally-aided development, there is no grievance process after the WHA's Director of Management's decision.

II. Pet Owner Rights and Responsibilities

If the Application is approved, the pet owner shall assume the following obligations:

1. The pet owner shall be responsible for proper pet care, good nutrition, grooming, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification tags and collars when outside unit. A pet owner must keep a dog on a short leash, at all times, in common areas.

2. The pet owner is responsible for cleaning up after pet inside the apartment and anywhere on WHA property. A "pooper scooper" and disposable plastic bags should be carried at all times in common areas. The pet owner shall bag and dispose of waste in a receptacle designated by the WHA. Toilets are not designed to handle pet litter; therefore no pet debris shall be deposited in a toilet. Pet owners shall be responsible for the cost of repairs or replacements of any damaged toilets or pipes.

3. For hygienic reasons, pet blankets and bedding shall not be cleaned or washed in the laundry room.

4. The pet owner shall maintain the unit and its patio or porch, if any, in a sanitary, insect-free**,** and odor-free condition at all times.

5. Resident pet owners must provide litter boxes for cat waste, which must be kept in the owner's unit. Litter boxes shall be kept clean and odor free.

6. The pet owner shall prevent the pet from gnawing, chewing, scratching or otherwise defacing doors, walls, windows and floor coverings of the unit, other units and common areas, as well as shrubs and landscaping of the development. Pet owners shall be responsible for cost of repair or replacement for any damages caused by the pet. Charges for damages will
include materials and labor. Payment plans may be negotiated between the WHA and the pet owner. A dispute concerning the amount of damages is subject to the WHA Tenant Grievance Procedure.

7. The pet owner shall be responsible for the cleaning, deodorizing and sanitizing of carpeting and other floor coverings in the unit.

8. Pets are not to be tied outside or left unattended on a patio or porch.

9. The pet owner shall not alter the unit, patio, or other outside area to create an enclosure for a pet.

10. The pet owner shall not allow the pet to disturb the health, safety, rights, comfort or quiet enjoyment of other tenants. A pet will not create a nuisance to neighbors, residents, staff and/or visitors with excessive barking, whining, snapping, biting, chirping, or other unruly behavior.

11. No pet is to remain unattended without proper care for more than twenty-four (24) hours, except in the case of a dog, which shall be no more than eight (8) hours.

12. The pet owner shall allow the WHA to inspect a pet owner's unit on a quarterly basis to ensure that the unit is being cared for properly. The WHA may increase the number of inspections at its discretion.

13. All female dogs over the age of six months and all female cats over the age of five months must be spayed. All male dogs over the age of eight months and all male cats over the age of ten months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development and the exception will be at the Executive Director's or his/her designee's discretion.

14. The pet owner is responsible for providing the WHA with the following information and documents. These documents shall be kept in the pet owner's file:

15. The pet owner is responsible for keeping the WHA informed of any change of information.

16. If the pet owner fails to comply with these obligations, the WHA or any tenant may file a complaint with the Pet Committee for resolution in accordance with Sections VI and VII of this policy.

III. Caretakers

The pet owner shall also provide the WHA with the following information that will be kept on file concerning alternate care for pets:

a. two (2) alternate caretakers, their names, addresses and telephone numbers, who will assume immediate responsibility for the care of the pet, should the owner become incapacitated; these caretakers shall sign the Pet Rider and acknowledge their responsibilities as specified;

b. pet owner shall be responsible for pre-arranging emergency boarding accommodations; AND

If caretakers are unable or unwilling to assume responsibility for the pet and the pet owner is unable to locate alternate care, the WHA may enter the premises, remove the pet, and arrange for pet care for no more than ten (10) days to protect the pet. The WHA will assess the cost for alternative care to the pet owner. The WHA may contact the Massachusetts Society for the Prevention of Cruelty to Animals or other suitable humane society for the assistance in providing alternate arrangements for the care of the pet if the caretaker cannot be located. After ten (10) days the humane society providing care for the pet will have the authority to decide what will happen to the pet.

IV. WHA Rights and Responsibilities

The WHA shall:

a) post a copy of this policy for pet ownership and enforce these rules in a fair and just manner;

b) keep proper records of pet owner's and pet's pertinent information, conduct apartment inspections, investigate complaints, and issue warnings and bills for damages, and schedule repairs;

c) establish a Pet Committee consisting of animal owners, non-animal owners, local interested humane groups and veterinarians, etc., for pet ownership management;

d) enforce the Lease Addendum;

e) reserve the right to require dogs owners to relocate to a comparable unit on the ground floor of their building based upon written complaints concerning:

   i) the behavior of the dog in the elevator or hallways; or

   ii) the documented medical conditions of residents affected by the presence of the dog.

V. Pet Committee

1. The WHA shall establish a Pet Committee that is responsible for resolving complaints that may arise at each development. The Pet Committee should consist of pet-owning tenants, non pet-owning tenants, local interested humane groups, veterinarians and community volunteers. The number of individuals should be uneven, three (3) or five (5), to allow for a majority rule in the event of a non unanimous vote. Whenever possible the tenant representatives shall not be tenants in the development in which the complaint arises.

   The WHA has the right to inspect a unit based upon complaints of improper pet care or any other violation of the pet policy.

2. The purpose of the Pet Committee is to alleviate the Housing Manager's involvement with tenants' questions and complaints concerning pets. The Pet Committee should also monitor how the ownership of pets affects the quality of life for both pet-owning tenants and non-pet owning tenants and report any recommendations to the WHA.

3. The Pet Committee shall be responsible for resolving complaints that may arise at each development. Upon receipt of a written complaint, the Pet Committee will work with WHA Management in approaching the pet owner about such complaint and attempt to reach a resolution with the pet owner.

VI. Pet Grievance Panel

Should the Pet Committee be unable to resolve a complaint, the complainant will request a hearing within ten days of the decision to the Pet Grievance Panel ("Panel") established by the WHA. The Panel shall consist of staff member of the WHA, a representative of the Pet Committee other than the pet owner in question, drawn by lot, and a representative of the Massachusetts Society for the Prevention of Cruelty to Animals. If the pet resides in a state-aided development, the DHCD Pet Ombudsman shall also serve on the Panel. The Panel may require that a pet be permanently removed from the WHA development if the violation of the Pet Policy is a serious violation, one that causes harm to tenants, significant damage to property, or creates a health or safety hazard. If the Pet Committee is unable to resolve a complaint, the pet owner or the complaining party may request a hearing before the Panel. The request shall be in writing and shall state that the party requesting the hearing agrees that:

a. the Panel has jurisdiction as provided in the Pet Lease Addendum;

b. the Panel can require permanent removal of a pet, after notice and hearing, and can further determine whether the tenant may replace the pet with another pet; AND

c. non-compliance with the decision of the Panel is sufficient cause for termination of the pet owner's dwelling lease with the WHA.

The DHCD Pet Ombudsman will arrange hearings before the Panel in cases that involve state-aided developments.

A WHA staff member will arrange hearings before the Panel in cases that involve federally-aided developments.

VII. Termination of lease

Termination of lease proceedings may be instituted if the pet owner is in violation of these guidelines which the pet owner has agreed to abide by in signing the Pet Lease Addendum attached to the lease.

Termination of Lease proceedings may also be instituted if the pet owner has been warned three times by the Pet Committee.

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)

☒ Provided below:

- ❖ Requested that RAB be involved applicant screening process
- ❖ Requested that RAB receive funding for activities – 1% of operating budget
- ❖ Requested that RAB review all approved tenant transfers for their respective buildings
- ❖ Request that tenant training money be released to individual tenant associations
- ❖ Request that HA fund a position for pre-admission home visits
- ❖ Request that WHA form a development committee comprised of RAB members to review all RFPs and contracts for construction purposes
- ❖ Hire a full-time tenant coordinator
- ❖ Allow a RAB member to interview all candidates for positions that have a direct relationship with tenants
- ❖ Request RAB members that are actively involved in the RAB be allowed to attend trainings that their respective training budgets will not support
- ❖ Request pre-approval and or meeting with the Executive Director to review operating budget prior to its presentation to the Board of Commissioners
- ❖ Request that all Board materials be sent to a RAB representative at least 3 days prior to a regularly scheduled Board Meeting
- ❖ Request that all policy and procedural changes be approved by the RAB prior to implementation

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:

- ❖ Hire a full-time tenant coordinator
- ❖ Request that all Board materials be sent to a RAB representative at least 3 days prior to a regularly scheduled Board Meeting
- ❖ Request that all policy and procedural that have a direct effect on tenants changes be approved by the RAB prior to implementation

☐ Other: (list below)