

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2007

**Quincy Housing Authority  
Resubmission to HUD  
FY 2007 Agency Plan**

**June 21, 2007**

**Electronic File "MA020v01"**

**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:** Quincy

**PHA Number:** MA020

**PHA Fiscal Year Beginning:** (07/2007)

**Public Access to Information**

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

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

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

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

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

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

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

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

**A. Mission**

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

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

*It is the mission of the Quincy Housing Authority (QHA) to promote, develop and maintain affordable rental and home-ownership housing opportunities that are well designed, consistent with market standards, cost effective to manage, and encourage freedom of choice. By providing an environment of choice, strengthened by essential support services, the Authority seeks to assist eligible households and individuals of low and moderate income in achieving household stability and economic self-sufficiency. In fulfilling its mission, the QHA seeks to become more entrepreneurial in its activities and to manage its assets wisely and in accordance with sound business practices.*

## **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:  
(**QHA PHAS score = 85 as of 6/30/06**).
  - Improve voucher management:  
(**QHA SEMAP score = 99, as of 6/30/06**).
  - 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 (already at 110% of FMR)
  - Implement (continue with) voucher homeownership program:
  - Implement public housing or other (approved) homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
- Increase the number and percentage of employed persons in assisted families: (through Step Up, FSS, etc.)
  - 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)

(1) Seek funding for Section 504 deficiencies cited in HUD Review (No. 01-04-R003-4).

(2) Comply with LEP Plan for translation of core documents and to provide interpreters, when required, in accordance with the Voluntary Compliance Agreement with HUD, dated 6/14/04, and the LEP Plan submitted to HUD on 10/21/04.

**(3) Amend Lease, Public Housing ACOP, and Section 8 Administrative Plan policies and implement procedures and practices to comply with the Violence against Women’s Act (VAWA)—see Attachments 11, 12, and 13: Electronic Files MA020a11, 12, 13.**

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

**Annual PHA Plan**  
**PHA Fiscal Year 2007**

[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.

In its FY 2007 Agency Plan, the Quincy Housing Authority (QHA) seeks to promote, develop and maintain affordable rental and home-ownership housing opportunities that are well designed, consistent with market standards, cost effective to manage, and encourage freedom of choice. The QHA intends to continue essential support services and to assist eligible households and individuals of low and moderate income in achieving household stability and economic self-sufficiency. The QHA intends to become more entrepreneurial in its activities and to manage its assets wisely and in accordance with sound business practices. Some highlights of the FY 2007 Plan include:

- (1) **Maintaining flat rents at the same level for the third year in a row;**
- (2) **Continuing to make progress with the Riverview comprehensive modernization funded under the Capital Fund Bond Program;**
- (3) **Expanding the Homeownership Program to include participation by public housing residents;**
- (4) **Expanding and revitalizing the FSS Program;**
- (5) **Initiating a Comprehensive Stock Assessment (e.g., Physical Needs Assessment); and**
- (6) **Initiating various changes to the Federal ACOP and Section 8 Admin Plan to keep them up-to-date and in conformance with both HUD's requirements and QHA's initiatives.**
- (7) **Adopting and implementing policies, procedures, and practices to comply with the Violence against Women's Act (VAWA) and Limited English Proficiency (LEP) requirements.**

### **III. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	2-6
1. Housing Needs	7-15
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	17-26
4. Rent Determination Policies	27-31
5. Operations and Management Policies	32-33
6. Grievance Procedures	34
7. Capital Improvement Needs	35-36
8. Demolition and Disposition	37
9. Designation of Housing	38-39
10. Conversions of Public Housing	40-41
11. Homeownership (Including Homeownership Capacity Statement)	42-47
12. Community Service Programs	48-55
13. Crime and Safety	56-57
14. Pets (Inactive for January 1 PHAs)	58
15. Civil Rights Certifications (included with PHA Plan Certifications)	59
16. Audit	60
17. Asset Management	61
18. Other Information	62-64
<b>19. Federal Lease Changes</b>	<b>65</b>
<b>20. Federal ACOP Changes</b>	<b>65</b>
<b>21. Federal Section 8 Admin Plan Changes</b>	<b>65</b>
<b>22. Community Service Policy</b>	<b>66</b>
<b>23. New ROSS Public Housing         Homeownership Admin Plan</b>	<b>66</b>
<b>24. QHA Progress in meeting the         Mission and Goals of its Five-Year Plan</b>	<b>67</b>

## 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 2007 Capital Fund Program Annual Statement (Refer to Attachment 1, Electronic File "MA020a01").
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

\* The QHA is exempt from the deconcentration requirement as it operates only one federal general occupancy family development.

### Optional Attachments:

- PHA Management Organizational Chart (If needed, refer to Attachment 8, Electronic File "MA020a08").
- FY 2007 Capital Fund Program 5 Year Action Plan (Refer to Attachment 1, Electronic File "MA020a01").
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)—Refer to Attachment 10, Electronic File "MA020a10".**
- Other (List below, providing each attachment name)

Attachment 2: Capital Fund Program Bond Plan Performance & Evaluation Report (Electronic File "MA020a02")

Attachment 3: FY 2003 (501-03) Capital Fund Performance & Evaluation Report/Grant 1 (Electronic File "MA020a03")

Attachment 4: FY 2003 (502-03) Capital Fund Performance & Evaluation Report/Grant 2 (Electronic File "MA020a04")

Attachment 5: FY 2004 (501-04) Capital Fund Performance & Evaluation Report (Electronic File "MA020a05")

Attachment 6: FY 2005 (501-05) Capital Fund Performance & Evaluation Report (Electronic File "MA020a06")

Attachment 7: FY 2006 (501-06) Capital Fund Performance & Evaluation Report (Electronic File "MA020a07")

**Attachment 9: Names and Addresses of RAB Members (Electronic File "MA020a09").**

**Attachment 11: Amended Federal Lease (Electronic File "MA020a11")**

**Attachment 12: Amended Federal ACOP (Electronic File "MA020a12")**

**Attachment 13: Amended Section 8 Administrative Plan (Electronic File "MA020a13")**

**Attachment 14: Amended Community Service Policy (Electronic File "MA020a14")**

**Attachment 15: New ROSS Public Housing Homeownership Administrative Plan (Electronic File "MA020a15")**

Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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;
<b>X</b>	<b>Public Housing Admissions and (Continued) Occupancy Policy (A&amp;O), which includes the Tenant Selection and Assignment Plan [TSAP]</b>	<b>Annual Plan: Eligibility, Selection, and Admissions Policies</b>
<b>X</b>	<b>Section 8 Administrative Plan for Housing Choice Vouchers including Amendments, Addendums, etc.</b>	<b>Annual Plan: Eligibility, Selection, and Admissions Policies</b>
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development	Annual Plan: Rent Determination

X	Section 8 rent determination (payment standard) policies	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	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CGP and CFP Budgets/Progress Reports for any active 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
X	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, including Capacity Statement. <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	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

X	The most recent Public Housing Drug Elimination Program (PHDEP) 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
X	Public Housing Pet Policies and Rules	Annual Plan: Pet Policy
X	Section 8 Project-Based Assistance Program Information.	Annual Plan: Housing Needs
X	Preliminary Conversion Analysis	Annual Plan: Conversions of Public Housing
X	Census 2000 SF3 Summary File for the City of Quincy	Annual Plan: Housing Needs
<b>X</b>	<b>Community Service Policy</b>	<b>Annual Plan: Community Service</b>
<b>X</b>	<b>Policies and Procedures regarding Violence Against Women's Act (VAWA)</b>	<b>Annual Plan</b>
<b>X</b>	<b>Policies and Procedures regarding Limited English Proficiency (LEP)</b>	<b>Annual Plan</b>

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall Number	Afford - ability	Supply	Quality	Access -ibility	Size	Loca- tion
Income <= 30% of AMI	6,972 households*	5	5	5	5	5	5
Income >30% but <=50% of AMI	4,385 households*	4	5	3	4	4	3
Income >50% but <80% of AMI	9,117 households*	3	4	3	3	4	2
Elderly (0-80% AMI)	6,729 households* *	5	5	5	5	5	5
Families with Disabilities	1,684 households***	4	5	4	4	5	4
By Race/Ethnicity (0-80% AMI)	See below	See below	See below	See below	See below	See below	See below
White	17,206 households*	3	4	3	3	4	2
Black	338 households*	3	4	3	3	4	2
Asian	2,055 households*	3	4	3	3	4	2
Hispanic	491 households*	3	4	3	3	4	2
Other (Pacific Island, American Indian, Alaskan Native, Multiple Races, Other Races)	693 households*	3	4	3	3	4	2

**NOTES ON HOUSING NEEDS TABLE**

\* For families and race/ethnicity, the % of AMI has been determined using Quincy's average household size of approximately 2.3 persons per household (population of 88,025 divided by households of 38,893). The # of households falling within each AMI category has been determined by the total number falling within the closest census reported income ranges that approximate the actual AMI ranges.

\*\* For the elderly, the 1 person AMI standard has been used in the census age groupings of 65 years plus. If one adds in persons ages 55-64, the numbers reported would increase by 1,703.

\*\*\* For persons with disabilities, census data is difficult to interpret; therefore, only households reporting SSI as income are listed.

Information was derived from the Census 2000 Summary File 3, prepared by the Massachusetts Institute of Social and Economic Research.

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: City of Quincy and Quincy/Weymouth Consortium  
Indicate year: 2005-2009
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
2000 Census SF3 Summary File for the City of Quincy

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance (as of 11/16/06)			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	175	100.0%	38
Extremely low income <=30% AMI	134	76.6%	
Very low income (>30% but <=50% AMI) and Low income (>50% but <80% AMI)	41	23.4%	
Families with children	Not Applicable (N/A)	Not Applicable (N/A)	
Elderly families	28	16.0%	
Individuals and Families with Disabilities	N/A	N/A	
Other Individuals	147	84.0%	
White	86	49.1%	
African American	19	10.9%	
Hispanic	10	5.7%	
Asian	60	34.3%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? since 08/1999			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8			
<input checked="" type="checkbox"/> Public Housing Elderly/Disabled ( <b>combined federal and state as of 11/16/06</b> )			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	777	100.0%	46
Extremely low income <=30% AMI	689	88.7%	
Very low income (>30% but <=50% AMI)	69	8.9%	
Low income (>50% but <80% AMI)	19	2.4%	
Families with children	0	0.0%	
Elderly	266	34.2%	
Near Elderly	266*	34.2%	
Families with Disabilities	245**	31.6%	
Other Individuals	0	0.0%	
White	478	61.5%	
Afro-American	67	8.6%	
Hispanic	38	4.9%	
Asian	194	25.0%	
American Indian	0	0.0%	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	777	100.0%	46
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

\* Includes SSI/Disability between Ages 50-62.

\*\* Includes SSI/Disability under Age 50.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8			
<input checked="" type="checkbox"/> Public Housing Family ( <b>combined federal and state as of 11/16/06</b> )			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	915	100.0%	24
Extremely low income <=30% AMI	819	89.5%	
Very low income (>30% but <=50% AMI)	82	9.0%	
Low income (>50% but <80% AMI)	14	1.5%	
Families with children	675	73.8%	
Elderly families	0	0.0%	
Other—Families without Children	240	26.2%	
Families with Disabilities	*	*	
White	280	30.6%	
Afro-American	248	27.1%	
Hispanic	176	19.2%	
Asian	208	22.7%	
American Indian	3	0.4%	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	113	12.3%	1
2 BR	566	61.9%	13
3 BR	209	22.8%	9
4 BR	26	2.8%	1
5 BR	1	0.2%	
5 BR +	0	0.0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>The Waiting List was closed on 4/29/05 except for State Priority #1 Applicants only.</b>			
Does the PHA expect to reopen the list in the PHA Plan year?			
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

\* Note: The QHA is not able to provide complete information regarding the number of families with disabilities on the waiting list as this is not a criteria for eligibility.

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

#### **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)
- Continue HUD Mandatory Income Disregards (effective 10/1/99).
- The Flat Rents will remain the same as the FY 2005 and FY 2006 flat rents: 1BR = \$819; 2BR = \$1,013; 3BR = \$1,260; and 4BR = \$1,459.**

**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)
- Continue HUD Mandatory Income Disregards (effective 10/1/99).
- The Flat Rents will remain the same as the FY 2005 and FY 2006 flat rents: 1BR = \$819; 2BR = \$1,013; 3BR = \$1,260; and 4BR = \$1,459.**

**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)  
Request CDBG funding and utilize CFP for Section 504 renovations and reasonable accommodations.

**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)
- Affirmatively market to races/ethnicities with housing needs.

**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)**

**LEP:** The QHA is committed to complying with federal requirements in providing meaningful access to its LEP clients. No LEP client will be denied meaningful access to a QHA program because the client does not speak English or communicates in English on a limited basis. All Section 8 and Public Housing correspondence that pertains to official business such as annual and interim recertifications, required attendance at a private conference or meeting, or an invitation to a public meeting or hearing, will include the following statement in the language(s) that have been identified to those requiring assistance in overcoming language barriers: *Important; Please have this notice translated immediately.*

**VAWA:** The QHA is committed to complying with federal requirements regarding the Violence against Women's Act (VAWA). The QHA is amending its Public Housing Lease and ACOP and Section 8 Administrative Plan policies, procedures, and practices to comply with the VAWA.

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: *</b>		
<b>Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
1. Federal Grants (FY 2006 grants)		
a) Public Housing Operating Fund	\$1,952,000	
<b>b) Public Housing Capital Fund</b>	<b>\$1,119,774</b>	
c) HOPE VI Revitalization	---	
d) HOPE VI Demolition	---	
<b>e) Annual Contributions for Section 8 Tenant-Based Assistance</b>	<b>\$10,696,233</b>	
g) FY 2004 ROSS Grants-Family (a/o 9/31/06)	\$230,793	
h) FY 2004 ROSS Grant (Homeownership)	\$250,000	
j) Community Development Block Grant	---	
k) HOME	---	
Other Federal Grants (list below)		
a) Shelter + Care (12/10/2006 Available Balance)	\$1,612,679	Shelter + Care
b) Shelter + Care Renewals (Awarded for FY 2006)	\$483,585	Shelter + Care
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
a) YouthBuild (Unexpended as of 10/1/06)	\$42,195	Youth Vocational Services and Training
b) CFP 501-05 a/o 11/1/06	\$461,138	Modernization
<b>c) CFP 501-06 a/o 11/1/06</b>	<b>\$1,007,797</b>	<b>Modernization</b>
<b>3. Public Housing Dwelling Rental Income</b>		
a) Rent Rolls and Fees	\$2,530,000	Operations
<b>4. Other income (list below)</b>		
<b>a) Investment Income</b>	---	<b>Operations</b>
<b>b) Other Revenue (Non CFP Gross Bond Proceeds Unexpended 11/1/06)</b>	<b>\$1,846,230</b>	<b>Riverview Comp Mod</b>
<b>c) Laundry Income</b>	<b>\$23,083</b>	<b>Operations</b>
<b>d) Cell Tower Income</b>	<b>\$21,600</b>	<b>Operations</b>
5. Non-federal sources—N/A		
<b>TOTAL RESOURCES</b>	<b>\$22,277,107</b>	<b>SEE ABOVE</b>

\* The dollar numbers presented are subject to minor adjustments from time-to-time.

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number) 20-40
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) Other Lease Violations; History with other PHAs, **VAWA-related protections.**

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)

\* The PHA is in the process of implementing FBI record checks.

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

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

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

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

- PHA main administrative office (or via mail or per reasonable accommodation)
- PHA development site management office

Other (list below)

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

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

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

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

### **(3) Assignment**

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

- One\*
- Two
- Three or More

\* The QHA manages one community wide waiting list for state and federal housing. An applicant is entitled to one offer when their name reaches the top of this community wide waiting list. If an applicant refuses the offer, the applicant shall be placed at the bottom of the waiting list if the list is open, or removed from the waiting list if the list is closed. There are exceptions to the *one offer* policy for those applicants who qualify for a special housing assignment, and can show good cause for declining an offer. Good cause and reasons for special housing assignment are detailed in the Admissions and Continued Occupancy Policy.

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

❶ Per the QHA ACOP, transfers will be done at a rate of one transfer for every four new admissions and **this includes those protected by VAWA.**

❷ Transfers will also be allowed for reasonable accommodation purposes as necessary.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences:

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

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list): Resident Handbooks, **LEP, VAWA Information**

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)
- At time of relocation
- At admission to program

**(6) Deconcentration and Income Mixing\***

\* QHA exempt as it operates only one federal family general occupancy development.

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

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

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

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

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

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

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

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

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

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

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

\* QHA exempt as it operates only one federal family general occupancy development.

Other Admissions and Continued Occupancy Issues—(1) The QHA has adopted the following policy regarding evictions: *The Quincy Housing Authority intends to retain its maximum degree of flexibility in handling evictions, which may include inserting into Agreements for Judgment a provision indicating that the flat rent is the reasonable use and occupancy charge to be imposed for a party holding over after the proper termination of tenancy;* (2) ***The QHA has also adopted policies to implement VAWA protections.***

## B. Section 8

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

### **(1) Eligibility**

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

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

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)

\* The QHA is in the process of implementing FBI record checks.

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

Criminal or drug-related activity

Other (describe below)

Current address and current landlord information as requested.

**VAWA information material.**

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

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

**None**

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

\* Other federal or local program (list below) **The QHA is exploring the possibility of joining the statewide list administered by NAHRO.**

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

PHA main administrative office (or via mail or per reasonable accommodation)

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:

The QHA will extend the Section 8 Search Time beyond 180 Days if requested as a reasonable accommodation to make the program accessible to a family member who has a disability. In this case, the search time will be extended up to the term reasonably required for this purpose.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

\* The QHA Board has approved a preference for those who live and work in the jurisdiction but has postponed its implementation pending a detailed analysis of its Waiting List pursuant to the Findings in the Langlois, et al, v. Abington Housing Authority, et al (Civ. Action No. 98-12336-NG).

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\* (see note under \* on next page)**  
 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)—(1) Successful graduate of QHA's Public Housing Homeownership Program; (2) Eligible in-place tenants residing in a project-based unit at time of selection.**

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.

**1 Date and Time**

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families

**3 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)

**2 Successful graduate of QHA’s Public Housing Homeownership Program.**

**2 Eligible in-place tenants residing in a project-based unit at time of selection.**

**\* The QHA Board has approved a preference for those who live and work in the jurisdiction but has postponed its implementation pending a detailed analysis of its Waiting List pursuant to the Findings in the Langlois, et al, v. Abington Housing Authority, et al (Civ. Action No. 98-12336-NG).**

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

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

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

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

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

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

\* For Section 8 WL Preferences it is Date and Time 1<sup>st</sup> then Income.

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

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

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

Grant/Program Informational Materials.

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

- Through (published) notices to potential applicants and recipients  
 Other (list below)

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

#### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

\* At a fixed amount for those who opt for flat rents.

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
- For the earned income of a previously unemployed household member
  - For increases in earned income
  - Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  - Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  - For household heads
  - For other family members
  - For transportation expenses
  - For the non-reimbursed medical expenses of non-disabled or non-elderly families
  - Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase, decrease, or family composition change. However, the QHA has adopted a policy of not instituting rent adjustments when the gross income increase is less than 10%.
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

**The following has been incorporated into QHA's ACOP: Upfront Income Verification-- Staff will use upfront income verification techniques, which are considered a type of third party verification, during required reexaminations (and initial application, if available) of family income.**

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

**(2) Flat Rents\***

3. 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)
- HUD Published Section 8 FMRs
- RAB Input

\* **The Flat Rents will remain at the FY 2005 and FY 2006 flat rent level: 1BR = \$819; 2BR = \$1,013; 3BR = \$1,260; and 4BR = \$1,459.**

**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).**

**Section 8 Initiatives**

The Quincy Housing Authority continues to operate a Section 8 Homeownership Program and has successfully assisted three (3) Section 8 participants achieve that goal. When feasible, the QHA will absorb other agencies voucher holders, when requested, to allow them participation in the QHA's Section 8 Homeownership Program.

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- \* Above 110% of FMR (if HUD approved; describe circumstances below)  
**If necessary for a reasonable accommodation for a disabled person.**

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

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

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
  - Reflects market or submarket
  - To increase housing options for families
  - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
  - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
  - Rent burdens of assisted families
  - Other (list below)

**(2) Minimum Rent**

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
  - \$1-\$25
  - \$26-\$50 (\$50)
- b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

The QHA has adopted a minimum rent of \$50 per month. The regulations found at 5.630 regarding financial hardship exemption from minimum rent shall apply. The QHA must grant an exemption from payment of minimum rent if the family is unable to pay the minimum rent because of financial hardship. Financial hardship is defined as:

- (a). When the family has lost eligibility for or is awaiting an eligibility determination for a federal, state or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996.
- (b). When the family would be evicted because they are unable to pay the minimum rent.
- (c). When the income of the family has decreased because of changed circumstances, including loss of employment.
- (d). When a death has occurred in the family.

**(3) Other**

The following has been incorporated into QHA's Sect. 8 Admin Plan: Upfront Income Verification-- Staff will use upfront income verification techniques, which are considered a type of third party verification, during required reexaminations (and initial application, if available) of family income.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

**An organization chart showing the PHA's management structure and organization is attached as Attachment 8, Electronic File "MA20a08". Note: This organizational chart is subject to change in order for the QHA to implement HUD-required project-based management and accounting.**

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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	647	68
Section 8 Housing Choice Vouchers	760	38
Section 8 Designated Housing	100	3
Section 8 Enhanced Vouchers	67	8
Section 8 Mod Rehab	8	1
Section 8 Project-Based Program	18	1
Shelter + Care	96	11

**The QHA also participates in a program run by the Medford Housing Authority whereas up to seventeen (17) vouchers are available to victims of abuse.**

### **C. Management and Maintenance Policies**

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

(1) Public Housing Maintenance and Management: (list below)

- a. Public Housing Admissions and Continued Occupancy Plan.
- b. Addendum to Public Housing Lease.
- c. Pet Policy.
- d. Grievance Procedure.

(2) Section 8 Management: (list below)

- a. Section 8 Administrative Plan for the Housing Choice Voucher Program.
- b. Section 8 Enhanced Voucher Plan.
- c. Section 8 Homeownership Plan.
- d. Section 8 Project-Based Plan.

**Note:** The QHA Maintenance Procedures, Manuals, and Resident Lease describe other maintenance procedures including the prevention and eradication of pest infestation.

**Also, the QHA maintains information on LEP, VAWA, Community Service, Up-Front Income Verification and other information, which relates to Public Housing and/or Section 8.**

**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 (or via mail or per reasonable accommodation).

PHA development management offices

Other (list below)

**B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

PHA main administrative office (or via mail or per reasonable accommodation).

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 (Refer to Attachment 1, Electronic File "MA020a01").

-or-

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

#### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (Refer to Attachment 1, Electronic File "MA020a01")

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Riverview*
1b. Development (project) number: MA 20-1
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or <b>planned for submission: Sept. 30, 2007</b>
5. Number of units affected: 1
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>April 1, 2007</b> b. Projected end date of activity: <b>Sept. 30, 2007</b>

\* THE AUTHORITY WOULD PROPOSE TO DISPOSE OF THE LAND ON WHICH THE CITY OF QUINCY FIRE STATION IS LOCATED TO THE CITY OF QUINCY FOR CONTINUED USE AS A FIRE STATION FOR THE AREA.

**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.)

\* The QHA has a valid extension of its Designated Housing Plan through October 15, 2007.

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development names: Pagnano Towers; O'Brien Towers; Drohan Apartments	
1b. Development (project) numbers: MA20-2, 4, 6	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by elderly families and families with disabilities	<input checked="" type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input checked="" type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation <b>approved</b> , submitted, or planned for submission: <b>10/7/2005</b>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input checked="" type="checkbox"/> Extension of a previously-approved Designation Plan.	
6. Number of units affected: 471 units	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development: 80% Elderly/20% Disabled of Total of All 3 Developments.	

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

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

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

**Component 10 (B) Voluntary Conversion Initial Assessments**

- a) How many of the PHA's developments are subject to the Required Initial Assessments? One—MA 20-1 (Riverview), the only family development.
- b) How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? Three—MA 20-2, 4, 6, all of which are elderly/disabled developments.
- c) How many Assessments were conducted for the PHA's covered developments? One—MA 20-1 (Riverview), the only family development. This initial assessment relied on existing data including an analysis of prorated capital fund and operating costs as compared to the Section 8 voucher cost. The analysis was prepared using the June 22, 2001 HUD Final Rule (66 FR 4476) on Voluntary Conversions-Required Initial Assessments. Refinements to this assessment will be conducted as HUD issues further guidance and clarification.

The Preliminary Conversion Analysis was completed as part of the Year 3 Agency Plan and is both on-file and in the on-display portion of this year's FY 2007 Agency Plan.

- d) Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: None

Development Name	Number of Units
Not Applicable	Not Applicable

- a. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments. Not Applicable

**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)]

The QHA operates a Section 8 Homeownership Program and the policies and procedures governing this program are both on-file and on-display.

### **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.)**

**\* Despite the fact that the QHA does not administer a 5(h) or HOPE I Homeownership Program, it has been awarded a HUD Resident Opportunity Self Sufficiency (ROSS) Homeownership grant of \$250,000 for 3 years.**

**The intent of the Quincy Housing Authority (QHA) Resident Homeownership Program is to provide families of low-income, disabled families and elderly families who are eligible for Resident Homeownership Program the option of utilizing this assistance in purchasing a home.**

**The implementation of this option will provide eligible participants to expand their housing opportunities beyond the rental market and use their down payment assistance and Individual Development Accounts IDA's to purchase homes in the community of their choice.**

**Participation in the Program is strictly voluntary. All participating families must meet the Housing Authority established requirements for admission and participation in the FSS Program and ROSS-Family Program.**

Families who wish to exercise the homeownership option must meet all formulated Contracts for services such as discretionary program requirements as set forth in this document.

- The family has been admitted to the Public Housing and Section 8 Housing Choice Voucher recipients.
- The family satisfies the homeownership training and support workshops and programs
- The family satisfies the employment requirement
- Individual Savings Accounts; and

Homeownership Training and Support Workshops and Programs, the QHA will work most directly with QCAP and Neighborhood Housing Services to provide the same kinds of workshops and programs presently made available to its FSS participants. The QHA will develop Requests formulated contracts for services such as:

- General Introduction to Homeownership Issues;
- Homeownership Preparation;
- Fair Housing Counseling;
- First Time Buyers Workshops;
- Personal Finances and Budgeting;
- Personal Finances and Banking;
- Escrow and Individual Savings Plans;
- Lead Paint Issues; and
- Individual Housing Counseling

The QHA will directly supervise and control the Individual Savings Plans under the ROSS Homeownership Supportive Services grant, in keeping with HUD Regulations.

The QHA and its Partners seek the ROSS-Homeownership Supportive Services in order to replicate the programs that they have already learned to operate in the QHA's FSS Program on the Voucher Side.

<p><b>SEE ATTACHMENT 15 FOR ROSS PUBLIC HOUSING HOMEOWNERSHIP ADMIN PLAN (FILE "MA020a15")</b></p>
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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.)

**Not Applicable.**

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

## B. Section 8 Tenant Based Assistance

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

The QHA operates a Section 8 Homeownership Program and the policies and procedures governing this program are both on-file and on-display.

**Homeownership Capacity Statement:** The QHA has adopted the following requirements in order to demonstrate its capacity: The family must have at least a three (3) percent downpayment towards the purchase price for participation in the Section 8 Homeownership Program and this money must come from the family's personal resources; and the QHA will give preference for participation in the Section 8 Homeownership Program to those FSS participants who have a five (5) percent downpayment. Again, at least three (3) percent of this downpayment must come from personal resources.

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:

**The family must meet all of the requirements listed below before the commencement of homeownership assistance.**

- The family must be eligible for the Housing Choice Voucher program.
- The family must qualify as a first-time homeowner.
- The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home.
  - For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.
  - For elderly or disabled families welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement.
- The family that meets the federal minimum income requirement will be considered to meet the minimum income requirement if it can demonstrate that it has been pre-qualified or pre-approved for financing.
- The family must meet the Federal minimum employment requirement. HUD regulations define "full time employment" as not less than an average of 30 hours per week. The Federal minimum employment requirement does not apply to elderly or disabled families. Any family member who was an adult member

of a family that previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance.

At least one adult family member who will own the home must be currently employed full time and must have been continuously employed for one year prior to homeownership assistance.

The following topics will be included in the homeownership counseling sessions:

- Credit counseling;
- Budgeting and money management;
- Budgeting and money management;
- How to obtain homeownership financing;
- Home maintenance (including care of the grounds);
- How to fund a home;

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

- FSS participants will attend money management courses and credit counseling.
- Participants will be referred to QHA approved First Time Homeownership Programs.
- Efforts will be made to expand the lender list using the soft second program.
- The Authority will send a mailing to all participants of the Section 8 Voucher Program outlining the program and the eligibility criteria.

Capacity of the PHA to Administer a Section 8 Homeownership Program

- The QHA has adopted the following requirements in order to demonstrate its capacity: The family must have at least a three (3) percent down payment towards the purchase price for participation in the Section 8 Homeownership Program and this money must come from the family's personal resources; and the QHA will give preference for participation in the Section 8 Homeownership Program to those FSS participants who have a five (5) percent down payment. Again, at least three (3) percent of this down payment must come from personal resources.

- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has other relevant experience (list experience below):

*FSS participants will benefit from programs that help them achieve financial confidence by reducing debt and being asset building.*

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

Pursuant to the FY 2003 HUD-VA Appropriations Act, the Community Service Requirements, previously suspended, have been reinstated. QHA's Community Service Policy was adopted by the QHA's Board of Commissioners as part of the Year 2 (FY 2001) Agency Plan that went through entire Resident Advisory Board and Public Review and Hearing Process. **HUD has requested some minor changes to the QHA's Community Service Policy, which are part of the FY 2007 Agency Plan. See the end of this component for these changes.**

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### 1. Cooperative agreements:

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

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

\* The QHA does, and will continue to work closely with the TANF agency and other local support service agencies to provide self-sufficiency related services. The QHA has an on-site Family Resources and Career Development Center, an on-site computer school, on-site day care facilities, a Resident Opportunity and Self-Sufficiency (ROSS) Program, a Step Up Program, and a Youth Build Program, all of which are utilized by residents for job search, training, and other efforts directed at promoting self-sufficiency.

#### 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. )

In addition to the information provided in the following Table, the QHA is participating in the HUD Step-Up Program.

<b>Services and Programs</b>				
<b>Program Name &amp; Description)</b>	<b>Estimated Size</b>	<b>Allocation Method</b>	<b>Access</b>	<b>Eligibility</b>
<p><b><u>Resident Opportunity and Self-Sufficiency (ROSS) Program</u></b>            Approved grant for the expansion of vocational, educational, employment, and community resources to enable QHA residents to become self-sufficient. The program is an integrated approach to assist residents' transition into the workplace at sustainable wages and enhanced job skills. The program provides resources to assist residents in improving and maintaining meaningful career paths and improving enhanced educational levels.</p>	QHA Federally Assisted Residents.	Program provides vocational, educational, employment, and community resources to QHA residents as appropriate.	Program run through the QHA's Family Resource and Career Development Center.	Program is available to QHA's federal family public housing residents.
<p><b><u>Family Self-Sufficiency Program FSS</u></b>            The FSS is an employment and saving incentive program for families that have a Section 8 Voucher or live in federal Public Housing. As a family's earnings increase, QHA maintains an escrow account that may be used toward initiatives of self sufficiency.</p>	110 Section 8 Participants  40 Public Housing Participants	Program provides case management, escrow management and resource and referral services to participants toward obtaining self sufficiency as appropriate.	Program operates through the Quincy Housing Authority's Family Resource and Career Development Center.	Program is available to QHA's federal family public housing residents and Section 8 residents.
<p><b><u>Section 8 Homeownership Program</u></b>            A voluntary program to assist Section 8 residents towards economic self-sufficiency. Participants will receive homeownership training, counseling, and supportive services. Participation in the FSS Program is required.</p>	10 Section 8 Participants annually	Program provides case management, participation in homeownership training, and a fully array of other supportive services.	Program operates through the Quincy Housing Authority's Family Resource and Career Development Center.	Program is available to QHA's Section 8 residents.
<p><b><u>Computer Training School —CDrive Corporation</u></b>            Approved contract for the extension of a program that provides on-site computer training to all QHA residents. The PC Literacy and Job Placement Program offers instruction in Microsoft Office 2000 and internet capabilities.</p>	QHA Community Wide	Program provides on-site computer training to all QHA residents. The PC Literacy and Job Placement Program offers instruction in Microsoft Office 2000 and internet capabilities.	Program operates through the Quincy Housing Authority's Family Resource and Career Development Center.	Program is available to QHA's federal family public housing residents and Section 8 residents.

<p><b><u>ROSS Homeownership Program</u></b>          Approved grant to assist Riverview federal public housing residents towards economic self-sufficiency. Participants will receive homeownership training, counseling, and supportive services. Participation in the FSS Program is required. QHA maintains Individual Savings Accounts (ISAs) to encourage participants to save money, which will be matched with Individual Development Accounts (IDAs).</p>	<p>50 Participants for service annually with preference for 10 Section 8 Vouchers Annually to assist with Home Ownership.</p>	<p>Program provides case management, ISA management, participation in homeownership training, and a fully array of other supportive services.</p>	<p>Program operates through the Quincy Housing Authority's Supportive Services Department.</p>	<p>Program is available to QHA's Riverview federal public housing residents.</p>
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**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (FY beginning July 2006)	Actual Number of Participants (As of November 2006)
Public Housing	0	14
Section 8	72	53*

- 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:

\* The QHA had NOT understood that the FSS required slots date back to its original award of 100 Designated Housing Plan Vouchers in 1997. The QHA re-opened the FSS Program in November 2006 to address this issue. Furthermore, during the FY 2007 Agency Plan process, the QHA is committed to examining this program to ensure that it complies with all applicable regulations. The QHA does consider the FSS Program worthwhile and is committed to continuing the program.

### 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

Pursuant to the FY 2003 HUD-VA Appropriations Act, the Community Service Requirements, previously suspended, have been reinstated. QHA's Community Service Policy was adopted by the QHA's Board of Commissioners as part of the Year 2 (FY 2001) Agency Plan that went through entire Resident Advisory Board and Public Review and Hearing Process. The QHA's Community Service Policy is on-display and has been implemented pursuant to HUD guidance. A brief description of this program is as follows:

The Quincy Housing Authority (QHA) adopted the Community Service Policy effective July 1, 2001, after consultation with the Resident Advisory Board. The QHA also amended its federal lease to incorporate the requirements of community service. Implementation of the Policy was delayed, as directed by HUD, and it was implemented in July, 2003. The QHA provided to all residents a copy of the Community Service Policy which contained a written description of the service requirement, a list of categories of individuals who are exempt from the service requirement, the process for claiming status as an exempt person, and the process the QHA will use to verify such status.

The QHA also notified each family of the QHA's determination of the family members who were subject to the service requirement, as well as the family members who were exempt persons. This notification also advised families when the community service obligation would begin and included a list of community service host agencies. It advised that any resident or family member may appeal the determination of non-exempt status through the grievance procedure process. The notice also advised that the household may submit verification to the Authority any time they believe they are now exempt from the Community Service Requirement.

Prior to the implementation of the policy, and at least once annually thereafter, QHA contacts a reasonable number of eligible community service host agencies for the purpose of developing a list of community service placements. This list includes a list of accessible locations. Recognized tenant organizations within the QHA's jurisdiction are considered Community service host agencies and their input was and is sought when developing and expanding this list.

Each year, as part of the Tenant Rent Re-examination Process, the QHA determines whether each non-exempt household member has complied with the community service requirement of 8 hours per month (96 hours per year maximum requirement) and whether each exempt household member continues to be exempt. Included with the letter regarding the Rent Re-examination Process will be a reminder that resident compliance with and/or exemption from community service will be determined as part of the rent re-examination. If the household is found to be in compliance with the community service/self-sufficiency requirement, the lease will be automatically renewed. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve-month lease term, but not for termination of tenancy during the course of the twelve-month lease term. Upon filing a written request, as provided in the QHA grievance procedure, any resident who disagrees with any QHA action or failure to act in accordance with the Community Service Policy shall be entitled to a grievance hearing.

The Quincy Housing Authority (QHA) offers a variety of positions/activities that residents who are subject to community service requirements may participate in to fulfill their obligations, including but not limited to, outreach assistant, activity assistant, office assistant, stock person, site support assistant, grounds maintenance and student. The partner agencies that offer residents opportunities to fulfill requirements include, but are not limited to, Germantown Neighborhood Center, Mass Jobs Training Inc, Quincy Medical Center, Seaside Food Pantry, Women Infant and Children Services, Father Bill's Place, Harborview Residents' Committee (Tenant Association), Quincy Police Department, Massachusetts School of Information Technology, Domestic Violence Ended (DOVE) and selected QHA Departments.

Additionally, HUD has requested some minor changes to the QHA's Community Service Policy and the RAB and GBLs have requested clarifications as well. These changes can be found in their entirety in Attachment 14 (File "MA020a14) and presented here as well:

The Community Service Policy, Section IX Non-Compliance, is amended as follows:

#### IX. NON-COMPLIANCE

If QHA determines that a non-exempt resident has not complied with the community service/self-sufficiency requirement, QHA must notify the head of household of the noncompliance in writing. This notification to the tenant must:

(i). Briefly describe the non-compliance;

(ii). State that the QHA will not renew the lease at the end of the twelve month lease term unless:

A. The tenant, and any other non-compliant resident, enters into a written agreement with the QHA in the form and manner required by the QHA, to cure such noncompliance, and in fact cures such noncompliance in accordance with such agreement; or

B. The family provides written assurance satisfactory to the QHA that the tenant or other noncompliant resident no longer resides in the unit.

(iii) State that the tenant may request a grievance hearing on the QHA determination, in accordance with the QHA's grievance procedure, and that the tenant may exercise any available judicial remedy to seek timely redress of the QHA's non-renewal of the lease because of such determination.

Tenant agreement to comply with service requirement: If the tenant or another family member has violated the service requirement, the QHA may not renew the lease upon expiration of the term unless:

(i). The tenant and any other non-complaint resident, enter into a written agreement with the QHA, in the form and manner required by the QHA, to cure such noncompliance by completing the additional hours of community service or economic self sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease. These additional hours must be performed in addition to the 96-hour requirement for the

current lease year. If the non-compliant resident becomes employed or otherwise exempt during the next 12-month term of the lease, he or she shall be exempt from performing community service for the remainder of the current lease term, however shall be required to complete their obligations for prior community service requirements under any agreement signed.

**AND**

(ii) All other members of the family who are subject to the service requirement are currently complying with the service requirement or no longer reside in the unit.

As is required by law, a continued non-compliance after the opportunity to cure will result in the commencement of eviction proceedings against the entire household, unless the noncompliant family member is no longer part of the household.

In accordance with HUD guidelines, persons eligible for a disability deduction in rent are not automatically exempt from the community service requirement. A resident is exempt only to the extent the disability makes the person "unable to comply" with the community service requirement. If it is determined that a resident is exempt due to a disability which makes the person "unable to comply" with the community service requirement, the resident will not be required to make up the additional hours of community service which put them into non-compliance.

**Other Resident Services**

The QHA provides a stipend to RAB Members for each meeting attended. **This stipend is \$20 for FY 2007.** Additionally, the QHA provides \$25 per unit to Resident Councils in Federal Public Housing.

### **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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

*All equally.*

#### **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)  
Crime Watch; Checkpoint Security System.

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

**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)

QPD faxes daily arrest log to QHA; QHA coordinates probation info, stay away orders with both QPD and DA's Office. The City of Quincy also has a very active community policing program, which provides tremendous benefits to the QHA and its residents.

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

**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)]

### QUINCY HOUSING AUTHORITY

#### POLICY ON THE OWNERSHIP OF PETS

Residents of federally subsidized public housing are allowed to keep domestic pets. The Authority is committed to insuring the best possible environment for both pet owners and non-pet owners and the responsible care of pets. The Authority will consider all reasonable requests for the ownership of pets and will not unreasonably withhold permission for the same. The Tenant must recognize the full responsibility for his or her pet rests with them. In addition, the tenant who owns a pet must be considerate of neighbors and is responsible for keeping the peace, preserving the grounds and property and preventing any hazard or danger. Residents of federally subsidized public housing are allowed to keep a dog, cat, fish, caged birds, or small caged animals of the rodent family. In elderly developments, large breeds of dogs are not allowed. All dogs and cats over the age of six months must be spayed or neutered and proof of same filed with the Authority. The pet must be fully immunized and licensed with the city of Quincy. A copy of the current license must be submitted to the Authority to be kept in the tenant's file. No more than one cat or one dog is allowed per household. Animals must be lodged indoors or leashed and accompanied by the owner or a responsible attendant at all times. Under no circumstances are pets to be allowed to run loose. In elevated buildings, pets must be on a short leash (the hand of the person accompanying the pet shall hold the leash within four inches of the collar), or the pet shall be carried. Pet owners are responsible for their pet at all times. A Full copy of the Pet Policy can be obtained by contacting the Property Manager.

## **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? 10\*
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

**\* The QHA responded to all Audit Findings on July 18, 2006. The ten (10) federal findings are “officially” unresolved as the QHA has not received a letter from HUD indicating their resolution. “Unofficially”, the QHA believes that all but two (2) of the findings have been resolved.**

## **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 (**Planned in 2007**).
  - Other: (list below)\*

### **\* Capital Fund Pooled Bond Program**

The Capital Fund Pooled Bond Program was fully approved and executed in January of 2006. There is an additional Performance and Evaluation Report for the bond proceeds. The QHA anticipates completing the work being accelerated by this funding in approximately three years. Without this CFP permissible financing opportunity, the project could have taken as many as twelve years to complete due to the downward trend in Capital Fund awards.

The CFP Bond Plan Performance and Evaluation Report is provided in Attachment 2 (Electronic File "MA020a02").

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 (Refer to Attachment 10, Electronic File “MA020a10”).**
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below: [**Refer to Attachment 10, Electronic File “MA020a10”) for the changes resulting from RAB input.**]
- 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)

The QHA has one Resident Commissioner who is appointed by the Mayor and who is a current resident of federal public housing. The Resident Commissioner's name is Jean Kennedy and her current term expires in 2010.

##### b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance (By Self-Nomination).
- 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)

The QHA has one Resident Commissioner who is appointed by the Mayor and who is a current resident of federal public housing. The Resident Commissioner's name is Jean Kennedy and her current term expires in 2010.

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)

The City of Quincy as the lead for the Quincy/Weymouth HOME Consortium.

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)

The QHA serves a large number of low-income (under 80% of AMI) people in Quincy by providing them with needed and affordable housing.

Other: (list below)

① The QHA has adopted a number of homeownership initiatives, which are consistent with the Consolidated Plan.

② The QHA's Plan was reviewed by the City of Quincy's Department of Planning and Community Development, which determined that there were NO inconsistencies between the QHA's Agency Plan and the City's Action Plan.

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

The QHA considers all of its programs and services to be consistent with the Consolidated Plan of the City of Quincy. The QHA works with the City in providing many low-income (under 80% of AMI) people with needed and affordable housing. The City of Quincy provides the QHA guidance in the form of demographic and housing needs information compiled as part of the Consolidated Plan process.

#### **D. Other Information Required by HUD**

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

#### **"SUBSTANTIAL DEVIATION" OR "SIGNIFICANT AMENDMENT/MODIFICATION"**

**A.** 24 CFR 903.7(r)(2) permits PHAs to define what would constitute a "substantial deviation" or "significant amendment/modification" in Section 18(D) of its Annual Plan. The QHA has defined what constitutes a "substantial deviation" or "significant amendment/modification", as follows:

1. Changes in waiting list preference criteria that are not already included in the Plan.
2. Implementation of a change in program incentives to increase the number of working households in the program that are not already included in the Plan.
3. A change in any open Annual Capital Program that crosses the cumulative 20% of total funds threshold.
4. A decision to request a voluntary conversion of public housing to Section 8 Vouchers; or, a decision to dispose of or demolish public housing.
5. Establishment of new and/or substantively revised policies and procedures for Public Housing and/or Section 8 that have not previously been submitted as part of the current or previous years' Agency Plans, which are not required by HUD through law, rule, or regulation.

**B.** If there is a "substantial deviation" or "significant amendment/modification" to the QHA's Agency Plan, the following procedures outlined in 24 CFR 903.21 will be followed:

1. Seeking the recommendations of the Resident Advisory Board;
2. Ensuring the modification is consistent with the Consolidated Plan by obtaining a certification of consistency for the appropriate local or state official;
3. Conducting a public hearing regarding the modification after 45 days' notice;
4. Adopting of the modification by the PHA's Board of Directors at a public meeting; and
5. Gaining HUD's approval of the modification.

## 19. Federal Lease Changes

The Federal Lease has been modified to include provisions relating to the Violence Against Women's Act (VAWA). Since the RAB and GBLS requested to see these changes in the context of the entire lease, the amended lease is provided in its entirety as Attachment 11 (File "MA020a11"). **Please note that the changes to the Lease in Attachment 11 have been highlighted in red.**

## 20. Federal ACOP Changes

The Federal Public Housing, Admissions and Occupancy Policy has been primarily amended to reflect VAWA-related changes. Other changes reflect clarifications regarding income targeting, time period for accepting units, monthly rent burden, and reexamination schedules for each of the QHA's federal developments. Since the RAB and GBLS requested to see these changes in the context of the entire ACOP, the amended ACOP is provided in its entirety as Attachment 12 (File "MA020a12"). **Please note that the changes to the ACOP in Attachment 12 have been highlighted in red.**

## 21. Section 8 Admin Plan Changes

The Section 8 Administrative Plan has been primarily amended to reflect VAWA-related changes. Other changes reflect clarifications regarding waiting list maintenance, tenant selection in project-based units, adding a preference for successful graduates of the QHA Public Housing Homeownership Program, clarifying certain admissions standards, eliminating all categories of special admissions other than those that are DHP-related, and modifying the List of Exhibits as follows:

- Exhibit B. DPH Approval Letter and Extension Approval Letter (hard copy only)
- Exhibit C. Section 8 Homeownership Program
- Exhibit D. Public Housing Homeownership Program
- Exhibit E. List of Project-Based Developments (There is currently no exhibit D as the projects are not yet selected)
- Exhibit F. Enhanced Voucher Program

Since the RAB and GBLS requested to see these changes in the context of the entire Section 8 Admin Plan, the amended Section 8 Admin Plan is provided in its entirety as Attachment 13 (File "MA020a13"). **Please note that the changes to the Section 8 Admin Plan in Attachment 13 have been highlighted in red.**

## 22. Community Service Policy

The QHA's Community Service Policy is being amended primarily to reflect some HUD-requested changes as well as some minor clarifications regarding non-compliance and curing non-compliance. Since the RAB and GBLS requested to see these changes in the context of the entire Community Service Policy, the amended Community Service Policy is provided in its entirety as Attachment 14 (File "MA020a14"). **Please note that the changes to the Community Service Policy in Attachment 14 have been highlighted in red.**

## 23. New ROSS Public Housing Homeownership Plan

The QHA is adopting its New ROSS Public Housing Homeownership Plan policies and procedures as part of its FY 2007 Agency Plan.

Since the RAB and GBLS requested to see all of these new policies and procedures for the ROSS Public Housing Homeownership Plan, it is provided in its entirety as Attachment 15 (File "MA020a15").

## 24. QHA Progress in meeting the Mission and Goals of its Five-Year Plan

In the FY 2007 Agency Plan, the Quincy Housing Authority (QHA) continues to make progress in meeting its mission and five-year goals, which include promoting, developing and maintaining affordable rental and homeownership housing opportunities that are well designed, consistent with market standards, cost effective to manage, and encourage freedom of choice; continuing essential support services and to assist eligible households and individuals of low and moderate income in achieving household stability and economic self-sufficiency; and becoming more entrepreneurial in its activities and to manage its assets wisely and in accordance with sound business practices. Some highlights of the QHA's progress include:

- (1) Maintaining a reasonable flat rent structure.
- (2) Making progress on the rehabilitation of the MA 20-1 Riverview development through the Capital Bond Financing Program.
- (3) Expanding its Homeownership Programs to include Public Housing residents as well as Section 8 voucher holders.
- (4) Expanding and revitalizing the FSS Program.
- (5) Continuing the successful Step-Up Program affording residents on-the-job training and real skill development.
- (6) Continuing security improvements at all developments including collaboration with the Quincy Police Dept. on the successful community policing program.
- (7) Continuing preparations for the new "asset management" thrust required by HUD including a planned overall stock assessment (e.g., Physical Needs Assessment) during FY 2007.

## **Attachments**

Attachment 1: FY 2007 (501-07) Capital Fund Program Annual Statement and 5-Year Action Plan (Electronic File “MA020a01”)

Attachment 2: Capital Fund Program Bond Plan Performance & Evaluation Report (Electronic File “MA020a02”)

Attachment 3: FY 2003 (501-03) Capital Fund Performance & Evaluation Report/Grant 1 (Electronic File “MA020a03”)

Attachment 4: FY 2003 (502-03) Capital Fund Performance & Evaluation Report/Grant 2 (Electronic File “MA020a04”)

Attachment 5: FY 2004 (501-04) Capital Fund Performance & Evaluation Report (Electronic File “MA020a05”)

Attachment 6: FY 2005 (501-05) Capital Fund Performance & Evaluation Report (Electronic File “MA020a06”)

Attachment 7: FY 2006 (501-06) Capital Fund Performance & Evaluation Report (Electronic File “MA020a07”)

Attachment 8: The QHA’s Current Management Organizational Chart (Electronic File “MA020a08”)

Attachment 9: Names and Addresses of RAB Members (Electronic File “MA020a09”)

Attachment 10: QHA Response to Resident Advisory Board and Public Hearing Comments (Electronic File “MA020a10”)

**Attachment 11: Amended Federal Lease (Electronic File “MA020a11”)**

**Attachment 12: Amended Federal ACOP (Electronic File “MA020a12”)**

**Attachment 13: Amended Section 8 Administrative Plan (Electronic File “MA020a13”)**

**Attachment 14: Amended Community Service Policy (Electronic File “MA020a14”)**

**Attachment 15: New ROSS Public Housing Homeownership Administrative Plan (Electronic File “MA020a15”)**



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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-07</b> Replacement Housing Factor Grant No:			2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Management Consultants	1408		\$10,000	\$0	\$0	\$0	
	Resident Training Program	"		\$112,312	\$0	\$0	\$0	
	Staff Training	"		\$7,500	\$0	\$0	\$0	
	Update Office/Comm Equipment	"		\$7,500	\$0	\$0	\$0	
	Accelerate Comp Implementation	"		\$10,000	\$0	\$0	\$0	
	Capital Fund Planning	"		\$1,500	\$0	\$0	\$0	
	Implement Preventative Maintenance	"		\$7,500	\$0	\$0	\$0	
	Employee Assistance Program	"		\$2,500	\$0	\$0	\$0	
	<b>Total 1408</b>			\$158,812.00	\$0.00	\$0.00	\$0.00	
HA-Wide Operations		1406		\$0.00	\$0.00	\$0.00	\$0.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410		\$111,977.00	\$0.00	\$0.00	\$0.00	
HA-Wide Debt Service	Collateralization of Debt Service	1501		\$290,428.00	\$0.00	\$0.00	\$0.00	
HA-Wide Fees and Costs	A & E services @ 7% of the annual grant amount, based on actual scope of design work	1430 1430		\$75,000.00	\$0.00	\$0.00	\$0.00	
HA-Wide	Nonroutine vacancy prep.	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Nonroutine PM repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Appliances	1465		\$0.00	\$0.00	\$0.00	\$0.00	
"	Vehicle replacement	1475		\$0.00	\$0.00	\$0.00	\$0.00	
"	Demolition (specify location[s])	1485		\$0.00	\$0.00	\$0.00	\$0.00	
"	Relocation expenses	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-07</b> Replacement Housing Factor Grant No:			2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-1 Riverview</b>	<b>Site:</b> Landscape/Site Improvements	1450		\$80,000.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$80,000.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Heating System Replacement Basement Drainage	1460		\$5,000.00 \$50,000.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	
			Total M&E:	\$50,000.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> Replace Exterior Siding	"		\$150,000.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$150,000.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Kitchen Modernization	1460		\$50,000.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$50,000.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Riverview</b>			<b>Project Total:</b>	<b>\$330,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-07</b> Replacement Housing Factor Grant No:			2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-2 Pagnano Towers</b>	<b>Site:</b> Site Improvement	1450		\$10,000.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$10,000.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Sprinkler System Repairs	1460		\$10,000.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$10,000.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> Windows/Patio Doors/Exterior	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> Community Room Repairs	1470		\$26,057.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$26,057.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Pagnano</b>			<b>Project Total:</b>	<b>\$46,057.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-07</b> Replacement Housing Factor Grant No:			2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-4 O'Brien Towers</b>	<b>Site:</b> Landscaping/Site Improvement	1450		\$10,000.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$10,000.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	"		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> Exterior	1460		\$50,000.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$50,000.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, O'Brien</b>			<b>Project Total:</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No. <b>MA06P020501-07</b> Replacement Housing Factor Grant No:			<b>2007</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-6 Drohan Apartments</b>	<b>Site:</b> Landscaping/Site Improvements	1450		\$5,000.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$5,000.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Drohan</b>			<b>Project Total:</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-07</b> Replacement Housing Factor Grant No:			2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>HA Wide</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Reasonable Accommodations 504 Compliance	1460		\$3,000.00 \$15,000.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	
			Total DUs:	\$18,000.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Nondwelling Equipment:</b> Maint Equip Replacement	1475		\$5,000.00	\$0.00	\$0.00	\$0.00	
	Force Account Tools	"		\$7,000.00	\$0.00	\$0.00	\$0.00	
	Step Up Tools	"		\$0.00	\$0.00	\$0.00	\$0.00	
	Force Account Vehicle	"		\$5,000.00	\$0.00	\$0.00	\$0.00	
	Computer System Hardware	"		\$7,500.00	\$0.00	\$0.00	\$0.00	
			Total NDE:	\$24,500.00	\$0.00	\$0.00	\$0.00	
<b>Total,</b>	<b>0</b>		<b>Project Total:</b>	<b>\$42,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number					Federal FY of Grant:
Quincy Housing Authority		Capital Fund Program Grant No.: MA06P020501-07 Replacement Housing Factor Grant No:					2007
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target D:
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide Management Improvements	08/01/09			08/01/11			
HA Wide Administration	08/01/09			08/01/11			
HA-Wide Fees & Costs	08/01/09			08/01/11			
HA-Wide Nonroutine vacancy prep.							
" Nonroutine PM repairs							
" Appliances							
" Vehicle replacement							
" Demolition (specify location[s])							
MA 20-01 Riverview	08/01/09			08/01/11			
MA 20-02 Pagnano Towers	08/01/09			08/01/11			
MA 20-04 O'Brien Towers	08/01/09			08/01/11			
MA 20-06 Drohan Apartments	08/01/09			08/01/11			
HA Wide Non Dwelling	08/01/09			08/01/11			



**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

PHA Name: <b>Quincy Housing Authority</b>						<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: 1 __
Development Number/Name/HA-Wide	Year 1 <b>2007</b>	Work Statement for Year 2 FFY Grant: <b>2008</b>	Work Statement for Year 3 FFY Grant: <b>2009</b>	Work Statement for Year 4 FFY Grant: <b>2010</b>	Work Statement for Year 5 FFY Grant: <b>2011</b>	
MA 20-1 Riverview - Exterior		\$128,733	\$0	\$0	\$0	
MA 20-1 Riverview - Landscape		\$88,682	\$60,269	\$61,011	\$50,000	
MA 20-1 Riverview - Kitchen Mod		\$0	\$70,000	\$70,000	\$121,110	
MA 20-1 Riverview - Plumbing Upgrades		\$0	\$202,905	\$80,000	\$80,000	
MA 20-1 Riverview - Heating System Rep	<b>Annual</b>	\$2,000	\$0	\$0	\$0	
MA 20-1 Alternative Energy Projects		\$0	\$17,793	\$0	\$0	
MA 20-2 Pagnano - Landscaping		\$20,639	\$0	\$0	\$0	
MA 20-2 Pagnano - Plumbing Upgrades	<b>Statement</b>	\$0	\$0	\$0	\$0	
MA 20-2 Pagnano - Roof Survey		\$0	\$16,000	\$0	\$0	
MA 20-2 Pagnano Roof(s) Replacement		\$10,000	\$0	\$187,983	\$75,000	
MA 20-4 O'Brien - Landscaping		\$28,225	\$0	\$0	\$0	
MA 20-4 O'Brien - Asbestos		\$17,108	\$0	\$0	\$0	
MA 20-4 O'Brien - Exterior		\$87,118	\$25,557	\$0	\$0	
MA 20-4 O'Brien - Roof Survey		\$0	\$16,000	\$0	\$0	
MA 20-4 O'Brien - Roof Replacement		\$0	\$0	\$25,916	\$100,000	
MA 20-6 - Drohan - Landscaping		\$9,000	\$7,000	\$7,000	\$7,000	
MA 20-6 Drohan Electrical System		\$20,000	\$2,000	\$0	\$0	
MA 20-6 Drohan Closet Doors/Shelves		\$22,511	\$5,386	\$0	\$0	
MA 20-6 Drohan Roof Survey		\$0	\$8,000	\$0	\$0	
HA Wide Debt Service		\$290,352	\$290,458	\$289,458	\$288,258	
HA Wide Management Improvements		\$171,429	\$172,429	\$172,429	\$172,429	
HA Wide Physical		\$37,000	\$39,000	\$39,000	\$39,000	
Professional Fees		\$75,000	\$75,000	\$75,000	\$75,000	
Administration		\$111,977	\$111,977	\$111,977	\$111,977	
<b>TOTAL</b>		\$1,119,774	\$1,119,774	\$1,119,774	\$1,119,774	

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1  <b>2007</b>	Activities for Year 2 FFY Grant: <b>2008</b> PHA FY:			Activities for Year 3 FFY Grant: <b>2009</b> PHA FY:											
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost									
<b>See Annual Statement</b>	<b>HA-Wide Physical Improvements</b>	<b>HA-WIDE Site:</b> None	\$0	<b>HA-Wide Physical Improvements</b>	<b>HA-WIDE Site:</b> None	\$0									
		Total Site:	\$0		Total Site:	\$0									
		<b>ON-DEMAND Mech. and Electrical:</b> None	\$0		<b>ON-DEMAND Mech. and Electrical:</b> None	<b>ON-DEMAND Mech. and Electrical:</b> None	\$0								
		Total M&E:	\$0			Total M&E:	\$0								
		<b>ON-DEMAND Building Exterior:</b> None	\$0			<b>ON-DEMAND Building Exterior:</b> None	<b>ON-DEMAND Building Exterior:</b> None	\$0							
		Total B.E.:	\$0				Total B.E.:	\$0							
		<b>ON-DEMAND Dwelling Units:</b> Reasonable Accommodations	\$4,000				<b>ON-DEMAND Dwelling Units:</b> Reasonable Accommodations	<b>ON-DEMAND Dwelling Units:</b> Reasonable Accommodations	\$4,500						
		Total DUs:	\$4,000					Total DUs:	\$4,500						
		<b>HA-WIDE Dwelling Equipment:</b> None	\$0					<b>HA-WIDE Dwelling Equipment:</b> None	<b>HA-WIDE Dwelling Equipment:</b> None	\$0					
		Total D.E.:	\$0						Total D.E.:	\$0					
		<b>HA-WIDE Interior Common Areas:</b> None	\$0						<b>HA-WIDE Interior Common Areas:</b> None	<b>HA-WIDE Interior Common Areas:</b> None	\$0				
		Total ICAs:	\$0							Total ICAs:	\$0				
		<b>HA-WIDE Site-Wide Facilities:</b> None	\$0							<b>HA-WIDE Site-Wide Facilities:</b> None	<b>HA-WIDE Site-Wide Facilities:</b> None	\$0			
		Total SWFs:	\$0								Total SWFs:	\$0			
		<b>HA-WIDE Nondwelling Equipment:</b> Maintenance Equipment Replacemen	\$5,000								<b>HA-WIDE Nondwelling Equipment:</b> Maintenance Equipment Replacemen	<b>HA-WIDE Nondwelling Equipment:</b> Maintenance Equipment Replacemen	\$5,000		
		Force Account Tools	\$9,000									Force Account Tools	\$9,000		
		Computer System Upgrades	\$13,000									Computer System Upgrades	\$14,000		
		Security System Upgrades	\$6,000									Security System Upgrades	\$6,500		
		Total NDE:	\$33,000									Total NDE:	\$34,500		
			<b>Total CFP Estimated Cost</b>									\$37,000		<b>Total CFP Estimated Cost</b>	\$39,000

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages---Work Activities**

Activities for Year 1  <b>2007</b>	Activities for Year 4 FFY Grant: <b>2010</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2011</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>HA-Wide Physical Improvements</b>	<b>HA-WIDE Site:</b> None	\$0	<b>HA-Wide Physical Improvements</b>	<b>HA-WIDE Site:</b> None	\$0
		Total Site:	\$0		Total Site:	\$0
		<b>ON-DEMAND Mech. and Electrical:</b> None	\$0		<b>ON-DEMAND Mech. and Electrical:</b> None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		<b>ON-DEMAND Building Exterior:</b> None	\$0		<b>ON-DEMAND Building Exterior:</b> None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		<b>ON-DEMAND Dwelling Units:</b> Reasonable Accommodations	\$4,500		<b>ON-DEMAND Dwelling Units:</b> Reasonable Accommodations	\$4,500
		Total DUs:	\$4,500		Total DUs:	\$4,500
		<b>HA-WIDE Dwelling Equipment:</b> None	\$0		<b>HA-WIDE Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>HA-WIDE Interior Common Areas:</b> None	\$0		<b>HA-WIDE Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>HA-WIDE Site-Wide Facilities:</b> None	\$0		<b>HA-WIDE Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		<b>HA-WIDE Nondwelling Equipment:</b> Maintenance Equipment Replacemen	\$5,000		<b>HA-WIDE Nondwelling Equipment:</b> Maintenance Equipment Replacemen	\$5,000
		Force Account Tools	\$9,000		Force Account Tools	\$9,000
		Computer System Upgrades	\$14,000		Computer System Upgrades	\$14,000
Security System Upgrades	\$6,500	Security System Upgrades	\$6,500			
Total NDE:	\$34,500	Total NDE:	\$34,500			
	<b>Total CFP Estimated Cost</b>	\$39,000		<b>Total CFP Estimated Cost</b>	\$39,000	

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1  <b>2007</b>	Activities for Year 2 FFY Grant: <b>2008</b> PHA FY:			Activities for Year 3 FFY Grant: <b>2009</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>20-1 Riverview</b>	<b>Site:</b>		<b>20-1 Riverview</b>	<b>Site:</b>	
		Site Improvements	\$88,682	Site Improvements	\$60,269	
		Total Site:	\$88,682	Total Site:	\$60,269	
		<b>Mechanical and Electrical:</b>		<b>Mechanical and Electrical:</b>		
		Heating System Replacement	\$2,000	Alternative Energy Projects	\$17,793	
				Plumbing Upgrades	\$202,905	
		Total M&E:	\$2,000	Total M&E:	\$220,698	
		<b>Building Exterior:</b>		<b>Building Exterior:</b>		
		Exterior Shell	\$128,733	None	\$0	
		Total B.E.:	\$128,733	Total B.E.:	\$0	
		<b>Dwelling Units:</b>		<b>Dwelling Units:</b>		
		None	\$0	Kitchen modernization	\$70,000	
		Total DUs:	\$0	Total DUs:	\$70,000	
		<b>Dwelling Equipment:</b>		<b>Dwelling Equipment:</b>		
		None	\$0	None	\$0	
		Total D.E.:	\$0	Total D.E.:	\$0	
		<b>Interior Common Areas:</b>		<b>Interior Common Areas:</b>		
None	\$0	None	\$0			
Total ICAs:	\$0	Total ICAs:	\$0			
<b>Site-Wide Facilities:</b>		<b>Site-Wide Facilities:</b>				
None	\$0	None	\$0			
Total SWFs:	\$0	Total SWFs:	\$0			
<b>Nondwelling Equipment:</b>		<b>Nondwelling Equipment:</b>				
None	\$0	None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$219,415	<b>Total CFP Estimated Cost</b>	\$350,967		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages---Work Activities**

Activities for Year 1  <b>2007</b>	Activities for Year 4 FFY Grant: <b>2010</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2011</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>20-1 Riverview</b>	<b>Site:</b>		<b>20-1 Riverview</b>	<b>Site:</b>	
		Site Improvements	\$61,011	Site Improvements	\$50,000	
		Total Site:	\$61,011	Total Site:	\$50,000	
		<b>Mechanical and Electrical:</b>		<b>Mechanical and Electrical:</b>		
		Plumbing Upgrades	\$80,000	Plumbing Upgrades	\$80,000	
		Total M&E:	\$80,000	Total M&E:	\$80,000	
		<b>Building Exterior:</b>		<b>Building Exterior:</b>		
		None	\$0	None	\$0	
		Total B.E.:	\$0	Total B.E.:	\$0	
		<b>Dwelling Units:</b>		<b>Dwelling Units:</b>		
		Kitchen Modernization	\$70,000	Kitchen Modernization	\$121,110	
		Total DUs:	\$70,000	Total DUs:	\$121,110	
		<b>Dwelling Equipment:</b>		<b>Dwelling Equipment:</b>		
		None	\$0	None	\$0	
		Total D.E.:	\$0	Total D.E.:	\$0	
		<b>Interior Common Areas:</b>		<b>Interior Common Areas:</b>		
		None	\$0	None	\$0	
Total ICAs:	\$0	Total ICAs:	\$0			
<b>Site-Wide Facilities:</b>		<b>Site-Wide Facilities:</b>				
None	\$0	None	\$0			
Total SWFs:	\$0	Total SWFs:	\$0			
<b>Nondwelling Equipment:</b>		<b>Nondwelling Equipment:</b>				
None	\$0	None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$211,011	<b>Total CFP Estimated Cost</b>	\$251,110		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages---Work Activities**

Activities for Year 1  <b>2007</b>	Activities for Year 2 FFY Grant: <b>2008</b> PHA FY:			Activities for Year 3 FFY Grant: <b>2009</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>20-2 Pagnano Towers</b>	<b>Site:</b>		<b>20-2 Pagnano Towers</b>	<b>Site:</b>	
		Site Improvement	\$20,639	None	None	\$0
		Total Site:	\$20,639	Total Site:	\$0	
		<b>Mechanical and Electrical:</b>		<b>Mechanical and Electrical:</b>		
		None	\$0	None	\$0	
		Total M&E:	\$0	Total M&E:	\$0	
		<b>Building Exterior:</b>		<b>Building Exterior:</b>		
		Community Room Roof	\$10,000	Roof Survey	\$16,000	
		Total B.E.:	\$10,000	Total B.E.:	\$16,000	
		<b>Dwelling Units:</b>		<b>Dwelling Units:</b>		
		None	\$0	None	\$0	
		Total DUs:	\$0	Total DUs:	\$0	
		<b>Dwelling Equipment:</b>		<b>Dwelling Equipment:</b>		
		None	\$0	None	\$0	
		Total D.E.:	\$0	Total D.E.:	\$0	
<b>Interior Common Areas:</b>		<b>Interior Common Areas:</b>				
None	\$0	None	\$0			
Total ICAs:	\$0	Total ICAs:	\$0			
<b>Site-Wide Facilities:</b>		<b>Site-Wide Facilities:</b>				
None	\$0	None	\$0			
Total SWFs:	\$0	Total SWFs:	\$0			
<b>Nondwelling Equipment:</b>		<b>Nondwelling Equipment:</b>				
None	\$0	None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$30,639		<b>Total CFP Estimated Cost</b>	\$16,000	

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages---Work Activities**

Activities for Year 1  <b>2007</b>	Activities for Year 4 FFY Grant: <b>2010</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2011</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>20-2 Pagnano Towers</b>	<b>Site:</b> None	\$0	<b>20-2 Pagnano Towers</b>	<b>Site:</b> None	\$0
		Total Site:	\$0		Total Site:	\$0
		<b>Mechanical and Electrical:</b> None	\$0		<b>Mechanical and Electrical:</b> None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		<b>Building Exterior:</b> Roof Replacement	\$187,983		<b>Building Exterior:</b> Roof Replacement	\$75,000
		Total B.E.:	\$187,983		Total B.E.:	\$75,000
		<b>Dwelling Units:</b> None	\$0		<b>Dwelling Units:</b> None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		<b>Nondwelling Equipment:</b> None	\$0		<b>Nondwelling Equipment:</b> None	\$0
		Total NDE:	\$0		Total NDE:	\$0
			<b>Total CFP Estimated Cost</b>		\$187,983	

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages---Work Activities**

Activities for Year 1 <b>2007</b>	Activities for Year 2 FFY Grant: <b>2008</b> PHA FY:			Activities for Year 3 FFY Grant: <b>2009</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>20-4 O'Brien Towers</b>	<b>Site:</b>		<b>20-4 O'Brien Towers</b>	<b>Site:</b>	
		Site Improvement	\$28,225	Site Improvement	\$0	
		Total Site:	\$28,225	Total Site:	\$0	
		<b>Mechanical and Electrical:</b>		<b>Mechanical and Electrical:</b>		
		None	\$0	None	\$0	
		Total M&E:	\$0	Total M&E:	\$0	
		<b>Building Exterior:</b>		<b>Building Exterior:</b>		
		Exterior Repairs	\$87,118	Exterior Repairs	\$25,557	
				Roof Survey	\$16,000	
		Total B.E.:	\$87,118	Total B.E.:	\$41,557	
		<b>Dwelling Units:</b>		<b>Dwelling Units:</b>		
		Asbestos	\$17,108	None	\$0	
		Total DUs:	\$17,108	Total DUs:	\$0	
		<b>Dwelling Equipment:</b>		<b>Dwelling Equipment:</b>		
		None	\$0	None	\$0	
		Total D.E.:	\$0	Total D.E.:	\$0	
		<b>Interior Common Areas:</b>		<b>Interior Common Areas:</b>		
None	\$0	None	\$0			
Total ICAs:	\$0	Total ICAs:	\$0			
<b>Site-Wide Facilities:</b>		<b>Site-Wide Facilities:</b>				
None	\$0	None	\$0			
Total SWFs:	\$0	Total SWFs:	\$0			
<b>Nondwelling Equipment:</b>		<b>Nondwelling Equipment:</b>				
None	\$0	None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$132,451	<b>Total CFP Estimated Cost</b>	\$41,557		

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages---Work Activities**

Activities for Year 1  <b>2007</b>	Activities for Year 4 FFY Grant: <b>2010</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2011</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>20-4 O'Brien Towers</b>	<b>Site:</b> None	\$0	<b>20-4 O'Brien Towers</b>	<b>Site:</b> None	\$0
		Total Site:	\$0		Total Site:	\$0
		<b>Mechanical and Electrical:</b> None	\$0		<b>Mechanical and Electrical:</b> None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		<b>Building Exterior:</b> Roof Replacement	\$25,916		<b>Building Exterior:</b> Roof Replacement	\$100,000
		Total B.E.:	\$25,916		Total B.E.:	\$100,000
		<b>Dwelling Units:</b> None	\$0		<b>Dwelling Units:</b> None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		<b>Nondwelling Equipment:</b> None	\$0		<b>Nondwelling Equipment:</b> None	\$0
		Total NDE:	\$0		Total NDE:	\$0
	<b>Total CFP Estimated Cost</b>	\$25,916		<b>Total CFP Estimated Cost</b>	\$100,000	

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages---Work Activities**

Activities for Year 1	Activities for Year 2 FFY Grant: 2008 PHA FY:			Activities for Year 3 FFY Grant: 2009 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>20-6 Drohan Apartments</b>	<b>Site:</b>		<b>20-6 Drohan Apartments</b>	<b>Site:</b>	
		Site Improvements	\$9,000	Site Improvements	\$7,000	
		Total Site:	\$9,000	Total Site:	\$7,000	
		<b>Mechanical and Electrical:</b>		<b>Mechanical and Electrical:</b>		
		Electrical Upgrades	\$20,000	Electrical Upgrades	\$2,000	
		Total M&E:	\$20,000	Total M&E:	\$2,000	
		<b>Building Exterior:</b>		<b>Building Exterior:</b>		
		None	\$0	Roof Survey	\$8,000	
		Total B.E.:	\$0	Total B.E.:	\$8,000	
		<b>Dwelling Units:</b>		<b>Dwelling Units:</b>		
		Closet Doors/Shelving	\$22,511	Closet Doors/Shelving	\$5,386	
		Total DUs:	\$22,511	Total DUs:	\$5,386	
		<b>Dwelling Equipment:</b>		<b>Dwelling Equipment:</b>		
		None	\$0	None	\$0	
Total D.E.:	\$0	Total D.E.:	\$0			
<b>Interior Common Areas:</b>		<b>Interior Common Areas:</b>				
None	\$0	None	\$0			
Total ICAs:	\$0	Total ICAs:	\$0			
<b>Site-Wide Facilities:</b>		<b>Site-Wide Facilities:</b>				
None	\$0	None	\$0			
Total SWFs:	\$0	Total SWFs:	\$0			
<b>Nondwelling Equipment:</b>		<b>Nondwelling Equipment:</b>				
None	\$0	None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$51,511	<b>Total CFP Estimated Cost</b>	\$22,386		

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages---Work Activities**

Activities for Year 1  <b>2007</b>	Activities for Year 4 FFY Grant: <b>2010</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2011</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See  Annual  Statement</b>	<b>20-6 Drohan Apartments</b>	<b>Site:</b> Site Improvements	\$7,000	<b>20-6 Drohan Apartments</b>	<b>Site:</b> Site Improvements	\$7,000
		Total Site:	\$7,000		Total Site:	\$7,000
		<b>Mechanical and Electrical:</b> None	\$0		<b>Mechanical and Electrical:</b> None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		<b>Building Exterior:</b> None	\$0		<b>Building Exterior:</b> None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		<b>Dwelling Units:</b> None	\$0		<b>Dwelling Units:</b> None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
<b>Nondwelling Equipment:</b> None	\$0	<b>Nondwelling Equipment:</b> None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$7,000		<b>Total CFP Estimated Cost</b>	\$7,000	

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I n s t r u c t i o n s

ENTER DATA IN THE BLUE CELLS

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**Actual Modernization  
Cost Certificate**

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

OMB No. 2577-0044 (exp. 4/30/2004)

OMB No. 2577-0157 (exp. 12/31/99)

Comprehensive Improvement Assistance Program (CIAP)  
Comprehensive Grant Program (CGP)

Public Reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a currently valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: <b>Anytown Housing Authority</b>	Modernization Project Number: <b>US001P0019XX</b>
--	--

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	<b>\$0.00</b>
B. Funds Disbursed	<b>\$0.00</b>
C. Funds Expended (Actual Modernization Cost)	<b>\$0.00</b>
D. Amount to be Recaptured (A-C)	<b>\$0.00</b>
E. Excess of Funds Disbursed (B-C)	<b>\$0.00</b>

2. That all modernization work in connection with the Modernization Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the HA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-mens' liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

**X**

<b>For HUD Use Only</b>	
<b>The Cost Certificate is approved for audit:</b> Approved for Audit (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	
<b>The audited costs agree with the costs shown above:</b> Verified: (Designated HUD Official)	Date:
<b>X</b>	
Approved: (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	

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**Annual Statement /  
Performance and Evaluation Report**

**Part I: Summary**

**Capital Funds Financing Program Program (CFFP) Loan Funds**

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

HA Name		Capital Funds Project Number		FFY of Approval	
<b>QUINCY HOUSING AUTHORITY</b>		<b>CFFP Financing Proceeds</b>		<b>2004</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement/Revision Number # 1 <input type="checkbox"/> Performance and Evaluation Report for Period Ended October 31, 2006 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original Revision #	Revised (2)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (May not exceed 20% of line 20 for PHAs with 250 or more Units)	\$0	\$0	\$0	\$0
3	1408 Management Improvements (May not exceed 20% of line 20)	\$0	\$0	\$0	\$0
4	1410 Administration (May not exceed 10% of line 20)	\$0	\$0	\$0	\$0
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$300,029	\$344,047	\$344,047	\$222,510
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$159,489	\$159,489	\$159,489	\$30,899
10	1460 Dwelling Structures	\$2,765,886	\$2,765,886	\$2,765,886	\$1,223,224
11	1465.1 Dwelling Equipment - Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$12,727	\$12,727	\$12,727	\$3,143
13	1475 Nondwelling Equipment	\$0	\$0	\$0	\$0
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Mod Used for Development Activities	\$0	\$0	\$0	\$0
19a	1501 Collateralization / Debt Service (Capitalized Interest & Liquidity Acc't Deposit)	\$389,789	\$301,061	\$301,061	\$301,061
19b	1502 Contingency (may not exceed 8% of line 20)	\$35,000	\$43,856	\$43,856	\$0
20	Amount of CFFP Proceeds (Sum of lines 2 - 19)	\$3,662,920.00	\$3,627,066.00	\$3,627,066.00	\$1,780,836.21
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				
(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.		(2) To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date		Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

**Annual Statement /  
Performance and Evaluation Report**

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

**Part II: Supporting Pages**

**Capital Funds Program: Proposed Loan Funds**

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Wide	<u>1406 Operations</u>	1406		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1408 Management Improvements</u>	1408		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1410 Administration</u>	1410		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1411 Audits</u>	1411		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1415 Liquidated Damages</u>	1415		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1430 Fees and Cost</u>	1430						
	Clerk of Works			\$157,500.00	\$157,500.00	\$157,500.00	\$35,962.50	
	Proportionate Share of Costs of Issuance			\$142,529.00	\$186,547.00	\$186,547.00	\$186,547.00	
	<b>Total 1430</b>			<b>\$300,029.00</b>	<b>\$344,047.00</b>	<b>\$344,047.00</b>	<b>\$222,509.50</b>	
PHA Wide	<u>1440 SITE ACQUISITION</u>	1440		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1490 REPLACEMENT RESERVE</u>	1490		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1499 MOD USED FOR DEVELOPMENT</u>	1499		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1501 COLLATERALIZATION/DEBT SERV</u>	1501						
	Capitalized Interest			\$78,194.00	\$0.00	\$0.00	\$0.00	
	Liquidity Account Deposit			\$311,595.00	\$301,061.00	\$301,061.00	\$301,061.00	
	<b>Total 1501</b>			<b>\$389,789.00</b>	<b>\$301,061.00</b>	<b>\$301,061.00</b>	<b>\$301,061.00</b>	
	<b>SUBTOTAL</b>			<b>\$689,818.00</b>	<b>\$645,108.00</b>	<b>\$645,108.00</b>	<b>\$523,570.50</b>	

**Annual Statement /  
Performance and Evaluation Report**

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

**Part II: Supporting Pages**

**Capital Funds Program: Proposed Loan Funds**

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
FL29P016-001	<b>Riverview Family Housing -- 24 Buildings</b>								
	<b>1450 Site Improvements</b>	<b>1450</b>							
	Building Perimeter Finish Grading, Lawns, Planting			\$57,796.00	\$57,796.00	\$57,796.00	\$0.00		
	Paved Areas, Walks-Parking			\$101,693.00	\$101,693.00	\$101,693.00	\$30,899.01		
	<b>Total 1450</b>			<b>\$159,489.00</b>	<b>\$159,489.00</b>	<b>\$159,489.00</b>	<b>\$30,899.01</b>		
	<b>1460 Dwelling Structure</b>	<b>1460</b>							
	Remove and Dispose of Existing Siding			\$72,576.00	\$72,576.00	\$72,576.00	\$33,862.28		
	Remove and Dispose of Existing Roofing			\$72,576.00	\$72,576.00	\$72,576.00	\$30,449.66		
	Repair or Replace Roof and Sidewall Sheathing			\$44,688.00	\$44,688.00	\$44,688.00	\$10,479.62		
	Roof, Drip, Ridge, Wrap, Insul			\$492,552.00	\$492,552.00	\$492,552.00	\$206,981.30		
	Repair or Repoint Chimneys			\$13,056.00	\$13,056.00	\$13,056.00	\$435.20		
	Repair or Replace Rotted Sills			\$15,360.00	\$15,360.00	\$15,360.00	\$2,304.00		
	Replace Exterior Doors as Needed			\$14,400.00	\$14,400.00	\$14,400.00	\$0.00		
	Install New Siding			\$1,277,033.73	\$1,277,033.73	\$1,277,033.73	\$587,435.52		
	Bend and Install Metal Trim Coverage			\$749,164.00	\$749,164.00	\$749,164.00	\$344,615.44		
	Install Cable and Utility Cabinet			\$14,480.00	\$14,480.00	\$14,480.00	\$6,660.80		
	<b>Total 1460</b>			<b>\$2,765,885.73</b>	<b>\$2,765,885.73</b>	<b>\$2,765,885.73</b>	<b>\$1,223,223.82</b>		
	<b>1465 Dwelling Equipment</b>	<b>1465</b>							
					\$0.00	\$0.00	\$0.00	\$0.00	
	<b>1470 Non-Dwelling Structures</b>	<b>1470</b>							
	Office and Storage Trailers				\$12,727.27	\$12,727.27	\$12,727.27	\$3,142.88	
	<b>Total 1470</b>				<b>\$12,727.27</b>	<b>\$12,727.27</b>	<b>\$12,727.27</b>	<b>\$3,142.88</b>	
<b>1475 Non-Dwelling Equipment</b>	<b>1475</b>								
				\$0.00	\$0.00	\$0.00	\$0.00		
<b>1485 DEMOLITION COSTS</b>	<b>1485</b>								
				\$0.00	\$0.00	\$0.00	\$0.00		
<b>1495 RELOCATION COST</b>	<b>1495</b>								
				\$0.00	\$0.00	\$0.00	\$0.00		
<b>1502 CONTINGENCY</b>	<b>1502</b>								
				\$35,000.00	\$43,856.00	\$43,856.00	\$0.00		

<b>Annual Statement / Performance and Evaluation Report</b>		<b>U.S. Department of Housing and Urban Development</b>						
<b>Part II: Supporting Pages</b>		Office of Public and Indian Housing						
Capital Funds Program: Proposed Loan Funds		OMB Approval 2577-0157 (Exp. 3/31/2002)						
Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	<b>Total Cost for Riverview Family Housing</b>			<b>\$3,662,920.00</b>	<b>\$3,627,066.00</b>	<b>\$3,627,066.00</b>	<b>\$1,780,836.21</b>	

Annual Statement / Performance and Evaluation Report Part III: Implementation Schedule Capital Fund Program: Proposed Loan Funds				U.S. Department of Housing and Urban Development Office of Public and Indian Housing			
Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide	07/01/07			07/01/10			
20-1 Riverview	07/01/07			07/01/10			
To be completed for the Performance and Evaluation Report or a Revised Annual Statement.				(2) To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

<b>Annual Statement / Performance and Evaluation Report</b> Part III: Implementation Schedule Capital Fund Program: Proposed Loan Funds			<b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing				OMB Approval No. 2577-0157 (Exp. 3/31/2002)
Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	

# Annual Statement /Performance and Evaluation Report

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

PHA Name:  <p style="text-align: center; color: blue;"><b>Quincy Housing Authority</b></p>	<b>Grant Type and Number</b> Capital Fund Program Grant No. <span style="float: right; color: blue;"><b>MA06P020501-03</b></span> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  <p style="text-align: center; color: blue;"><b>2003</b></p>
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- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Original Annual Statement  | <input type="checkbox"/> Reserve for Disasters/Emergencies | <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: October 31, 2006 |  | <input type="checkbox"/> Final Performance and Evaluation Report              |

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$53,865.00	\$53,865.00	\$53,865.00	\$53,865.00
3	1408 Management Improvements	\$92,363.00	\$84,999.57	\$84,999.57	\$84,999.57
4	1410 Administration	\$107,730.00	\$105,972.35	\$105,972.35	\$104,897.22
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$40,440.00	\$40,737.27	\$40,737.27	\$40,737.27
10	1460 Dwelling Structures	\$670,217.00	\$678,911.15	\$678,911.15	\$678,911.10
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$37,689.00	\$37,818.66	\$37,818.66	\$37,818.66
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	\$1,077,304.00	\$1,077,304.00	\$1,077,304.00	\$1,076,228.82
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No <b>MA06P020501-03</b> Replacement Housing Factor Grant No:			<b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Resident Training Program	1408	Total 1408	\$42,303.00	\$42,303.00	\$42,303.00	\$42,303.00	
	Management Consultants	"		\$17,180.00	\$17,180.00	\$17,180.00	\$17,180.00	
	Accelerate Computer Imple	"		\$11,269.00	\$12,828.25	\$12,828.25	\$12,828.25	
	Employee Assistance Program	"		\$611.00	\$611.25	\$611.25	\$611.25	
	Capital Fund Planning	"		\$1,000.00	\$388.58	\$388.58	\$388.58	
	Staff Training Programs	"		\$10,000.00	\$8,553.00	\$8,553.00	\$8,553.00	
	Update Office/Comm Equipment	"		\$10,000.00	\$3,135.49	\$3,135.49	\$3,135.49	
					\$92,363.00	\$84,999.57	\$84,999.57	
HA-Wide Operations		1406		\$53,865.00	\$53,865.00	\$53,865.00	\$53,865.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410		\$107,730.00	\$105,972.35	\$105,972.35	\$104,897.22	
HA-Wide Fees and Costs	A & E services @ 7% of the annual grant amount, based on actual scope of design work	1430		\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	
HA-Wide	Nonroutine vacancy prep.	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Nonroutine PM repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Appliances	1465		\$0.00	\$0.00	\$0.00	\$0.00	
"	Vehicle replacement	1475		\$0.00	\$0.00	\$0.00	\$0.00	
"	Demolition (specify location[s])	1485		\$0.00	\$0.00	\$0.00	\$0.00	
"	Relocation expenses	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			Status of Work
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No <b>MA06P020501-03</b> Replacement Housing Factor Grant No:			<b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised	Obligated	Expended	
<b>MA 20-1 Riverview</b>	<b>Site:</b> Landscape/Site Improvements	1450		\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	
			Total Site:	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	
	<b>Mechanical and Electrical:</b> Bldg Sumps/Drains Heating System Replacement	1460		\$15,590.00 \$2,258.00	\$15,590.00 \$2,258.00	\$15,590.00 \$2,258.00	\$15,590.00 \$2,258.10	
			Total M&E:	\$17,848.00	\$17,848.00	\$17,848.00	\$17,848.10	
	<b>Building Exterior:</b> Roof Replacement Replace Exterior Siding	1460		\$0.00 \$303,619.00	\$0.00 \$303,619.00	\$0.00 \$303,619.00	\$0.00 \$303,619.00	
			Total B.E.:	\$303,619.00	\$303,619.00	\$303,619.00	\$303,619.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Riverview</b>			<b>Project Total:</b>	<b>\$341,467.00</b>	<b>\$341,467.00</b>	<b>\$341,467.00</b>	<b>\$341,467.10</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			Status of Work
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No <b>MA06P020501-03</b> Replacement Housing Factor Grant No:			<b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised	Obligated	Expended	
<b>MA 20-2 Pagnano Towers</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Safety & Security	1460		\$123,190.00	\$123,190.00	\$123,190.00	\$123,190.00	
			Total M&E:	\$123,190.00	\$123,190.00	\$123,190.00	\$123,190.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Pagnano</b>			<b>Project Total:</b>	<b>\$123,190.00</b>	<b>\$123,190.00</b>	<b>\$123,190.00</b>	<b>\$123,190.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No <b>MA06P020501-03</b> Replacement Housing Factor Grant No:			<b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-4 O'Brien Towers</b>	<b>Site:</b> Site Improvement	1450		\$20,440.00	\$20,737.27	\$20,737.27	\$20,737.27	
			Total Site:	\$20,440.00	\$20,737.27	\$20,737.27	\$20,737.27	
	<b>Mechanical and Electrical:</b> Safety & Security			\$26,673.00	\$26,673.00	\$26,673.00	\$26,672.85	
			Total M&E:	\$26,673.00	\$26,673.00	\$26,673.00	\$26,672.85	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Asbestos Remediation	1460		\$38,500.00	\$47,194.09	\$47,194.09	\$47,194.09	
			Total DUs:	\$38,500.00	\$47,194.09	\$47,194.09	\$47,194.09	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, O'Brien</b>			<b>Project Total:</b>	<b>\$85,613.00</b>	<b>\$94,604.36</b>	<b>\$94,604.36</b>	<b>\$94,604.21</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No <b>MA06P020501-03</b> Replacement Housing Factor Grant No:			<b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-6 Drohan Apartments</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Safety & Security	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Bathroom Rehab (Phased)	1460		\$94,834.00	\$94,834.06	\$94,834.06	\$94,834.06	
			Total DUs:	\$94,834.00	\$94,834.06	\$94,834.06	\$94,834.06	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00	
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Drohan</b>			<b>Project Total:</b>	<b>\$94,834.00</b>	<b>\$94,834.06</b>	<b>\$94,834.06</b>	<b>\$94,834.06</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			Status of Work
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No <b>MA06P020501-03</b> Replacement Housing Factor Grant No:			<b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>HA Wide</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Upgrade Security Systems	1460		\$65,553.00	\$65,553.00	\$65,553.00	\$65,553.00	
			Total M&E:	\$65,553.00	\$65,553.00	\$65,553.00	\$65,553.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Reasonable Accommodations	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Nondwelling Equipment:</b> Maintenance Equipment Repl Step Up Tools Force Account Tools Force Account Vehicle Computer System Hardware				\$8,180.00 \$4,905.00 \$20,175.00 \$1,954.00 \$2,475.00	\$8,180.00 \$4,905.36 \$20,174.05 \$1,958.68 \$2,600.57	\$8,180.00 \$4,905.36 \$20,174.05 \$1,958.68 \$2,600.57	\$8,180.00 \$4,905.36 \$20,174.05 \$1,958.68 \$2,600.57
		Total NDE:		\$37,689.00	\$37,818.66	\$37,818.66	\$37,818.66	
<b>Total</b>	<b>0</b>		<b>Project Total:</b>	<b>\$103,242.00</b>	<b>\$103,371.66</b>	<b>\$103,371.66</b>	<b>\$103,371.66</b>	

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

PHA Name:		Grant Type and Number				
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No.: <b>MA06P020501-03</b> Replacement Housing Factor Grant No:				
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		
	Original	Revised	Actual	Original	Revised	Actual
Resident Training Program	09/16/05		09/06/05	09/16/07		
Management Consultants	09/16/05		09/06/05	09/16/07		
Accelerate Computer Imple	09/16/05		09/06/05	09/16/07		
Update Office/Comm Equipment	09/16/05		09/06/05	09/16/07		
HA-Wide      Nonroutine vacancy prep.	09/16/05		09/06/05	09/16/07		
"            Nonroutine PM repairs	09/16/05		09/06/05	09/16/07		
"            Appliances	09/16/05		09/06/05	09/16/07		
"            Vehicle replacement	09/16/05		09/06/05	09/16/07		
"            Demolition (specify location[s])	09/16/05		09/06/05	09/16/07		
MA 20-1      Riverview	09/16/05		09/06/05	09/16/07		
MA 20-2      Pagnano	09/16/05		09/06/05	09/16/07		
MA 20-4      O'Brien	09/16/05		09/06/05	09/16/07		
MA 20-6      Drohan	09/16/05		09/06/05	09/16/07		
HA Wide	09/16/05		09/06/05	09/16/07		

# Actual Modernization Cost Certificate

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Office of P

Comprehensive Improvement Assistance Program (CIAP)  
Comprehensive Grant Program (CGP)

Public Reporting burden for this collection of information is estimated to average 2 data sources, gathering and maintaining the data needed, and completing and reviewing any other aspect of this collection of information, including suggestions for reducing the burden (2577-0044), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, DC 20472-4302, and a person is not required to respond to, a collection of information unless it displays a unique identification number. Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information which will be used by HUD to determine whether the modernization grant is ready to be audited at fiscal close out. Responses to the collection are required by regulation. The information is not to be used for any other purpose.

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HA Name:

**Anytown Housing Authority**

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The HA hereby certifies to the Department of Housing and Urban Development that:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") is:

---

A. Original Funds Approved

---

B. Funds Disbursed

---

C. Funds Expended (Actual Modernization Cost)

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D. Amount to be Recaptured (A-C)

---

E. Excess of Funds Disbursed (B-C)

- 
2. That all modernization work in connection with the Modernization Grant ha
  3. That the entire Actual Modernization Cost or liabilities therefor incurred by
  4. That there are no undischarged mechanics', laborers', contractors', or mat work on file in any public office where the same should be filed in order to
  5. That the time in which such liens could be filed has expired.

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I hereby certify that all the information stated herein, as well as any info  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in crim  
Signature of Executive Director & Date:

**X**

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**For HUD Use Only**

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**The Cost Certificate is approved for audit:**

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

**X**

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**The audited costs agree with the costs shown above:**

Verified: (Designated HUD Official)

**X**

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Approved: (Director, Office of Public Housing / ONAP Administrator)

**X**

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**Department of Housing  
Urban Development  
Public and Indian Housing**

OMB No. 2577-0044 (exp. 4/30/2004)

OMB No. 2577-0157 (exp. 12/31/99)

hours per response, including the time for reviewing instructions, searching existing data sources, gathering the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044), Washington, D.C. 20410-3600. This agency may not conduct or sponsor a collection of information unless that collection displays a currently valid OMB control number.

Information to enable HUD to initiate the fiscal closeout process. The information is essential for audit verification and is not to be disseminated outside HUD. The information requested does not lend itself to confidentiality.

Modernization Project Number:	<b>US001P0019XX</b>
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Information as follows:

Modernization Cost") of the Modernization Grant, is as shown below:

	<b>\$0.00</b>
	<b>\$0.00</b>
	<b>\$0.00</b>
	<b>\$0.00</b>

\$0.00

is been completed;

the HA have been fully paid;

erial-mens' liens against such modernization  
be valid against such modernization work; and

rmation provided in the accompaniment herewith, is true and accurate  
inal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

	Date:
	Date:
	Date:

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

PHA Name: <b>Quincy Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No. <b>MA06P02050203</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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- Original Annual Statement     
 Reserve for Disasters/Emergencies     
 Revised Annual Statement (revision no: 3)  
 Performance and Evaluation Report for Period Ending: October 31, 2006     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$45,000.00	\$5,000.00	\$5,000.00	\$1,425.00
4	1410 Administration	\$22,753.00	\$22,753.00	\$22,753.00	\$22,753.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$15,000.00	\$15,000.00	\$15,000.00	\$13,348.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$10,000.00	\$5,317.00	\$5,317.00	\$5,316.65
10	1460 Dwelling Structures	\$134,784.00	\$179,467.00	\$179,467.00	\$115,488.35
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$227,537.00</b>	<b>\$227,537.00</b>	<b>\$227,537.00</b>	<b>\$158,331.00</b>
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		Status of Work
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P02050203</b> Replacement Housing Factor Grant No:				<b>2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Management Consultants Accelerate Comp Implementation	1408 "	<b>Total 1408</b>	\$35,000.00	\$0.00	\$0.00	\$0.00	
				\$10,000.00	\$5,000.00	\$5,000.00	\$1,425.00	
				\$45,000.00	\$5,000.00	\$5,000.00	\$1,425.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410		\$22,753.00	\$22,753.00	\$22,753.00	\$22,753.00	
HA-Wide Fees and Costs	A & E services @ 7% of the annual grant amount, based on actual scope of design work	1430		\$15,000.00	\$15,000.00	\$15,000.00	\$13,348.00	
HA-Wide	Nonroutine vacancy prep.	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Nonroutine PM repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Appliances	1465		\$0.00	\$0.00	\$0.00	\$0.00	
"	Vehicle replacement	1475		\$0.00	\$0.00	\$0.00	\$0.00	
"	Demolition (specify location[s])	1485		\$0.00	\$0.00	\$0.00	\$0.00	
"	Relocation expenses	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			Status of Work
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P02050203</b> Replacement Housing Factor Grant No:			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised	Obligated	Expended	
<b>MA 20-01 Riverview</b>	<b>Site:</b> Site Improvement Tot Lot	1450		\$10,000.00	\$5,317.00	\$5,317.00	\$5,316.65	
				\$0.00	\$0.00	\$0.00	\$0.00	
		Total Site:		\$10,000.00	\$5,317.00	\$5,317.00	\$5,316.65	
	<b>Mechanical and Electrical:</b> Heating System Replacement Bldg Sump/Drains	1460		\$20,000.00	\$2,400.00	\$2,400.00	\$2,399.76	
				\$15,000.00	\$29.00	\$29.00	\$28.71	
		Total M&E:		\$35,000.00	\$2,429.00	\$2,429.00	\$2,428.47	
	<b>Building Exterior:</b> Siding/Roofing	1460		\$0.00	\$76,477.00	\$76,477.00	\$76,477.00	
		Total B.E.:		\$0.00	\$76,477.00	\$76,477.00	\$76,477.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
		Total DUs:		\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
		Total D.E.:		\$0.00	\$0.00	\$0.00	\$0.00	
<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00		
	Total ICAs:		\$0.00	\$0.00	\$0.00	\$0.00		
<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00		
	Total SWFs:		\$0.00	\$0.00	\$0.00	\$0.00		
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
	Total NDE:		\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Riverview</b>			<b>Project Total:</b>	\$45,000.00	\$84,223.00	\$84,223.00	\$84,222.12	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P02050203</b> Replacement Housing Factor Grant No:			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-02 Pagnano Towers</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Safety & Security	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Plumbing Upgrades	1460		\$20,000.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$20,000.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
		Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Pagnano</b>			<b>Project Total:</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P02050203</b> Replacement Housing Factor Grant No:			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-04 O'Brien Towers</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Safety & Security	1460		\$69,784.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$69,784.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Asbestos Remediation	1460		\$0.00	\$74,317.00	\$74,317.00	\$10,338.74	
			Total DUs:	\$0.00	\$74,317.00	\$74,317.00	\$10,338.74	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, O'Brien</b>			<b>Project Total:</b>	<b>\$69,784.00</b>	<b>\$74,317.00</b>	<b>\$74,317.00</b>	<b>\$10,338.74</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P02050203</b> Replacement Housing Factor Grant No:			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 02-06 Drohan Apartments</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Plumbing Upgrades	1460		\$10,000.00	\$26,244.00	\$26,244.00	\$26,244.14	
			Total DUs:	\$10,000.00	\$26,244.00	\$26,244.00	\$26,244.14	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Drohan</b>			<b>Project Total:</b>	<b>\$10,000.00</b>	<b>\$26,244.00</b>	<b>\$26,244.00</b>	<b>\$26,244.14</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P02050203</b> Replacement Housing Factor Grant No:			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>HA Wide</b>	<b>Site:</b> Site Improvement	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> Step Up Site Office	1470		\$0.00	\$0.00	\$0.00	\$0.00	
		Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total,</b>	<b>0</b>		<b>Project Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

		Grant Type and Number			Federal FY of Grant:			
		Capital Fund Program Grant No.: <b>MA06P02050203</b>			2003			
		Replacement Housing Factor Grant No:						
		All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target D:
		Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	Management Consultants	02/12/06		02/08/06	02/12/08			
"	Acc Computer Implementation	02/12/06		02/08/06	02/12/08			
"	Administration	02/12/06		02/08/06	02/12/08			
"	Fees & Costs	02/12/06		02/08/06	02/12/08			
MA 20-01	Riverview	02/12/06		02/08/06	02/12/08			
MA 20-02	Pagnano Towers	02/12/06		02/08/06	02/12/08			
MA 20-04	O'Brien Towers	02/12/06		02/08/06	02/12/08			
MA 20-06	Drohan Apartments	02/12/06		02/08/06	02/12/08			



**Actual Modernization  
Cost Certificate**

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

OMB No. 2577-0044 (exp. 4/30/2004)

OMB No. 2577-0157 (exp. 12/31/99)

Comprehensive Improvement Assistance Program (CIAP)  
Comprehensive Grant Program (CGP)

Public Reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a currently valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: <b>Anytown Housing Authority</b>	Modernization Project Number: <b>US001P0019XX</b>
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The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	<b>\$0.00</b>
B. Funds Disbursed	<b>\$0.00</b>
C. Funds Expended (Actual Modernization Cost)	<b>\$0.00</b>
D. Amount to be Recaptured (A-C)	<b>\$0.00</b>
E. Excess of Funds Disbursed (B-C)	<b>\$0.00</b>

2. That all modernization work in connection with the Modernization Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the HA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-mens' liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

**X**

<b>For HUD Use Only</b>	
<b>The Cost Certificate is approved for audit:</b> Approved for Audit (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	
<b>The audited costs agree with the costs shown above:</b> Verified: (Designated HUD Official)	Date:
<b>X</b>	
Approved: (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	

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

PHA Name: <b>Quincy Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No. <b>MA06P020501-04</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Original Annual Statement     
 Reserve for Disasters/Emergencies     
 Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: October 31, 2006     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$63,032.00	\$63,032.00	\$63,032.00	\$63,032.00
3	1408 Management Improvements	\$98,104.00	\$98,104.00	\$98,104.00	\$98,104.01
4	1410 Administration	\$126,064.00	\$126,064.00	\$126,064.00	\$76,795.51
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$84,745.00	\$84,745.55	\$84,745.55	\$59,578.84
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$119,151.36	\$113,254.22	\$113,254.22	\$113,254.74
10	1460 Dwelling Structures	\$653,463.64	\$699,219.23	\$699,219.23	\$689,618.23
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$54,500.00	\$54,500.00	\$54,500.00	\$0.00
13	1475 Nondwelling Equipment	\$61,584.00	\$21,725.00	\$21,725.00	\$17,438.42
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$1,260,644.00</b>	<b>\$1,260,644.00</b>	<b>\$1,260,644.00</b>	<b>\$1,117,821.75</b>
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No. <b>MA06P020501-04</b> Replacement Housing Factor Grant No:			<b>2004</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Management Consultants	1408		\$15,000.00	\$12,000.00	\$12,000.00	\$12,000.00	
	Resident Training Program	"		\$60,000.00	\$68,110.15	\$68,110.15	\$68,110.15	
	Staff Training	"		\$3,000.00	\$4,003.94	\$4,003.94	\$4,003.94	
	Update Office/Comm Equipment	"		\$2,000.00	\$3,642.80	\$3,642.80	\$3,642.81	
	Accelerate Comp Implementation	"		\$10,000.00	\$3,091.58	\$3,091.58	\$3,091.58	
	Capital Fund Planning	"		\$5,815.00	\$5,814.78	\$5,814.78	\$5,814.78	
	Employee Assistance Program	"		\$2,289.00	\$1,440.75	\$1,440.75	\$1,440.75	
	<b>Total 1408</b>		\$98,104.00	\$98,104.00	\$98,104.00	\$98,104.01		
HA-Wide Operations		<b>1406</b>		\$63,032.00	\$63,032.00	\$63,032.00	\$63,032.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410		\$126,064.00	\$126,064.00	\$126,064.00	\$76,795.51	
HA-Wide Fees and Costs	A & E services @ 7% of the annual grant amount, based on actual scope of design work	1430		\$70,000.00	\$62,675.23	\$62,675.23	\$37,508.52	<b>Special Counsel</b>
		1430		\$14,745.00	\$22,070.32	\$22,070.32	\$22,070.32	
HA-Wide	Nonroutine vacancy prep.	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Nonroutine PM repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Appliances	1465		\$0.00	\$0.00	\$0.00	\$0.00	
"	Vehicle replacement	1475		\$0.00	\$0.00	\$0.00	\$0.00	
"	Demolition (specify location[s])	1485		\$0.00	\$0.00	\$0.00	\$0.00	
"	Relocation expenses	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-04</b> Replacement Housing Factor Grant No:			2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-1 Riverview</b>	<b>Site:</b> Landscape/Site Improvements	1450		\$58,662.00	\$52,765.00	\$52,765.00	\$52,765.00	
			Total Site:	\$58,662.00	\$52,765.00	\$52,765.00	\$52,765.00	
	<b>Mechanical and Electrical:</b> Bldg Sumps/Drains Heating System Replacement	1460		\$0.00 \$76,990.00	\$0.00 \$120,788.00	\$0.00 \$120,788.00	\$0.00 \$114,683.00	
			Total M&E:	\$76,990.00	\$120,788.00	\$120,788.00	\$114,683.00	
	<b>Building Exterior:</b> Exterior Shell	"		\$366,494.93	\$366,494.93	\$366,494.93	\$366,494.93	
			Total B.E.:	\$366,494.93	\$366,494.93	\$366,494.93	\$366,494.93	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00	
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Riverview</b>			Project Total:	\$502,146.93	\$540,047.93	\$540,047.93	\$533,942.93	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-04</b> Replacement Housing Factor Grant No:			2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-2 Pagnano Towers</b>	<b>Site:</b> Site Improvement	1450		\$15,721.22	\$15,721.22	\$15,721.22	\$15,721.22	
			Total Site:	\$15,721.22	\$15,721.22	\$15,721.22	\$15,721.22	
	<b>Mechanical and Electrical:</b> Security System Upgrade	1460		\$74,343.00	\$74,343.00	\$74,343.00	\$74,343.00	
			Total M&E:	\$74,343.00	\$74,343.00	\$74,343.00	\$74,343.00	
	<b>Building Exterior:</b> Windows/Patio Doors/Exterior	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Plumbing Upgrades	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Nondwelling Equipment:</b> Fire System/Generator Upgrades	1475		\$39,693.00	\$0.00	\$0.00	\$0.00	
		Total NDE:	\$39,693.00	\$0.00	\$0.00	\$0.00		
<b>Total, Pagnano</b>			<b>Project Total:</b>	<b>\$129,757.22</b>	<b>\$90,064.22</b>	<b>\$90,064.22</b>	<b>\$90,064.22</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-04</b> Replacement Housing Factor Grant No:			2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-4 O'Brien Towers</b>	<b>Site:</b> Landscaping/Site Improvement	1450		\$20,563.14	\$20,563.00	\$20,563.00	\$20,563.49	
			Total Site:	\$20,563.14	\$20,563.00	\$20,563.00	\$20,563.49	
	<b>Mechanical and Electrical:</b> Security System Upgrades Gas Conversion	1460		\$19,022.16 \$0.00	\$19,022.16 \$0.00	\$19,022.16 \$0.00	\$19,022.16 \$0.00	
			Total M&E:	\$19,022.16	\$19,022.16	\$19,022.16	\$19,022.16	
	<b>Building Exterior:</b> Masonry/Flashing Repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Asbestos Remediation	1460		\$37,791.55	\$40,900.14	\$40,900.14	\$40,900.14	
			Total DUs:	\$37,791.55	\$40,900.14	\$40,900.14	\$40,900.14	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> G24 Conversion	1470		\$54,500.00	\$54,500.00	\$54,500.00	\$0.00	
			Total ICAs:	\$54,500.00	\$54,500.00	\$54,500.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00	
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, O'Brien</b>			<b>Project Total:</b>	<b>\$131,876.85</b>	<b>\$134,985.30</b>	<b>\$134,985.30</b>	<b>\$80,485.79</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-04</b> Replacement Housing Factor Grant No:			2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-6 Drohan Apartments</b>	<b>Site:</b> Landscaping/Site Improvements	1450		\$24,205.00	\$24,205.00	\$24,205.00	\$24,205.03	
			Total Site:	\$24,205.00	\$24,205.00	\$24,205.00	\$24,205.03	
	<b>Mechanical and Electrical:</b> Security System Upgrades	1460		\$26,157.00	\$26,157.00	\$26,157.00	\$26,157.00	
			Total M&E:	\$26,157.00	\$26,157.00	\$26,157.00	\$26,157.00	
	<b>Building Exterior:</b> HP Baths	1460		\$14,665.00	\$14,665.00	\$14,665.00	\$14,665.00	
			Total B.E.:	\$14,665.00	\$14,665.00	\$14,665.00	\$14,665.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Drohan</b>			<b>Project Total:</b>	<b>\$65,027.00</b>	<b>\$65,027.00</b>	<b>\$65,027.00</b>	<b>\$65,027.03</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-04</b> Replacement Housing Factor Grant No:			2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>HA Wide</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Upgrade Security Systems	1460		\$35,000.00	\$35,000.00	\$35,000.00	\$31,504.00	
			Total M&E:	\$35,000.00	\$35,000.00	\$35,000.00	\$31,504.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Reasonable Accommodations	1460		\$3,000.00	\$1,849.00	\$1,849.00	\$1,849.00	
			Total DUs:	\$3,000.00	\$1,849.00	\$1,849.00	\$1,849.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Nondwelling Equipment:</b> Maint Equip Replacement	1475		\$6,820.00	\$6,820.00	\$6,820.00	\$6,820.00	
	Force Account Tools	"		\$2,000.00	\$997.00	\$997.00	\$996.72	
	Step Up Tools	"		\$2,345.00	\$3,680.00	\$3,680.00	\$3,680.39	
Force Account Vehicle	"		\$5,726.00	\$5,808.00	\$5,808.00	\$5,808.32		
Computer System Hardware	"		\$5,000.00	\$4,420.00	\$4,420.00	\$132.99		
		Total NDE:	\$21,891.00	\$21,725.00	\$21,725.00	\$17,438.42		
<b>Total,</b>	<b>0</b>		<b>Project Total:</b>	<b>\$59,891.00</b>	<b>\$58,574.00</b>	<b>\$58,574.00</b>	<b>\$50,791.42</b>	

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

		Grant Type and Number			Federal FY of Grant:			
		Capital Fund Program Grant No.: <b>MA06P020501-04</b>			2004			
		Replacement Housing Factor Grant No:						
		All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target D:
		Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	Management Improvements	09/13/06		09/15/06	09/13/08			
HA Wide	Administration	09/13/06		09/15/06	09/13/08			
HA-Wide	Fees & Costs	09/13/06		09/15/06	09/13/08			
MA 20-01	Riverview	09/13/06		09/15/06	09/13/08			
MA 20-02	Pagnano Towers	09/13/06		09/15/06	09/13/08			
MA 20-04	O'Brien Towers	09/13/06		09/15/06	09/13/08			
MA 20-06	Drohan Apartments	09/13/06		09/15/06	09/13/08			
HA Wide	Non Dwelling	09/13/06		09/15/06	09/13/08			







**Actual Modernization  
Cost Certificate**

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

OMB No. 2577-0044 (exp. 4/30/2004)  
OMB No. 2577-0157 (exp. 12/31/99)

Comprehensive Improvement Assistance Program (CIAP)  
Comprehensive Grant Program (CGP)

Public Reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a currently valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: <b>Anytown Housing Authority</b>	Modernization Project Number: <b>US001P0019XX</b>
--	--

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	<b>\$0.00</b>
B. Funds Disbursed	<b>\$0.00</b>
C. Funds Expended (Actual Modernization Cost)	<b>\$0.00</b>
D. Amount to be Recaptured (A-C)	<b>\$0.00</b>
E. Excess of Funds Disbursed (B-C)	<b>\$0.00</b>

2. That all modernization work in connection with the Modernization Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the HA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-mens' liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

**X**

<b>For HUD Use Only</b>	
<b>The Cost Certificate is approved for audit:</b> Approved for Audit (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	
<b>The audited costs agree with the costs shown above:</b> Verified: (Designated HUD Official)	Date:
<b>X</b>	
Approved: (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	

# Annual Statement /Performance and Evaluation Report

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

## Part I: Summary

PHA Name:  <b>Quincy Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No. <b>MA06P020501-05</b> Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>2005</b>
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: 3)  
 Performance and Evaluation Report for Period Ending: October 31, 2006     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original with Bond	Revised with Bond	Obligated	Expended
1	Total Non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$178,050.00	\$175,300.00	\$46,800.00	\$2,227.05
4	1410 Administration	\$119,423.00	\$119,423.00	\$119,423.00	\$38,776.86
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$88,245.00	\$88,245.00	\$50,000.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$160,000.00	\$170,000.00	\$170,000.00	\$105,390.88
10	1460 Dwelling Structures	\$411,746.00	\$336,139.00	\$195,917.00	\$116,130.85
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$85,483.00	\$153,840.00	\$8,360.00	\$5,691.88
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
19A	9000 Debt Service	\$151,290.00	\$151,290.00	\$151,290.00	\$72,835.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$1,194,237.00</b>	<b>\$1,194,237.00</b>	<b>\$741,790.00</b>	<b>\$341,052.52</b>
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			Status of Work
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-05</b> Replacement Housing Factor Grant No:			<b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original with Bond	Revised with Bond	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Management Consultants	1408	<b>Total 1408</b>	\$25,000.00	\$25,000.00	\$0.00	\$0.00	<b>Special Counsel</b>
	Resident Training Program	"		\$100,000.00	\$100,000.00	\$40,000.00	\$2,227.05	
	Staff Training	"		\$10,000.00	\$10,000.00	\$5,000.00	\$0.00	
	Update Office/Comm Equipment	"		\$7,000.00	\$7,000.00	\$0.00	\$0.00	
	Accelerate Comp Implementation	"		\$10,000.00	\$10,000.00	\$0.00	\$0.00	
	Capital Fund Planning	"		\$4,250.00	\$1,500.00	\$0.00	\$0.00	
	Ross Coordinator	"		\$20,000.00	\$20,000.00	\$0.00	\$0.00	
	Employee Assistance Program	"		\$1,800.00	\$1,800.00	\$1,800.00	\$0.00	
				\$178,050.00	\$175,300.00	\$46,800.00	\$2,227.05	
HA-Wide Operations		1406		\$0.00	\$0.00	\$0.00	\$0.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410		\$119,423.00	\$119,423.00	\$119,423.00	\$38,776.86	
HA-Wide Fees and Costs	A & E services @ 7% of the annual grant amount, based on actual scope of design work	1430		\$74,235.00	\$74,235.00	\$50,000.00	\$0.00	
		1430		\$14,010.00	\$14,010.00	\$0.00	\$0.00	
HA-Wide	Nonroutine vacancy prep.	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Nonroutine PM repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Appliances	1465		\$0.00	\$0.00	\$0.00	\$0.00	
"	Vehicle replacement	1475		\$0.00	\$0.00	\$0.00	\$0.00	
"	Demolition (specify location[s])	1485		\$0.00	\$0.00	\$0.00	\$0.00	
"	Relocation expenses	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-05</b> Replacement Housing Factor Grant No:			<b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original with Bond	Revised with Bond	Obligated	Expended	
<b>MA 20-1 Riverview</b>	<b>Site:</b> Landscape/Site Improvements	1450		\$100,000.00	\$110,000.00	\$110,000.00	\$103,230.67	
			Total Site:	\$100,000.00	\$110,000.00	\$110,000.00	\$103,230.67	
	<b>Mechanical and Electrical:</b> Heating System Replacement Plumbing Upgrades	1460		\$43,600.00 \$0.00	\$46,517.00 \$0.00	\$46,517.00 \$0.00	\$46,516.73 \$0.00	
			Total M&E:	\$43,600.00	\$46,517.00	\$46,517.00	\$46,516.73	
	<b>Building Exterior:</b> Replace Exterior Siding	1460		\$149,214.00	\$100,000.00	\$100,000.00	\$40,770.44	
			Total B.E.:	\$149,214.00	\$100,000.00	\$100,000.00	\$40,770.44	
	<b>Dwelling Units:</b> Kitchen Prototypes	1460		\$0.00	\$27,543.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$27,543.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Riverview</b>			<b>Project Total:</b>	<b>\$292,814.00</b>	<b>\$284,060.00</b>	<b>\$256,517.00</b>	<b>\$190,517.84</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No. <b>MA06P020501-05</b> Replacement Housing Factor Grant No:			<b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original with Bond	Revised with Bond	Obligated	Expended	
<b>MA 20-2 Pagnano Towers</b>	<b>Site:</b> Site Improvement	1450		\$20,000.00	\$20,000.00	\$20,000.00	\$861.35	
			Total Site:	\$20,000.00	\$20,000.00	\$20,000.00	\$861.35	
	<b>Mechanical and Electrical:</b> Gas Conversion Plumbing Upgrades			\$20,000.00 \$13,979.00	\$0.00 \$13,979.00	\$0.00 \$0.00	\$0.00 \$0.00	
			Total M&E:	\$33,979.00	\$13,979.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00		\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Apartment Reconfiguration	1460		\$40,500.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$40,500.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Nondwelling Equipment:</b> Fire System/Generator Upgrades	1475		\$56,643.00	\$125,000.00	\$0.00	\$0.00	
		Total NDE:	\$56,643.00	\$125,000.00	\$0.00	\$0.00		
<b>Total, Pagnano</b>			Project Total:	\$151,122.00	\$158,979.00	\$20,000.00	\$861.35	

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-05</b> Replacement Housing Factor Grant No:				2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original with Bond	Revised with Bond	Obligated	Expended	
<b>MA 20-4 O'Brien Towers</b>	<b>Site:</b> Landscaping/Site Improvement	1450		\$20,000.00	\$20,000.00	\$20,000.00	\$1,272.77	
			Total Site:	\$20,000.00	\$20,000.00	\$20,000.00	\$1,272.77	
	<b>Mechanical and Electrical:</b> Gas Conversion Plumbing Upgrades	1460		\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> Windows/Patio Doors	1460		\$46,246.00	\$80,000.00	\$7,500.00	\$0.00	
			Total B.E.:	\$46,246.00	\$80,000.00	\$7,500.00	\$0.00	
	<b>Dwelling Units:</b> Asbestos Removal	1460		\$90,107.00	\$35,000.00	\$10,000.00	\$0.00	
			Total DUs:	\$90,107.00	\$35,000.00	\$10,000.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, O'Brien</b>			<b>Project Total:</b>	<b>\$156,353.00</b>	<b>\$135,000.00</b>	<b>\$37,500.00</b>	<b>\$1,272.77</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No. <b>MA06P020501-05</b> Replacement Housing Factor Grant No:			<b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original with Bond	Revised with Bond	Obligated	Expended	
<b>MA 20-6 Drohan Apartments</b>	<b>Site:</b> Landscaping/Site Improvements	1450		\$20,000.00	\$20,000.00	\$20,000.00	\$26.09	
			Total Site:	\$20,000.00	\$20,000.00	\$20,000.00	\$26.09	
	<b>Mechanical and Electrical:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Drohan</b>			<b>Project Total:</b>	\$20,000.00	\$20,000.00	\$20,000.00	\$26.09	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-05</b> Replacement Housing Factor Grant No:			2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original without Bond	Original with Bond	Obligated	Expended	
<b>HA Wide</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Security Systems	1460		\$5,000.00	\$30,000.00	\$30,000.00	\$28,843.68	
			Total M&E:	\$5,000.00	\$30,000.00	\$30,000.00	\$28,843.68	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Reasonable Accommodations	1460		\$3,100.00	\$3,100.00	\$1,900.00	\$0.00	
			Total DUs:	\$3,100.00	\$3,100.00	\$1,900.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Nondwelling Equipment:</b> Maint Equip Replacement Force Account Tools Step Up Tools Force Account Vehicle Computer System Hardware	1475		\$5,000.00 \$5,000.00 \$4,340.00 \$2,000.00 \$12,500.00	\$5,000.00 \$5,000.00 \$4,340.00 \$2,000.00 \$12,500.00	\$0.00 \$5,000.00 \$2,360.00 \$1,000.00 \$0.00	\$0.00 \$3,244.67 \$2,360.21 \$87.00 \$0.00	
		Total NDE:	\$28,840.00	\$28,840.00	\$8,360.00	\$5,691.88		
<b>Total,</b>	<b>0</b>		Project Total:	\$36,940.00	\$61,940.00	\$40,260.00	\$34,535.56	

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

		Grant Type and Number			Federal FY of Grant:			
		Capital Fund Program Grant No.: <b>MA06P020501-05</b>			2005			
		Replacement Housing Factor Grant No:						
		All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target D:
		Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	Management Improvements	08/18/07			08/18/09			
HA Wide	Administration	08/18/07			08/18/09			
HA-Wide	Fees & Costs	08/18/07			08/18/09			
HA-Wide	Nonroutine vacancy prep.	08/18/07			08/18/09			
"	Nonroutine PM repairs	08/18/07			08/18/09			
"	Appliances	08/18/07			08/18/09			
"	Vehicle replacement	08/18/07			08/18/09			
"	Demolition (specify location[s])	08/18/07			08/18/09			
MA 20-01	Riverview	08/18/07			08/18/09			
MA 20-02	Pagnano Towers	08/18/07			08/18/09			
MA 20-04	O'Brien Towers	08/18/07			08/18/09			
MA 20-06	Drohan Apartments	08/18/07			08/18/09			
HA Wide	Non Dwelling	08/18/07			08/18/09			





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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Quincy Housing Authority</b>		Capital Fund Program Grant No. <b>MA06P020501-06</b> Replacement Housing Factor Grant No:			<b>2006</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Management Consultants	1408		\$10,000	\$10,000	\$0	\$0	
	Resident Training Program	"		\$112,312	\$110,000	\$0	\$0	
	Staff Training	"		\$10,000	\$7,000	\$0	\$0	
	Update Office/Comm Equipment	"		\$7,500	\$7,500	\$0	\$0	
	Accelerate Comp Implementation	"		\$11,111	\$11,111	\$0	\$0	
	Capital Fund Planning	"		\$1,500	\$1,500	\$0	\$0	
	Implement Preventative Maintenance	"		\$10,000	\$7,500	\$0	\$0	
	ROSS Coordinator	"		\$20,000	\$20,000	\$0	\$0	
	Employee Assistance Program	"		\$2,381	\$2,381	\$0	\$0	
	<b>Total 1408</b>			<b>\$184,804.00</b>	<b>\$176,992.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
HA-Wide Operations		1406		\$0.00	\$0.00	\$0.00	\$0.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410		\$111,977.00	\$111,977.00	\$0.00	\$0.00	
HA-Wide Debt Service	Collateralization of Debt Service	1501		\$166,512.00	\$290,154.00	\$0.00	\$0.00	
HA-Wide Fees and Costs	A & E services @ 7% of the annual grant amount, based on actual scope of design work	1430 1430		\$75,720.00	\$75,000.00	\$0.00	\$0.00	
HA-Wide	Nonroutine vacancy prep.	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Nonroutine PM repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Appliances	1465		\$0.00	\$0.00	\$0.00	\$0.00	
"	Vehicle replacement	1475		\$0.00	\$0.00	\$0.00	\$0.00	
"	Demolition (specify location[s])	1485		\$0.00	\$0.00	\$0.00	\$0.00	
"	Relocation expenses	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-06</b> Replacement Housing Factor Grant No:			2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-1 Riverview</b>	<b>Site:</b> Landscape/Site Improvements	1450		\$72,950.00	\$70,000.00	\$0.00	\$0.00	
			Total Site:	\$72,950.00	\$70,000.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Basement Drainage	1460		\$0.00	\$40,000.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$40,000.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> Replace Exterior Siding	"		\$246,160.00	\$50,000.00	\$0.00	\$0.00	
			Total B.E.:	\$246,160.00	\$50,000.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Kitchen Modernization	1460		\$0.00	\$50,000.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$50,000.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Riverview</b>			<b>Project Total:</b>	<b>\$319,110.00</b>	<b>\$210,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-06</b> Replacement Housing Factor Grant No:			2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-2 Pagnano Towers</b>	<b>Site:</b> Site Improvement	1450		\$10,000.00	\$10,000.00	\$0.00	\$0.00	
			Total Site:	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> Windows/Patio Doors/Exterior	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> Fire System/Generator Upgrades	1475		\$100,000.00	\$100,000.00	\$0.00	\$0.00		
		Total NDE:	\$100,000.00	\$100,000.00	\$0.00	\$0.00		
<b>Total, Pagnano</b>			<b>Project Total:</b>	<b>\$110,000.00</b>	<b>\$110,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-06</b> Replacement Housing Factor Grant No:			2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-4 O'Brien Towers</b>	<b>Site:</b> Landscaping/Site Improvement	1450		\$23,117.00	\$20,000.00	\$0.00	\$0.00	
			Total Site:	\$23,117.00	\$20,000.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	"		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> Exterior	1460		\$68,534.00	\$68,151.00	\$0.00	\$0.00	
			Total B.E.:	\$68,534.00	\$68,151.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, O'Brien</b>			<b>Project Total:</b>	<b>\$91,651.00</b>	<b>\$88,151.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-06</b> Replacement Housing Factor Grant No:			2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MA 20-6 Drohan Apartments</b>	<b>Site:</b> Landscaping/Site Improvements	1450		\$12,000.00	\$10,000.00	\$0.00	\$0.00	
			Total Site:	\$12,000.00	\$10,000.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Drohan</b>			<b>Project Total:</b>	<b>\$12,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. <b>MA06P020501-06</b> Replacement Housing Factor Grant No:			2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>HA Wide</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Reasonable Accommodations 504 Compliance	1460		\$3,000.00 \$15,000.00	\$3,000.00 \$15,000.00	\$0.00 \$0.00	\$0.00 \$0.00	
			Total DUs:	\$18,000.00	\$18,000.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Nondwelling Equipment:</b> Maint Equip Replacement	1475		\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	Force Account Tools	"		\$7,500.00	\$7,000.00	\$0.00	\$0.00	
	Step Up Tools	"		\$0.00	\$0.00	\$0.00	\$0.00	
	Force Account Vehicle	"		\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	Computer System Hardware	"		\$12,500.00	\$12,500.00	\$0.00	\$0.00	
			Total NDE:	\$30,000.00	\$29,500.00	\$0.00	\$0.00	
<b>Total,</b>	<b>0</b>		<b>Project Total:</b>	<b>\$48,000.00</b>	<b>\$47,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number					Federal FY of Grant:
Quincy Housing Authority		Capital Fund Program Grant No.: MA06P020501-06 Replacement Housing Factor Grant No:					2006
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target D:
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide Management Improvements	07/18/08			07/18/10			
HA Wide Administration	07/18/08			07/18/10			
HA-Wide Fees & Costs	07/18/08			07/18/10			
HA-Wide Nonroutine vacancy prep.	07/18/08			07/18/10			
" Nonroutine PM repairs	07/18/08			07/18/10			
" Appliances	07/18/08			07/18/10			
" Vehicle replacement	07/18/08			07/18/10			
" Demolition (specify location[s])	07/18/08			07/18/10			
MA 20-01 Riverview	07/18/08			07/18/10			
MA 20-02 Pagnano Towers	07/18/08			07/18/10			
MA 20-04 O'Brien Towers	07/18/08			07/18/10			
MA 20-06 Drohan Apartments	07/18/08			07/18/10			
HA Wide Non Dwelling	07/18/08			07/18/10			



**Actual Modernization  
Cost Certificate**

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

OMB No. 2577-0044 (exp. 4/30/2004)  
OMB No. 2577-0157 (exp. 12/31/99)

Comprehensive Improvement Assistance Program (CIAP)  
Comprehensive Grant Program (CGP)

Public Reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a currently valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: <b>Anytown Housing Authority</b>	Modernization Project Number: <b>US001P0019XX</b>
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The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	<b>\$0.00</b>
B. Funds Disbursed	<b>\$0.00</b>
C. Funds Expended (Actual Modernization Cost)	<b>\$0.00</b>
D. Amount to be Recaptured (A-C)	<b>\$0.00</b>
E. Excess of Funds Disbursed (B-C)	<b>\$0.00</b>

2. That all modernization work in connection with the Modernization Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the HA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-mens' liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

**X**

<b>For HUD Use Only</b>	
<b>The Cost Certificate is approved for audit:</b> Approved for Audit (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	
<b>The audited costs agree with the costs shown above:</b> Verified: (Designated HUD Official)	Date:
<b>X</b>	
Approved: (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	

**QUINCY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

Assistant Director      Executive Director  
Administrative Assistant      Administrative Secretary      Receptionist

Modernization Director	Finance Director	Support Serv. Administrator	Director of Program Management	Leased Hsg. Director	Superintendent of Maintenance	
Mod Project Managers 2	Senior Accountant	Eld./Dis. Supp. Serv. Coord.	Tenant Selector	Asst. Rental Asst. Adm.	Maintenance Secretary	Laborer Foreman 1
Mod Coordinator	Acct. Payable Clerk	F.S.S.Coordinators 2	Occupancy Specialists 2	Rental Asst. Serv. Coord.	Maint. Op. Coord.	Laborer/Mechanic 1
	Senior Bookkeeper	Voc.Ed.Comm.Serv.Coord.	Admissions Clerks 2	Rental Assistant/HAP Clerk	Maint. Clerk	
	Junior Bookkeeper		Property Managers 3	Clerk Typist	Plasterer 1	Laborers 14
				Hsg. Search Spec./Cl. Typ.	Plumbers 2	
					Carpenters 3	
					Electricians 2	
					Lead Painter 1	
					Painters 2	
					Pipefitter/Steamfitter 1	

Quincy Housing Authority FY 2007 Agency Plan  
Names and Addresses of RAB Members

Robin Johnson  
95 W. Squantum Street, #212  
Quincy, MA 02171

John Dansereau  
73 Bicknell St. #335  
Quincy, MA 02169

Sandy Ames  
73 Bicknell St. #618  
Quincy, MA 02169

Kevin Matta  
73 Bicknell St. #G5  
Quincy, MA 02169

Francis Fidler  
60 Quarterdeck Rd. #4  
Quincy, MA 02169

Margaret Scanlon  
73 Bicknell Street, #614  
Quincy, MA 02169

Frank Beck  
295 Water Street #2  
Quincy, Ma 02169

Dana Johnson Sr.  
224 Seaver St. #8  
Dorchester, MA 02121

Ruth Neal  
138 Liberty St. 2<sup>nd</sup>. Flr.  
Quincy, MA 02169

Da Dang  
73 Bicknell Street, #124  
Quincy, MA 02169

Pat Scibilio  
73 Bicknell Street, #708  
Quincy, MA 02169

Ranae Blair  
28 Sextanant Circle, #4  
Quincy, MA 02169

Linda S. Garcia, Senior Paralegal  
Greater Boston Legal Services  
197 Friend Street  
Boston, MA 02114

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

February 21, 2007

Joseph A. MacRitchie, Executive Director  
Board of Commissioners  
Quincy Housing Authority  
80 Clay Street  
Quincy, MA 02170

Re: Comments and Recommendations from the Resident Advisory Board Members Regarding Quincy Housing Authority's (QHA): 2007 Draft Five Year and One Year Agency Plan; Admissions and Continued Occupancy Policy (ACOP); Section 8 Administrative Plan and ROSS Section 8 Housing Choice Homeownership Program for Public Housing Residents; Community Service Policy (CSP); Limited English Proficiency Plan (LEP); and HUD Review No. 01-04-R003-4 Regarding 504 Compliance.

Dear Mr. MacRitchie and Commissioners:

The Resident Advisory Board (RAB) members would first like to express our sincere sympathy to the family, loved ones, and friends of John Dansenreau, who died unexpectedly on February 11, 2007. John was a dedicated member since the inception of the RAB and he will be sadly missed by all. We will strive to continue John's mission of implementing positive change for survivors of abuse, for his persistence in advocating language access for his neighbors and friends who speak little or no English, and for his commitment to making his neighborhood a better place to live for all.

**I. Introduction**

The RAB members have met with key staff of Quincy Housing Authority and QHA's consultant, Mr. Bernie Stewart to review and make recommendations on the QHA's Draft Five Year and One Year Agency Plan, proposed amendments to the Admissions and Continued Occupancy Plan, Section 8 Administrative Plan and ROSS Section 8 Homeownership Plan for Public Housing Residents, Lease and Housing Assistance Payment Contract changes, and the Community Service Plan. In addition, we have engaged in discussions regarding QHA's Limited English Proficiency Plan as well as confirmed that it is the intent of the QHA to renew the existing Designated Housing Plan (DHP) in August 2007.

QHA staff have worked closely with the RAB in regard to needed revisions and additions to many of QHA's plans and policies. Key changes in federal housing law made pursuant to the Violence Against Women and the Justice Department Reauthorization Act of 2005 (VAWA amendments)<sup>1</sup> resulted in directives from the Department of Housing and Urban Development

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<sup>1</sup>See §§606, 607, Pub. L. 109-162, 119 Stat. 2960 (January 5, 2006); 42 U.S.C. § 1437d, as amended; 42 U.S.C. § 1437(o), as amended; 42 U.S.C. §§ 1437f(c)(d), as amended.

<b>Quincy Housing Authority's Response to Resident Advisory Board Comments on FY 2007 HUD Agency Plan</b>
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(HUD) regarding the implementation of mandatory changes for the Section 8 Housing Choice Voucher program, Section 8 project-based assistance program and federal public housing programs. After consultation with the RAB, QHA has begun the process of incorporating these changes in its Agency Plan and other plans and policies more thoroughly described below. In addition, HUD issued its Final Guidance on Limited English Proficiency (LEP) which will necessitate revisions to QHA's current Limited English Proficiency Plan in order to be in conformance with the Final LEP Guidance<sup>2</sup>.

The RAB comments and recommendations will focus on both the positive aspects of the RAB meetings with QHA as well as areas of concern where the RAB members have identified QHA deficiencies in implementing and/or adhering to its own policies and plans. Our comments relevant to the Limited English Proficiency issues and the Community Service Policy are intended to focus attention on weaknesses and to bring about improvements that will both benefit QHA staff and its consumers.

## **II. Positive Highlights**

**A. RAB Members:** QHA, through its outreach, increased the number of RAB members to include a more racially and ethnically balanced group which is reflective of the diverse population served by QHA housing programs<sup>3</sup> The RAB members have been active and vocal participants throughout this year's process and the new members have brought in different views as well as new energy to the group. The exchange among QHA staff and RAB members has been both respectful and enlightening.

**B. ROSS Grant:** QHA has received federal funding under a new ROSS grant which, in addition to providing economic self-sufficiency resources for public housing residents, will allow

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<sup>2</sup>See 72 Fed. Reg. 2732 (1/22/07) entitled Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons; Notice, which effective date has been revised to 3/7/07.

<sup>3</sup>There are now 4 members from QHA's elderly/non-elderly disabled housing, one of whom speaks seven languages, 2 members from QHA's family housing, and 3 members who participate in QHA's Section 8 program.

<b>Quincy Housing Authority's Response to Resident Advisory Board Comments on FY 2007 HUD Agency Plan</b>
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public housing residents to participate in the Section 8 Homeownership Program. RAB members support this opportunity which will give preference in allocation of up to ten Section 8 Housing Choice Vouchers per year to public housing residents who have successfully completed the program which is now in the start-up process.

**C. The “Fair Share” Section 8 vouchers** are again available for survivors of domestic abuse referred to QHA by the office of the District Attorney. This particular Section 8 funded program is administered by the Medford Housing Authority (MHA) whereby QHA has been allocated 17 “Fair Share” Section 8 Choice Vouchers to assist survivors of abuse who have been displaced and/or must relocate for safety reasons. For several years the program had been suspended by MHA due to insufficient funding. To date, QHA has utilized 10 of the 17 vouchers and is currently working with the District Attorney’s office in re-instituting the referral program.

**D. Capital Fund Bond Program, Youth Build and Step Up Program**-Substantial work has been completed at Riverview through the utilization of the Capital Fund Bond Program and residents have expressed satisfaction with the work to date which includes repair and replacement of the building envelopes. In addition, QHA has been able to engage young residents in the Youth Build program and some residents have graduated and entered the Step-Up program. The two programs enable young residents to obtain a high school diploma or equivalent while working at the development during the first year of the programs. Thereafter, those who participate for a second year in the Step-Up program begin long term apprenticeships in the building trades union. The residents benefit from the work done through these programs as well as through the opportunity to become self-sufficient. These combined economic opportunities for residents compliment the capital improvements that are ongoing.

**E. The Family Self Sufficiency (FSS)** program for participants in the Section 8 Homeownership Program has reopened. Participation in the FSS program is a requirement for Section 8 participants in order to move to Section 8 Homeownership. At least three participants have been able to purchase homes.

**F. Funding:** Both the Section 8 program and the public housing program will experience stable funding levels as a result of a recent Congressional change in determining the allocation of Section 8 funds and public housing operating funds. Minimally this means no reduction in Section 8 vouchers, stabilization with public housing operating funds and QHA should see an increase in its Section 8 funding allocation.

**G. Designation of staff for LEP Plan 504 Coordination:** QHA has affirmatively stated its commitment to addressing major issues involving linguistic barriers for persons with Limited English Proficiency (LEP) and for persons with disabilities. However, since Jackie Loud’s retirement in 2006, QHA had not designated an employee to be the 504 Coordinator and to oversee access to and participation in its federal housing programs for LEP persons. The RAB

## Quincy Housing Authority's Response to Resident Advisory Board Comments on FY 2007 HUD Agency Plan

has been informed that QHA has now assigned staff to fill this role in the interim until a permanent staff member is hired and/or appointed.

**H. Flat rents** will remain the same, where in prior years there had been an increase.

**I. Violence Against Women's Act (VAWA).** QHA staff have been pro-actively working with the RAB to amend important documents in view of recent changes in federal housing law that now require protections for victims of domestic abuse, stalking, sexual assault, and dating violence in access to federal housing programs and sustaining tenancies in these programs. QHA's Agency Plan, Admissions and Continued Occupancy Plan, Section 8 Administrative Plans, leases, and contracts are now being amended to reflect these changes. QHA will also educate Section 8 landlords, Section 8 holders and participants about these new protections against discrimination in admission, termination of benefits, or termination of tenancy during briefings and through the use of outreach materials describing these protections.

**Quincy Housing Authority Response:** The QHA appreciate the fact that the RAB and GBLS have acknowledged the numerous positive aspects of the FY 2007 Agency Plan.

### III. Areas of Concern

**A. With A 28% Asian Population , Many Of Whom Are Non-English Speakers, It Is Critical that QHA Take Steps To Amend And Implement Its Limited English Proficiency Plan Including Translation of Important Documents. The Lack Of Translated Materials And The Availability of Interpreters Has Become A Health And Safety Issue And Is Putting Families At Risk of Eviction.**

●The RAB has a number of recommendations but in summary the QHA must revise and implement its LEP Plan in recognition that 28% of its population is Asian. Primary languages of residents and applicants must be identified and all important documents such as evacuation plans, denial of eligibility, conference notices, grievance rights, termination notices, lease and grievance procedures, rent determinations, Community Service Plan, etc. should be translated into those languages. In the interim, QHA should provide qualified interpreters and include Babel notices in every document. QHA must make every effort to hire staff who are bi-lingual and multilingual in filling vacant positions and not rely upon family members of applicants or residents to interpret.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

**Quincy Housing Authority Response:** The QHA is mindful of its on-going obligations under LEP and plans to establish both internal and external working groups (police, schools, Asian community groups) to deal with the multitude of issues under LEP. In the interim, the QHA has established a line item in its CFP budget for translation and interpretive services. Although the QHA does use the Multiple Language Notice currently, it will expand the use of this notice where indicated. Overall, the QHA plans on being more proactive with both its Chinese and Vietnamese residents.

**1. Safety Issues for LEP Persons.** Persons with Limited English Proficiency have not been able to fully access and participate in QHA programs because important documents have not been translated and interpreters are not readily available. **The RAB has raised this issue each year.**

Quite recently the need to provide interpreters and translated documents became a safety issue when there was a four alarm fire at O'Brien Towers, an elderly/non-elderly disabled high rise building where a large number of residents are LEP persons. There was no evacuation plan in Chinese or other Asian languages despite the fact the many residents are LEP persons. This resulted in haphazard evacuation with people taking elevators or using the wrong stairwells thus blocking fire personnel from accessing the area. Other English speaking elderly and disabled residents assisted in escorting their non-English speaking neighbors safely out of the building which could have also placed these households at risk. QHA staff acknowledged this was a serious problem that needed to be corrected and said it is in the process of having evacuation plans translated for individual LEP residents.

**Quincy Housing Authority Response:** The QHA is mindful of its on-going obligations under LEP and plans to establish both internal and external working groups (police, schools, Asian community groups) to deal with the multitude of issues under LEP. In the interim, the QHA has established a line item in its CFP budget for translation and interpretive services. Although the QHA does use the Multiple Language Notice currently, it will expand the use of this notice where indicated. Overall, the QHA plans on being more proactive with both its Chinese and Vietnamese residents.

**2. LEP Plan.** Although QHA entered into a Voluntary Compliance Agreement and Limited English Proficiency Plan with the Department of Housing and Urban Development in mid-2004, the RAB has yet to see substantial results. We are not sure if this is due to lack of resources or whether there has been no oversight or review to see if staff are taking appropriate steps to insure that QHA is meeting its goals under its LEP Plan. On a positive note HUD has finally approved QHA's request to allocate Management Improvement funds to translate documents and provide interpreters, which was previously denied. Despite what may seem to be negative comments, the

## Quincy Housing Authority's Response to Resident Advisory Board Comments on FY 2007 HUD Agency Plan

RAB recognizes that it will take time for QHA to adapt its programs to the ever increasing LEP population in the Quincy area. Further, we do recognize that the LEP community has been able to access QHA's housing programs which we acknowledge by the overall change in demographics. However, we still see room for major improvement.

Presently, there is no indication that LEP persons are consistently informed of the availability of interpreters, or that Babel notices are included with all important documents. Moreover, it appears that staff are relying upon family members of residents to act in the capacity of interpreters. According to the most recent Resident Characteristic Report in December 2006, at least 28% of QHA's population are Asian. Nevertheless, it is not clear that QHA has identified the first languages of the LEP population which is a necessary step in order to determine what language(s) make up the population. From that point QHA is then able to identify the languages to be used in translating documents and for interpreting. While it is common knowledge that a vast majority of the Asian population in QHA housing read Chinese, QHA has not translated leases or evacuation plans into Chinese, something it had agreed to do under its LEP and in its Agency Plan. On a positive note, QHA has had a maintenance list translated into Chinese and English and this is an effective tool. Where QHA's LEP Plan calls for a review, it is time for QHA to do a self-assessment and move forward in implementing its goals. Finally, in view of HUD's recently issued final guidelines for LEP persons, it is clear that QHA needs to not only revise its LEP Plan but expend funds to insure it is carrying out the LEP Plan. This is not a new issue but one that has been identified year after year by RAB members as something QHA must prioritize. See RAB comments and detailed recommendations below in these comments.

**Quincy Housing Authority Response:** The QHA is mindful of its on-going obligations under LEP and plans to establish both internal and external working groups (police, schools, Asian community groups) to deal with the multitude of issues under LEP. In the interim, the QHA has established a line item in its CFP budget for translation and interpretive services. Although the QHA does use the Multiple Language Notice currently, it will expand the use of this notice where indicated. Overall, the QHA plans on being more proactive with both its Chinese and Vietnamese residents.

### **B. The Community Service Plan Is Not Being Properly Implemented, Important Notices Affecting Rights Are Not Being Translated, And Non-English Speaking Residents Are Adversely Impacted As A Result.**

●RAB recommends that QHA utilize a Community Service/Self-Sufficiency Policy "Exemption" guide and provide these to residents and staff responsible for making determinations on exempt and non-exempt household members. QHA also needs to translate its CSP and provide interpreters when explaining its Policy to LEP persons. QHA also needs to consistently inform all residents of their right to grieve a determination of exempt/non-exempt status, a determination of non-compliance and non-lease renewal as well as the right to enter into cure agreements, and

## Quincy Housing Authority's Response to Resident Advisory Board Comments on FY 2007 HUD Agency Plan

the right to grieve a termination of tenancy.

**1. Community Service Plan Requirements.** Last year QHA staff reported that no households had been evicted for non-compliance with Community Service Plan Requirements (CSR). However, this has dramatically changed. RAB recently learned that a number of households have been found in non-compliance with CSP requirements. We are aware that some of the English speaking households in this predicament were able to work out "cure" agreements with QHA. However, QHA is evicting a number of families who are LEP individuals that QHA determined are not exempt and must participate in community service or in an economic self-sufficiency program.<sup>4</sup> Where a family could lose their federal housing benefit and be evicted, it is imperative that households who have non-exempt members understand their obligations and that staff have a better understanding on: timing of notices, the importance of having notices translated, the need to offer and provide interpreters, and making and explaining determinations on who is exempt or non-exempt See RAB recommendations below regarding more user friendly implementation of CSP requirements. While the RAB understands that QHA has taken some steps to address language barriers, these policies are not applied consistently and more effort needs to be made.

**Quincy Housing Authority Response:** The QHA agrees that it needs to do a better job in translating key documents and has established a line item in its CFP budget for translation and interpretive services. Additionally, the QHA plans to find more Community Service sites that are appropriate for its Chinese and Vietnamese residents. Also, as was stated before, the QHA plans to establish both internal and external working groups (police, schools, Asian community groups) to deal with the multitude of issues under LEP. With the Community Service issue and many other issues, the QHA plans on being more proactive with both its Chinese and Vietnamese residents.

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<sup>4</sup>Greater Boston Legal Services is representing four LEP families currently faced with eviction. In the course of this representation and based upon what is contained in resident files, we have identified a number of deficiencies in notices sent to non-exempt LEP persons. For example, despite the fact these are important notices, the notices are written in English. While some notices have a Babel statement others do not. Some notices contain no grievance rights and other notices are premature in terminating the tenancy.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

**C. Section 504 Deficiencies Cited in HUD's 2004 Investigative Report.**

RAB raised concerns that QHA was not addressing the deficiencies that were contained in HUD's 2004 report. Specifically, RAB members reiterated the same concerns about parking in handicapped designated areas and that QHA had taken no steps to correct the problem. The parking can be remedied at little or no cost to QHA. See recommendations below which are the same recommendations made by the RAB in 2006.

**Quincy Housing Authority Response:** The QHA respectfully disagrees. It has implemented many of the 504 measures. The issue here is really one of enforcement for residents and non-residents who continually park in accessible spaces or van drop-off areas. The QHA plans to up its enforcement activities against these "violators" and will consider adding accessible parking as necessary.

**D. HUD 2006 Audit Findings:** QHA reports that HUD made 10 findings relative to its 2006 audit. RAB has made several requests for these findings as well as QHA's response to HUD on corrections, but have not received the information to date. We would like to reserve comment on this until we receive the findings and QHA's correspondence with HUD on how this has been addressed.

**Quincy Housing Authority Response:** The QHA provided the RAB & GBLS with a copy of these Audit Findings just prior to the February 21, 2007 Public Hearing.

**IV. Work In Progress**

**A. Admissions and Continued Occupancy Policy (ACOP):** Finalization of changes to QHA's ACOP is still a work in progress and the RAB has not seen QHA's final version. It should be noted that I have submitted recommendations on language change and additions and some have been readily adopted by QHA while others are being reviewed. RAB reserves the right to submit additional comments after we have seen QHA's final changes.

**Quincy Housing Authority Response:** The QHA will continue to work positively with the RAB & GBLS on these ACOP refinements.

**B. Section 8 Administrative Plan:** QHA has not yet provided a revised Section 8 Administrative Plan which requires amendments to address VAWA protections and the ROSS Section 8 Homeownership Program. VAWA protections would also be applicable to any public housing family wishing to participate in the ROSS Section 8 Homeownership Program. RAB has submitted comments on the draft ROSS Section 8 Homeownership Program Administrative Plan

**Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan**

and are waiting for QHA's response. QHA has also informed staff of VAWA changes to Section 8 HAP contracts and Lease Addendum and is starting to inform owners, applicants and Section 8 participants of rights and protections afforded under VAWA. RAB has submitted sample form letters to QHA for Section 8 managers, Section 8 applicants and Section 8 Participants along with relevant HUD form 50066, Certification of Domestic Violence, Dating Violence or Stalking. Note that HUD has also issued form 90066 for comment on 1/25/07 for Section 8 Project Based Assistance Programs. QHA is also adapting the sample Section 8 VAWA rights letter for applicants to and residents of its public housing programs.. RAB reserves the right to make comments after we have seen QHA's proposed revisions and amended Section 8 Administrative Plan(s).

**Quincy Housing Authority Response:** The QHA will continue to work positively with the RAB & GBLs on these Section 8 Administrative Plan refinements. As an example of positive outcomes to date, the QHA is not only sending the VAWA Notices to all landlords but is also conducting a workshop for landlords on this issue.

**C. Community Service Policy:** QHA has amended its CSP to reflect a change in the law regarding welfare exemptions for families with children and to include language required by HUD. The RAB has submitted some suggested additional revisions to the CSP and is waiting for QHA's response. We reserve the right to make additional comments after we receive QHA's response.

**Quincy Housing Authority Response:** The QHA will continue to work positively with the RAB & GBLs on refinements to its Community Service policy. As mentioned earlier, some LEP-related improvements are already planned.

**D. LEP Persons and revisions to LEP Plan:** The RAB will be submitting with these comments some suggestions for revision to the QHA's LEP Plan (to be referred to as Language Assistance Plan "LAP") as a result of HUD final LEP guidance. The RAB wishes to remain involved in any revisions and sees this as an ongoing process.

This exchange of information and proposed language changes has been very positive and fruitful. QHA has been open to many suggestions.

**Quincy Housing Authority Response:** The QHA is mindful of its on-going obligations under LEP and plans to establish both internal and external working groups (police, schools, Asian community groups) to deal with the multitude of issues under LEP and to continue to work with both the RAB and GBLs too on refinements to both LEP and LAP.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

**V. Comments to Five Year Plan**

Because of time constraints, we were not able to discuss and ask questions regarding some aspects of the Agency Plan draft. We are taking this opportunity in our comments to make these inquiries and look forward to your response.

**A. Part B-Goals, pp.2-3.**

•Goal-Improve the quality of assisted housing: There was little discussion in this area other than to point out the QHA had an exceptional SEMAP score of 99 but that HUD had not yet scored QHA's public housing management for 2006. QHA's PHA score on 6/30/05 was 82. Could you please provide copies of the HUD report and any related correspondence between HUD and the QHA on the 2005 score and any similar information for 2006. Has QHA been able to address HUD concerns and does it anticipate a higher score? What factors does QHA believe contributed to public housing having a lower score than SEMAP. What changes have been made to management and customer satisfaction and in general, what do you think the problem was, is, and what steps have been taken to correct this.

**Quincy Housing Authority Response:** The QHA has received its FY 2006 PHA score, which is 85. This is generally a good score given the size and complexity of the QHA. SEMAP scoring has different criteria than PHAS so the two cannot really be compared. In general, public housing (PHAS related) is more difficult to manage than Section 8 housing (SEMAP related).

•Goal-Promote self-sufficiency: We discussed the Step Up and Youth Build programs as a positive aspect to promoting self-sufficiency noting that three resident youths had graduate from Youth Build and gone on to the Step Up program. Less positive was the drop out rate for participants in the Youth Build program and we are hoping QHA staff contact resident participants that dropped out in order to ascertain whether or not improvements could be made to increase the number of "graduates" and to draw in more QHA resident youth. The ROSS Section 8 Homeownership Program also has the advantage of Family Self-Sufficiency and one question we have raised is how QHA intends on offering these services to those with Limited English Proficiency. While we know that QHA offers services to all of its residents regarding FSS and Economic self sufficiency how are these services advertised to non-English speaking residents. Similarly, what services are in place for elderly or families with disabilities and what accommodations are in place to insure that participation will be accessible for those in need of barrier free access?

•Not Currently Listed as a Goal-Operating Subsidy/Asset Management, (also see p. 61)  
Will operating subsidy/asset management become a goal in the QHA's Five Year Plan or Annual

## Quincy Housing Authority's Response to Resident Advisory Board Comments on FY 2007 HUD Agency Plan

Plan, and if the answer is yes, the RAB considers the specifics on how QHA will implement this goal as a topic for a reopener. Again, our discussion was very brief in this regard indicating that while this is anticipated, the process has not yet begun.

**Quincy Housing Authority Response:** Asset Management is a HUD requirement, which the QHA is in the process of implementing. During the FY 2008 Plan process, more details should be emerging to warrant a healthy discussion with the RAB and GBLS.

### **B. Goals Ensure equal opportunity and Other PHA Goals and objectives, p. 4.**

#### **•504 Compliance-Deficiencies**

Despite assurances given last year by QHA staff, the RAB is concerned that QHA has not taken the necessary steps to remedy the 504 compliance issues cited by HUD in its Review (No, 01-04-R003-4). Has HUD done a follow-up review or are there measurable improvements that QHA could identify for the RAB? The RAB is not aware of any measurable improvements, including improvements that would have little to no financial impact such as addressing the issue with unauthorized vehicles parking in handicapped designated locations. As we said last year and which we repeat again this year, Senior RAB members noted significant problems with common area parking spaces designated for those with a disability<sup>5</sup>. More often than not, commercial vehicles and those who do not require or qualify to use the designated spaces in front of the building, park in these spaces.

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<sup>5</sup>In general, deficiencies cited by HUD included lack of appropriate signage for designated parking spaces, slope of ramps from parking lot(s), length and height of bottom and side grab bars in units and common area bathroom facilities, height of mailboxes and locking mechanisms, controls on appliances such as cooktops, ovens, refrigerators and showers, and height of storage cabinets and countertops, which do not meet the Uniform Accessibility Standards (UFAS). See report dated 08/2004, No. 01-04-R003-4.

## Quincy Housing Authority's Response to Resident Advisory Board Comments on FY 2007 HUD Agency Plan

In addition, the problem of parking in general is now compounded by a City owned Soccer field and the public doesn't hesitate to use resident/guest parking slots. Although QHA is authorized to make reasonable rules and regulations for the use of parking areas under its control, no enforcement measures have been taken by QHA staff to correct this problem.<sup>6</sup>

**Quincy Housing Authority Response:** The QHA respectfully disagrees. It has implemented many 504 measures. The issue here is really one of enforcement for residents and non-residents who continually park in accessible spaces or van drop-off areas. The QHA plans to up its enforcement activities against these "violators" and will consider adding accessible parking as necessary.

As for the City Soccer field parking issue, this happens all across the City and we are dealing with any abuses as they occur. However, the QHA believes that it is important to have people from all across the City come into Germantown and feel safe.

### **•Recommendations**

RAB members repeat the recommendation made last year which was to suggest that the parking issue be resolved by having large printed orange stick-on citations attached to the front window of the vehicles violating the designated parking policy. While these are removable, they are annoying and make it abundantly clear that the vehicle is unauthorized to use the designated space. Provide QHA employees with these "tickets" as a way to enforce the policy on who may park in designated accessible spaces. The printing costs would be negligible and absent law enforcement such as towing, should get the point across. We believe QHA supports this suggestion. QHA should also consider instituting and posting parking rules for the handicap restricted spaces, including setting fines for parking violations in the restricted parking areas. Install signage that those who illegally park in spaces designated for handicapped will be fined and/or towed.. Earmark existing operating and maintenance funds to place sufficient sign posts for all spaces as recommended by HUD. Communicate with the City about the parking problem created by the soccer field and ask the City to take part in enforcing illegal parking in the area.

**Quincy Housing Authority Response:** The enforcement of the QHA's existing "stick-on policy" will be increased.

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<sup>6</sup>See G.L. c.121B § 32A. If QHA were to impose such rules, at least one attested copy of the rules and regulations must be posted at each facility and any violation shall be punished by a fine of not more than twenty dollars.

## Quincy Housing Authority's Response to Resident Advisory Board Comments on FY 2007 HUD Agency Plan

### • **Limited English Proficiency**

According to QHA's 12/06 Resident Characteristic Report submitted to HUD, at least 28% of its population is Asian. When the RAB met in 2006 and in 2007, QHA had not translated core documents as part of its LEP Plan with the exception of a maintenance list. Other than the Babel notice (this is an important document, please have it translated), the RAB is not aware of any other steps QHA has taken to translate important documents such as leases, grievance procedures, conference and termination notices, notices of rent changes, Community Services requirements, or other important documents that impact eligibility for and continued occupancy of QHA's federal housing program. Despite having an LEP Plan, the RAB feels that the QHA has made little progress in addressing linguistic barriers.

On 1/22/07, HUD issued its Notice on the Final Guidance for LEP persons. As part of the LEP Guidance, HUD recommends, among other things, that recipients of federal funds identify the language needs of applicants and participant/tenants and suggests utilizing language identification cards. These are available at:

**Quincy Housing Authority Response:** The QHA will be conducting this analysis and will utilize the language identification cards.

<http://www.usdoj.gov/crt/cor/13166.htm> (A copy is attached).

The LEP Guidance also requires recipients of federal funds to take reasonable steps to ensure meaningful access to their programs and activities by first performing a four factor assessment to identify:

1. Number or proportion of LEP persons eligible to served or likely be encountered;
2. The frequency with which LEP persons come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the program to people's lives; and
4. The resources available to the grantee/recipient of federal funds and costs.

Based upon these assessments, the recipient of federal funds should take appropriate steps to insure access to its programs for LEP persons by:

1. Identifying LEP persons who need language assistance and the specific language assistance that is needed;
2. Identifying ways in which language assistance will be provided;
  3. Providing effective outreach to the LEP community;
  4. Training staff;
  5. Translating informational materials in identified languages (e.g. model leases,

## Quincy Housing Authority's Response to Resident Advisory Board Comments on FY 2007 HUD Agency Plan

tenants' rights and responsibilities brochures, fair housing materials, first time homebuyer guide);

6. Providing appropriately translated notices to LEP persons (e.g. eviction notices, security information, emergency plans);

7. Providing interpreters for large, medium, small, and one-on-one meetings;

8. Developing community resources, partnerships and other relationships to help with the provision of LEP services; and

9. Making provisions for monitoring and updating LAP.

• **Recommendations**- Although not necessarily all inclusive, the RAB recommends that QHA take the following steps:

1. Review its current Language Access Plan and summarize what documents have been translated, the language used in the translation, and other standardized practices used by QHA staff in communicating and doing outreach with LEP persons. Assess whether all staff consistently follow standard practice in providing interpreters and translating important notice and identify where education and training is further required.

2. Initiate the use of Language Cards (I speak) with all applicants, residents, and participants in its housing programs and services. This is the most effective tool available for QHA to identify the proportion of LEP persons currently living in QHA properties, participating in its other federal programs such as Section 8 vouchers, and those who wish to access these programs (i.e., ROSS FSS, Section Homeownership, Youth Build, and Step Up Programs) . Language cards should also be used at sites where other services are being offered or provided to residents or participants.

3. Once identifying the language needs of the population, QHA should translate important documents and materials for applicants and participants in the primary languages spoken by at least 5% or 1000 of the non-English speaking population, whichever is less<sup>7</sup>. As examples, HUD identifies written materials such as: Consent and complaint forms (grievance forms); Intake forms (applications); Written Notices of rights; denial, loss, or decreases in benefits or services, and other hearings; Notices of eviction; Notices advising LEP persons of free language assistance; Notices of public hearings; Leases and tenant rules; and issues specific to safety.

4. Meet with QHA staff, develop and implement a training plan, and identify practices staff currently use in communicating with LEP persons and improvements that could be made;

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<sup>7</sup>QHA's current LEP Plan requires translation of documents, provision of interpreters, etc., when the LEP population is 20% or more. HUD's final guidance refers to 5% of the population or 1000 persons, whichever is less.

**Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan**

5. Initiate an Ad hoc committee consisting of LEP and non-LEP persons from QHA's resident community, agencies and service providers working in Quincy such as Quincy Community Action Program, Police and Fire Department, local Hospital and businesses serving the LEP population, the City's language liaison person, Asian group(s) representative of the community including Chinese and Vietnamese community groups, and other stakeholders for the purpose of identifying the language access need, sharing resources, translating documents, identifying and listing qualified interpreters and translators, and accessing services. Key managerial, operations, and maintenance staff should be involved in this committee.
6. Meet with other housing agencies and organizations to pool resources in translating comment documents such as standard Section 8 HAP contracts and Lease Addendum.
7. Utilize management improvement funds on an annual basis to implement LEP services and explore access to other funding options such as CDBG funds or pooling of City and/or community agency resources.
8. Hire qualified bi-lingual and multilingual staff in the predominant languages of LEP persons for maintenance and managerial positions, especially at point of access to services and programs.
9. Revise its Five Year goals and One Year Agency Plan to reflect changes in QHA's goals and objectives that are consistent with LEP requirements and identified needs.
10. Review and meet with the RAB to continue discussions on revisions to QHA's LAP and steps it has taken based upon the RAB recommendations and those of stakeholders.
11. Set a time frame for completion of identifying and translating documents, hiring bi-lingual or multilingual staff, staff training, meeting other requirements to address linguistic barriers, and for performing quarterly reviews to determine progress.

**Quincy Housing Authority Response:** Regarding recommendations 1-11 above, the QHA is mindful of its on-going obligations under LEP and plans to establish both internal and external working groups (police, schools, Asian community groups) to deal with the multitude of issues under LEP. In the interim, the QHA has established a line item in its CFP budget for translation and interpretive services. Overall, the QHA plans on being more proactive with both its Chinese and Vietnamese residents.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

• **Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA), housing amendments.**

QHA should include a statement reflecting the goals and objectives for its implementation of housing amendments which afford protections to victims of domestic violence, dating violence, stalking, and sexual assault. The recent changes in VAWA amended the federal Public Housing Program, the Section 8 Housing Choice Voucher Program, and the Project-Based Section 8 Programs and QHA is now required to include a description of any goals, objectives, policies or programs it has in place to serve the housing needs of victims of domestic violence, sexual assault, dating violence, and stalking when it is developing its five-year plan.

The RAB understands that this was an oversight on the part of QHA, noting that HUD has not revised its template to include this, and that QHA will be providing its proposed language to the RAB. We reserve comment until we see the proposed language.

**Quincy Housing Authority Response:** As mentioned earlier, the QHA has taken a number of steps regarding VAWA including, but not limited to, notices to landlords, landlord training, and revisions to key documents requiring VAWA references. The QHA will continue to work positively with the RAB & GBLS on these VAWA related refinements.

**VI. Comments on Annual Plan**

**A. Executive Summary, p. 1-ii**

• **(3) Expanding homeownership for public housing residents**

The RAB supports this opportunity but does want to insure that LEP persons and those with a disability residing in family or elderly/non-elderly disabled housing have equal opportunity to access the ROSS FSS and Section 8 homeownership program for public housing residents. See our preceding comments on LEP persons and 504 compliance issues.

**Quincy Housing Authority Response:** Yes, the QHA intends to promote equal opportunity in these programs.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

• **(7) Add language regarding VAWA**

QHA is in the process of revising its Admissions and Continued Occupancy Plan, Section 8 Administrative Plan(s), HAP contracts and Lease Addendum, Public Housing Lease and Grievance Procedures to reflect the housing changes made pursuant to VAWA. QHA is initiating briefings and trainings for staff, applicants, participants and Section 8 landlords/managers which will include informational letters on the rights of protected victims in admissions, terminations of subsidy, and evictions.

**Quincy Housing Authority Response:** Yes, the QHA will be amending the appropriate policies as they relate to VAWA. Also, letters, trainings, and the-like have already commenced.

• **(8) Add language regarding HUD Final Guidance on LEP persons.**

QHA is reviewing its current LEP Plan and is in the process of revising it to conform to the HUD Final Guidance for LEP persons<sup>8</sup>. QHA has expressed its commitment to meeting with LEP persons and other stakeholders in the community to identify language barriers in accessing its programs and services to implement the provision of qualified interpreters and the translation of important documents in languages for LEP persons who represent 5% or 1000 persons in QHA's population.

**Quincy Housing Authority Response:** The QHA is mindful of its on-going obligations under LEP and plans to establish both internal and external working groups (police, schools, Asian community groups) to deal with the multitude of issues under LEP. In the interim, the QHA has established a line item in its CFP budget for translation and interpretive services. Overall, the QHA plans on being more proactive with both its Chinese and Vietnamese residents.

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<sup>8</sup>QHA's current plan sets out a criteria for implementation when its LEP population is 20% or greater. This is inconsistent with the final guidance which triggers protections at 5% of the population or 1,000 persons, whichever is less.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

• **Add language regarding changes in the Community Service Policy**

**B. Annual Plan, ii, Contents (RAB Recommendations)**

**p. 6. Community Service Policy-** The QHA has proposed changes and the RAB has also proposed changes to the CSP. Some of the proposed changes to the CSP advanced by the RAB will, if adopted, assist LEP persons in meeting their obligations under the CSP. Please note that the CSP revisions proposed by the RAB are under review by the QHA and nothing has been finalized. We recommend that QHA adopt the RAB revisions to the CSP.

**Quincy Housing Authority Response:** The QHA will continue to work positively with the RAB & GBLs on refinements to its Community Service policy. As mentioned earlier, some LEP-related improvements are already planned.

**p. 6. Add new language on VAWA.** The RAB recommends that QHA insert language to reflect a new policy for both its Federal public housing and Section 8 programs. QHA should include how it will inform QHA staff, Section 8 applicants, Section 8 participants, Section 8 landlords and managers of Section programs apprized of new federal policies prohibiting evictions from public or private Section 8 subsidized housing or project-based Section 8 housing programs or termination of subsidy if a program or lease violation was the result of domestic abuse, stalking, dating violence, or sexual assault. For example, QHA has indicated that it will give each applicant, participant or Section 8 landlord written materials on these protections and shall include this information in outreach and training for staff, landlords, and intended participants during briefings. In addition QHA should provide applicants, tenants or participants copies of HUD's self-certification notices (HUD 50066 and 90066) when denial of eligibility or termination of tenancy or subsidy is involved.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this will be done.

**Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan**

**p. 9. Housing Needs of families on Section 8 waiting list.** QHA anticipates opening its Section 8 waiting list but we did not have the opportunity to describe how this will be done. Will this be done by lottery as in the past? I have had some discussion with Carolyn Crossley regarding QHA participating in the State-wide Section 8 waiting list. The method of opening its Section 8 waiting list should be part of a RAB re-opener prior to QHA opening its list. While I support QHA participating in the State-wide Section 8 list, how it would work should be discussed with the RAB members as a re-opener in order to determine the preference and recommendations of the RAB.

**Quincy Housing Authority Response:** If the QHA opens the Section 8 Waiting List this year, it will be by Lottery as it has been in the past. If the QHA joins the State-wide Section 8 Waiting List, it will be discussed with the RAB beforehand.

**p. 12. Strategy for addressing housing needs, other.** QHA should include education and training for applicants, tenants, Section 8 participants, landlords, and managers on VAWA protections under the category of "other". Also include efforts it has or will undertake to keep LEP persons informed of housing opportunities.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this will be done.

**p. 14, Specific Family types, race/ethnicity, Strategy 2,** conduct activities to affirmative further fair housing. QHA should include language under "other" on how it will identify and meet the needs of LEP persons.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this will be done.

**p. 15, (2) Reasons for Selecting Strategies.** QHA should include VAWA and HUD's final guidance on LEP persons.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this will be done.

**p. 17, (3) PHA Policies governing Eligibility, Selection, and Admission,** (1) Eligibility (b), screening. QHA should add in under "other" that it will consider VAWA protections in screening applicants when there are alleged lease violations or criminal history that may be directly related to domestic violence, dating violence, sexual assault or stalking.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this will be done.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

•Public Housing-A

**p. 19 (4), Admissions Preferences, b. Transfer policies.** Add transfers will be allowed without regard to one transfer for every four admissions when a transfer is requested by a survivor of abuse as defined by VAWA.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this will be done.

**p. 20 (5), Occupancy, reference materials.** The RAB recommends that the reference material lists for applicants and residents be translated where applicable and that QHA include VAWA information and Self-Certification forms.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this will be done.

**p. 22, Other Admissions and Continued Occupancy Issues-evictions and imposition of flat rents.** The RAB reiterates its 2006 objection to this proposal as it violates the federal regulatory scheme for rent that can be charged in a public housing unit under the Brooke Amendment and should therefore be withdrawn. A family residing in public housing shall only be charged the highest of the following three amounts: 30% of adjusted income; 10% of gross income; or that portion of welfare payments specifically designated for housing costs<sup>9</sup>. See 42 U.S.C. § 1437a(a)(1); 24 CFR 960.253 & 24 CFR 5 *et seq.*. A family residing in public housing has the option to elect a flat rent instead of the preceding income based rent. 42 U.S.C. § 1437a(a)(2) However, under no circumstances can a family be mandated to pay a flat rent and for those who have elected a flat rent and experienced a financial hardship, at the request of the family the PHA shall immediately provide for the family to go back to the income based rent option. 42 U.S.C. § 1437a. The only time the PHA could impose the flat rent for use and occupancy would be if the family had elected the flat rent and had not experienced a financial hardship that would warrant a decrease in the rent charged.

**Quincy Housing Authority Response:** HUD didn't appear to have a problem with this same section last year despite objections from the RAB.

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<sup>9</sup>If the family has little or no income, he or she may be charged a minimum rent not to exceed \$50.00 or a lesser amount designated by the PHA per month unless a hardship exists.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

Same section: QHA should add a new section incorporating that is has adopted policies to implement VAWA protections.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this will be done.

•Section 8-B

**p. 22, (1), Eligibility, Other.** QHA should include language under “other”, that it shall afford applicants an opportunity to exercise rights under VAWA to assert when criminal activity was a result of domestic abuse, dating violence, stalking, or sexual assault.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this will be done.

**p. 23 (1)(e), Other.** QHA should note that it will share with landlords the obligations and protections afforded under VAWA.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this will be done through both notices and a landlord workshop.

**p. 23 (2), Waiting List Organization,** a. list merged. QHA should add here that it is exploring merging the Section 8 list with the State-wide Section 8 list.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this will be done.

**pp. 24, (4) and 25(4)(b)(3)(1), Admissions Preferences.** QHA should note under the Langlois reservation that the only exception to this policy will be the designation of up to 10 vouchers on an annual basis as part of the ROSS Grant Section 8 Homeownership Program for Public Housing Residents.

**Quincy Housing Authority Response:** The QHA believes that this issue should be raised in other areas of the plan, which it has been—AND—not in this section.

**Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan**

**pp. 24-25 (4)(b)(2) &(4)(b)(3)(1), Other Preferences.** The RAB recommends that QHA give preference to victims of abuse as defined by VAWA residing in its public housing units when relocation is requested for safety reasons and QHA has no alternative options within its public housing programs. We make this same recommendation for persons with disability where QHA cannot provide a barrier free unit.

**Quincy Housing Authority Response:** At this time, the QHA will not add this preference.

**•PHA Rent Determination Policies (4),**

**A. Public Housing**

**p. 28. A. Public Housing, (d), discretionary (optional) deductions.** The RAB recommends that QHA adopt a discretionary deduction for: the non-reimbursed medical expenses of non-disabled or non-elderly families; reinstate the earned income disregard for persons 60 and over who are employed; allow a 5% deduction from gross income from earnings, and, if not already excluded by federal law, implement an earned income disregard for participants in Youth Build and first year participants in the Step Up apprenticeship program.

**Quincy Housing Authority Response:** The QHA will not entertain any discretionary deductions this year.

**p. 29, f. Rent re-determination, Up-front Income Verification.** QHA needs to change its annual income verification to coincide with the 12 month lease expiration dates in order to be consistent with determination of community service requirements for exempt individuals and those in non-compliance as required by 42 USC 1437j et seq. The RAB believes QHA concurs with this although it may require an interim redetermination.

**Quincy Housing Authority Response:** Yes, the QHA confirms that this has already been done.

**B. Section 8 Tenant Based Assistance**

**p. 30 (1) Payment standards(a).** QHA has told the RAB it uses 110% as its payment standard. QHA should also check off that it uses above 110% of FMR if HUD approved when necessary as a reasonable accommodation.

**Quincy Housing Authority Response:** Yes, the QHA will do this.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

**p. 31(2), Minimum Rent.** QHA has set a minimum rent of \$50.00 for participants although this is not required. This policy has a significant hardship for persons without an income source and, where there is no requirement to have a minimum rent, the RAB recommends QHA change this to \$0 minimum rent. This serves two purposes. One, it is consistent with its policy for federal public housing residents and two, it eliminates QHA staff and participants having to review whether the family meets the minimum rent hardship requirements.

**Quincy Housing Authority Response:** The QHA will continue utilizing \$50.00 as its "minimum rent"; however, it will continue to entertain exceptions under its hardship provision.

• **Operations and Management (5)**

**p. 32, B, HUD programs under PHA management.** QHA should include the "Fair Share" Section 8 voucher program (17) for survivors of abuse as the program has been reinstated by the Medford HA.

**Quincy Housing Authority Response:** This program will be referenced by asterisk as being Medford H.A.'s program, which the QHA participates in.

**p. 33, C, Management and Maintenance Policies**

**-Public Housing-**QHA should include the Community Service Policy, VAWA policy and self-certification form, list of maintenance fees, LEP Plan, and policy on Up-front Income Verification in this list.

**Quincy Housing Authority Response:** These policies will be listed here or in more appropriate places such as "documents on display" section.

**-Section 8-**QHA should include the LEP Plan, policy on Up-front Income Verification and the Section 8 public housing Homeownership Program policy.

**Quincy Housing Authority Response:** These policies will be listed here or in more appropriate places such as "documents on display" section.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

• **Grievance Procedures (6), p. 34**

**-Public Housing and Section 8.** The RAB recommends that QHA VAWA language and additional rights afforded under the CSP<sup>10</sup> for public housing residents be included in its grievance procedures. The RAB also recommends that if an LEP person does not respond to a notice written in English, the QHA must send the notice in the language of the LEP person when it involves conference and grievance rights or the reduction or loss of benefits and provide interpreters.

In reviewing QHA's last revised Grievance Procedure (2002), I noted that the procedure fails to provide grievance rights that are required under State Law. For instance, while Fed. Regulations state that a housing authority is not required to provide grievance rights for drug related criminal activity, that is not always true under State law (i.e., possession of marijuana is not a basis to deny grievance rights under Massachusetts law and in fact the offer of grievance rights is required. See *Spence v. Reeder* 382 Mass 398, 416 NE2d 914 (1981)). We would like to discuss this further with QHA.

**Quincy Housing Authority Response:** The LEP and VAWA-related issues will be addressed as appropriate. As for the cited conflict with state law on what is grievable, the QHA needs to look at this issue more before making any changes.

• **Demolition and Disposition (8), p. 37.**

QHA proposes to dispose of the land in its Riverview development. A fire station is located on that property and QHA proposes to give the land and building it to the City of Quincy for the continued use as a fire station. Please note that QHA refers to this as land disposition although a building sits on the property so RAB is assuming the disposition involves not only the land but the building.

• **Recommendations of RAB.** In order to dispose of the land, QHA must first offer it to the Residents Association and must follow HUD disposition procedures set out at 24 CFR §§ 970.12 and 970.13. RAB members have commented on this proposal in the past after completing research on the land and the applicable regulations with QHA's former general counsel, Patricia Hunt. RAB members incorporate their 6/8/05 comments by reference. QHA should follow the HUD regulations outlined above, which in 2005 both QHA, through its general counsel and the RAB concurred were applicable.

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<sup>10</sup>Some residents found in non-compliance with the CSP were informed in writing that they would not have grievance rights if they did not attend a conference. This is erroneous and the policy must be clear to both staff and residents.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

It must first seek HUD approval to dispose of the land and once receiving that authorization, offer it to residents (first right of refusal). While it is not clear that HRCI or individual residents would have the ability to operate an active fire department on the land in question, it is not up to the RAB to make that determination. However, we do recommend that if HUD approves the disposition and residents decline to take over the property and building, QHA must place a use restriction on the property to be filed with the deed. First and foremost, QHA desires to give the land and building at no cost premised on the belief that the City will maintain the land, building and sustain a fully operational fire department. Any transfer of the land and building should be conditioned upon the preceding and include a use restriction that would mandate that the land and building would revert back to QHA ownership in the event that the land on which the fire department is situated is no longer being used by the City as an active fire department. The restriction should make clear that the land and building cannot be used for any other purpose or sold by the City in the event the City no longer funds the property as an active fire department and that QHA shall exercise its right to resume ownership of the property.

**Quincy Housing Authority Response:** The QHA intends to fully comply with HUD's disposition requirements. Given that there are apt to be a number of legal issues involved in this disposition, the QHA does not want to address these issues prematurely.

•**Designation of Public Housing (DHP), (9), p. 38.** The QHA has informed the RAB the it intends to renew the existing Designated Housing Plan (DHP) for elderly and non-elderly disabled families and will not be making any changes to the DHP. In the event the QHA decides to amend the DHP, the RAB considers any change a trigger for a re-opener of the RAB.

Under the "Activity Description", QHA checked off "no" but then did not complete any activity description table. Is this a mistake in the template or an error on QHA's part?

**Quincy Housing Authority Response:** The activity description was provided but fell over onto the next page due to a page break.

**Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan**

• **Homeownership Programs Administered by the PHA, pp. 42-47.**

QHA has received a \$250,000 ROSS Homeownership grant to develop and implement a Section 8 Homeownership program for public housing residents and to expand the FSS program. The RAB supports this program and the opportunity it will afford public housing residents. The RAB and QHA discussed this new program at length and made some suggested changes to the ROSS Section 8 Homeownership Administrative Plan (see p. 46, where it states at least one family member who will own home must be currently employed full time). QHA has agreed to change this language in the Annual Plan to make clear that a disabled household would be exempt from this work requirement criteria and income criteria for disabled households would be based upon SSI and disability benefits). The RAB also submitted written changes to QHA staff and are waiting to see QHA's final version. The RAB again recommends that outreach materials, programs offered and services to be provided must be accessible to individuals with disabilities and to LEP persons through appropriate translated materials and having bi-lingual or multilingual staff available to assist LEP persons who wish to participate in the FSS and ROSS Homeownership Programs.

Until it has seen QHA's finalized proposal and Section 8 Plan, the RAB reserves its right to make final comments.

**Quincy Housing Authority Response:** The "access" issue for disabled households has been addressed and the LEP issue is being addressed.

• **QHA Asset Management (17), p. 61.**

Capital Fund Pooled Bond Program: The RAB was informed that QHA would be using some funds towards the improvement of existing play areas by the creation of additional soccer fields/play areas. In one case, an existing basketball court would be converted. The RAB members were opposed to this conversion as their families frequently use the basketball court and for those who may be interested or able to afford soccer, there is an available soccer field provided by the City. Residents have been maintaining the basketball court at their own expense and it would be useful if Youth Build participants could upgrade the court and net as part of a summer project. The RAB recommends no conversion of the basketball court.

**Quincy Housing Authority Response:** The QHA Mod Department will be coordinating and discussing these issues in more detail with the residents.

## Quincy Housing Authority's Response to Resident Advisory Board Comments on FY 2007 HUD Agency Plan

### •PHA Community Service and Self-Sufficiency Programs (12), pp. 48-55, and attached Revisions to CSP.

As the RAB stated in the beginning of its comments, there appear to be deficiencies and inconsistency in QHA's implementation of the CSP. This has had a significant impact on LEP persons where non-exempt individuals in many instances speak or read limited or no English. The problems appear to be multiple. In at least one instances, a non-exempt person was incorrectly informed about who is or is not exempt.<sup>11</sup> Non-exempt persons are found in non-compliance at annual redetermination as opposed to 30 days before the 12 month lease renewal. Tenancies are prematurely terminated without affording non-exempt persons with an additional 12 month opportunity to "cure" the non-compliance. Some individuals have been informed that they are not entitled to grievance rights if they do not attend a meeting to discuss compliance. In other instances it does not appear that tenants are adequately informed of the right to challenge the determination of non-exempt status, which determination should be explicit in describing the right to file a grievance, the method to file, and time by which the grievance must be filed on the determination.

QHA also needs to identify more programs in its community that will accept non-English speaking persons and identify and be familiar with what constitutes participation in an Economic Self-Sufficiency program within and outside of Quincy to better explore these options with non-exempt households. Economic Self-Sufficiency cannot be limited to the City of Quincy and covers a wide range of options as is described in QHA's CSP. QHA ESS programs, such as the ROSS programs for family self-sufficiency need to be accessible to non-English speakers which should be included not only in outreach materials but in the availability of bi-lingual or multilingual staff or volunteers.<sup>12</sup> There is also strong indication that tenants and staff do not fully understand or explore what constitutes economic self-sufficiency towards meeting the CSP requirements. On the face of the tenant records we have reviewed, there is inconsistent application of the CSP and no uniform process regarding grievance rights or procedures to follow on adverse determinations, further compounded by language barriers and failure to routinely offer interpreters and provide translated notices to LEP persons.

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<sup>11</sup> In one notice to a resident, it states that those who are 62 and older are exempt. However, the QHA CSP exemption is for those that are 60 and older

<sup>12</sup>QHA staff operating the FSS programs have said that interpreters are available and it does do outreach by having a bi-lingual statement. The effectiveness of the notice and outreach should be reviewed.

## Quincy Housing Authority's Response to Resident Advisory Board Comments on FY 2007 HUD Agency Plan

- The recommendations are two-fold. First, the RAB recommends that QHA senior staff assess the current practices for conformity with the CSP, law and regulations, perform a review of the files of families sited for non-compliance and assess whether all notices requirements were met and procedures followed by staff prior to commencing evictions. Take necessary steps to correct any procedural issues.

Second, the RAB has submitted written revisions to QHA's Community Service Policy which we encourage QHA to adopt as it addresses many of the issues. QHA has indicated it will revise its operations regarding annual re-certifications so that this will coincide with 12 month lease renewals which is when exempt and non-exempt status and compliance with the CSP is reviewed. That should eliminate premature notices of non-renewal of leases or termination of tenancies. We also recommend that staff be retrained and that staff consistently inform residents of conference rights, grievance rights, and the opportunity to enter into "cure" agreements to correct any non-compliance issues. As a safe guard, we recommend that QHA senior staff review all notices and leases prior to the commencement of any eviction procedure. We further recommend that property managers include grievance rights and any adverse notices to LEP persons in their language, that the CSP be translated, and that QHA provide interpreters to explain exemptions, non-compliance, right to enter into "cure" agreements and to translate those agreements. While QHA may not have the capacity to do this all at once, it should minimally provide qualified interpreters who are not family members to LEP persons who are at risk of non-renewal of his/her lease or termination of tenancy. In addition, QHA should consider the fact that while some individuals who are now exempt due to disability, may not have the ability to make up CSP hours. In those situations, QHA should offer a reasonable accommodation by waiving the requirement to make up those hours. The RAB further incorporates by reference its suggested changes to the CSP and upon QHA's response, will determine whether further comment is needed.

**Quincy Housing Authority Response:** The QHA is incorporating many of these recommended changes into its Community Service policy.

- Fiscal Audit (16), p. 60.** The RAB repeats it request for a copy of the fiscal audit, findings made by HUD, and QHA's response.

**Quincy Housing Authority Response:** The QHA provided the RAB & GBLS with a copy of these Audit Findings just prior to the February 21, 2007 Public Hearing.

**Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan**

**•Other Information Required by HUD (18), D, Substantial Deviation or Significant Amendment/Modification, p.64.**

The RAB considers amendments to the ACOP, Section 8 Administrative Plan(s), the development of the Section 8 Administrative Plan for the ROSS Grant Section 8 Homeownership Plan, amendments to the CSP, proposed amendments to the Lease and Grievance Procedure, Plans to implement Asset Management, the other changes required by VAWA and by HUD's final guidance on LEP, and the method of reopening the Section 8 list to be significant changes requiring a re-opener. We have not completed our exchange of information in this regard and to that extent the RAB meetings should continue or, as the case may require, the meetings should reopen. RAB also wishes to reconvene in the event there is a substantial reduction (10%) or greater in funding that could impact any of QHA's housing programs, services or operations.

**Quincy Housing Authority Response:** The QHA believes that the current list of "re-openers" is adequate; however, we wish to confirm our commitment to working with the RAB & GBLS on an on-going basis.

**•Federal ACOP Changes (19), pp. 65-67.**

The RAB has submitted written comments, suggestions, and recommendations on QHA's proposed ACOP amendments to address the VAWA protections, CSP lease renewal issues, and LEP issues. Those comments are incorporated by reference, noting that QHA has adopted some of the recommendations and is still reviewing others. The RAB reserves the right to submit additional comments when we have seen QHA's response.

**Quincy Housing Authority Response:** The QHA believes that the RAB & GBLS have the right to comment at any time on the QHA's policies and procedures.

**•Section 8 Administrative Plan Changes (20), pp.68-69.**

**•Section II (A), last paragraph, first sentence:** "and if the other program includes units suitable for the applicant," It is not clear what QHA means when it says it will determine what unit may or may not be suitable for an applicant. Do you mean for which the applicant qualifies such as elderly/non-elderly disabled housing, or a barrier free unit, or its DHP voucher list? Perhaps a better choice of words would be if the applicant "qualifies" for the other program.

**Quincy Housing Authority Response:** This language is right from the regulation.

**Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan**

• **Section 2.c.iii, p. 69.** It is not clear why QHA is deleting the preference for an HCV for residents residing in public housing who require this as a reasonable accommodation. If a resident suddenly requires a barrier free unit but QHA has no units available, how will it accommodate the disabled resident? The RAB recommends that you leave this preference. The RAB also recommends that QHA add a preference for residents of QHA public housing programs who must be relocated for safety reasons and meet the definition of one of the several protected groups under VAWA.(i.e., crime of violence, stalking, or the state version of domestic abuse)<sup>i</sup>.

**Quincy Housing Authority Response:** The QHA is not deleting a preference here but is deleting what had been a special admission. The QHA would like to discuss with the RAB how this might be handled during next year's process. As far as adding a preference for VAWA related issues, the QHA will not add this preference at this time.

• **List of Exhibits to Section 8 Administrative Plan, p. 69.** QHA should include the special voucher allocation (17) for survivors of abuse administered by the Medford HA.

**Quincy Housing Authority Response:** This is not a QHA program; however, it will be referenced with an asterisk in appropriate plan locations—not as an Exhibit.

It should be noted that one RAB member proposed that QHA try to coordinate inspections of Section 8 units in the same buildings so that common area inspections are not duplicated at additional expense to QHA. QHA has agreed to review this possibility with the contractor it uses.

**Quincy Housing Authority Response:** Inspections are carried out at Lease renewal so there may be multiple inspections in any given year. Moreover, the QHA pays a unit cost and there would be no savings by inspecting all units at once. Multiple inspections to common areas may benefit all occupants to the building since inspections disbursed throughout the year would tend to identify landlords who do not properly routinely maintain their buildings.

The RAB reserves its right to comment on further amendments to QHA's Section 8 Administrative Plan which are currently being drafted by QHA but have not been received by the RAB.

The RAB thanks the staff of QHA for considering its comments and recommendations. We feel this was a good process in exchanging information. We however do need additional time to amend, delete and otherwise finalize comments we wish to be submitted as we have not seen all of the proposed revisions to various plans and policies.

Quincy Housing Authority's Response to Resident Advisory Board  
Comments on FY 2007 HUD Agency Plan

Respectfully submitted on behalf of QHA RAB members,

Linda S. Garcia  
Senior Paralegal

attachment: (I speak card)

cc: RAB members  
QHA staff  
Bernie Stewart  
Mac McCreight

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<sup>i</sup> The term "crime of violence" means—1(a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. *See* 18 U.S.C. § 16; 24 CFR 982.207(a)(4). Stalking means “to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to: that person; a member of the immediate family of that person; or the spouse or intimate partner of that person.” *See* 42 U.S.C § 1437d(u)(3)(C)); 42 U.S.C. § 1437(f)(10); *Domestic Abuse* under Massachusetts law is “the occurrence of one or more of the following acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress. *Family or household members* are “persons who (a) are or were married to one another; (b) are or were residing together in the same household; (c) are or were related by blood or marriage; (d) having a child in common regardless of whether they have ever married or lived together; (e) are or have been in a substantive dating or engagement relationship...”.

# Quincy Housing Authority Federal Public Housing

## PART 1 of the RESIDENTIAL LEASE AGREEMENT: TERMS AND CONDITIONS

This LEASE AGREEMENT (called the "Lease") is between the Quincy Housing Authority and Tenant named in Part II of this lease (called "Tenant").

### I. Description of the Parties and Premises:

- (a) The Authority, relying upon Tenant's representations about assets, income of household members, family composition, and needs, leases to Tenant, the property (called "premises" or "dwelling unit") described in Part II of this Lease Agreement, subject to the terms and conditions contained in this lease.
- (b) Premises must be used only as a private residence, solely for Tenant and the household members named on Part II of the Lease.
- (c) Any additions to the household members named on the lease, with the exception of the birth, adoption, or court awarded custody of a child, shall require the advance written approval of the Authority. Such approval will be granted only if the new household members pass the Authority's screening criteria and the additions of such persons would not result in an overcrowding of such unit and the Tenant is not then in violation of any term of this lease. Permission to add Live-in Aides, as defined under applicable federal regulations, and foster children shall not be unreasonably refused, but shall be subject to the Authority's screening criteria. If the addition of household members would result in an overcrowding of the unit, conditional approval of such persons may be granted subject to the availability of a unit of the appropriate size and the tenant's agreement to move to said unit at Tenant's expense. Such conditional approval shall not be permission for the additional person to move into the unit until the larger unit is available and Tenant has actually moved to same. Tenant agrees to wait for the Authority's written approval before allowing additional persons to move into the Premises. Tenant shall promptly notify the Authority of the birth, adoption or court-awarded custody of a child.
- (d) Deletions (for any reason) of the household members named on the lease shall be reported by the Tenant to the Authority in writing, within 10 days of the occurrence.
- (e) In the event that Tenant vacates the premises or ceases to occupy the leased premises as its primary residence, one or more remaining members listed on the lease may apply to the Authority for continued occupancy of the leased premises in accordance with the Authority's continued occupancy policy. In the event that such household member(s) is approved by the Authority for continued occupancy, the household member shall enter into a new lease with the Authority for the premises. If the Authority does not approve continued occupancy, the household members shall not have a right to continued occupancy of the premises and shall vacate the leased premises. In the event of a family break-up, divorce or separation between household members, at least one of whom is a Tenant, the Authority shall determine which member(s) shall be entitled to continued occupancy in accordance with the Authority's family break-up continued occupancy policy, unless a Massachusetts court with jurisdiction had issued a determination of who shall be eligible for continued occupancy of the leased premises. If the persons determined to be entitled to continued occupancy do not include the Tenant named in this lease then Tenant shall vacate the premises together with any other household member not approved for continued occupancy. Such persons determined eligible for continued occupancy shall enter into a new lease with the Authority for the leased premises. In the event that the size of the leased premises is no longer appropriate for a household approved for continued occupancy, such household shall transfer to a small unit it and when offered by the Authority.
- (f) Failure on the part of Tenant to comply with these provisions is a serious violation of the material terms of the lease, for which the Authority may terminate the lease in accordance with Section XIII.

### II. Lease Term and Amount of Rent

- (a) The term of this lease shall be twelve months. Unless otherwise modified or terminated in accordance with Section XIII, this Lease shall automatically be renewed for the same period, EXCEPT, the lease shall not be renewed if the family has violated the requirement for resident performance of community service or participation in an economic self-sufficiency program in accordance with federal regulations. The rent amount is stated in Part II of this Lease. Rent shall remain in effect unless adjusted by the Authority in accordance with Section VI herein. The amount of the Total Tenant Payment and Tenant Rent shall be determined by the Authority in compliance with HUD regulations and requirements and in accordance with the Authority's Admissions and Occupancy Policy.
- (b) **Rent is DUE and PAYABLE in advance on the first day of each month.** Rent may include utilities as described in Section V below, and includes all maintenance services due to normal wear and tear.

When the Authority makes any change in the amount of Total Tenant Payment or Tenant Rent, the Authority shall give written notice to Tenant. The notice shall state the new amount, the date from which the new amount is applicable, that Tenant may ask for an explanation of how the amount is computed by the Authority and that if the tenant does not agree with the Authority's determination, the tenant shall have the right to request a hearing under the Authority's Administrative Grievance Procedure. If Tenant asks for an explanation, the Authority shall respond in a reasonable time.

Failure on the part of Tenant to comply with these provisions is a serious violation of the material terms of the lease, for which the Authority may terminate the lease in accordance with Section XIII.

### **III. Other Charges**

In addition to the timely payment of rent, Tenant shall be responsible for the timely payment of certain other charges as specified in this lease. Other charges can include:

- (a) Maintenance charges -- Charges for services or repairs due to intentional or negligent damage to the dwelling unit, common areas or grounds beyond normal wear and tear, caused by Tenant, household members or by guests. When the Authority determines that needed maintenance is not caused by normal wear and tear, Tenant shall be charged for the cost of such service, either in accordance with the Schedule of Maintenance Charges posted by the Authority or (for work not listed on the Schedule of Maintenance Charges) based on the actual cost to the Authority for the labor and materials needed to complete the work. If overtime work is required, overtime rates shall be charged. Payment of Maintenance charges shall become due and payable 30 days after notice is given to the Tenant of the amount of such charges.
- (b) Excess Utility Charges -- At developments where utilities are provided by the Authority, a charge shall be assessed for excess utility consumption due to the operation of major tenant-supplied appliances. This charge does not apply to Tenants who pay their utilities directly to a utility supplier. Excess utility charges are set forth in Part II of this lease.
- (c) Late Charges -- A charge of \$20.00 shall be paid by the tenant when the monthly rent is unpaid for 30 days after it is due and for each month thereafter that rent is not received in full by the Authority, unless otherwise agreed in writing by the Authority and Tenant.

The Authority shall provide written notice of the amount of any charge assessed in addition to Tenant Rent and in addition to the excess utility charges stated in Part II of this lease. Such charges shall be due and payable as stated in the Authority's notice to Tenant of the charge which shall be no sooner than two weeks after the Authority gives tenant written notice of the charge. The notice shall state the amount of the charge and the date that payment of the charge is due and payable and that if the tenant does not agree with the Authority's determination, the tenant shall have the right to request a hearing under the Authority's Administrative Grievance Procedure.

Failure on the part of Tenant to comply with these provisions is a serious violation of the material terms of the lease, for which the Authority may terminate the lease in accordance with Section XIII.

### **IV. Payment Location**

Rent and other charges shall be paid by mail or delivery to the Authority's Main office located at 80 Clay St., Quincy, MA 02170, or to the Authority's Finance Department located at 95 Martensen Street, Quincy, MA 02169, or to such other location that may be designated by the Authority in writing. The Authority will not accept cash except when delivered to the Authority's Finance Department at 95 Martensen Street, during the posted hours of operation of the Authority's bookkeeping window. Failure on the part of Tenant to comply with this provision is a serious violation of the material terms of the lease, for which the Authority may terminate the lease in accordance with Section XIII.

### **V. Utilities and Appliances**

- (a) Authority-Supplied Utilities: If indicated by an (X) on Part II of the Lease Agreement, the Authority will supply the indicated utility: electricity, natural gas, heating fuel, water, sewer service. The Authority will not be liable for the failure to supply utility service for any cause whatsoever beyond its control.

If indicated by an (X) on Part II of the lease Agreement, the Authority will provide a cooking range and refrigerator. Other major electrical appliances, air conditioners, freezers, second or more refrigerators, washers, dryers, etc., may be installed and operated only with the advance written approval of the Authority. Tenant will be responsible for any installation charges of such appliances and such installation shall be in accordance with applicable municipal or state

codes and policies of the Authority. A monthly service charge will be payable by Tenant for the electricity used in the operation of such appliances, as shown on Part II of this Lease.

- (b) **Tenant Responsibilities:** Tenant agrees not to waste the utilities provided by the Authority and to comply with any applicable law, regulation, or guideline of any governmental entity regulating utilities or fuels.

Unless Tenant is otherwise authorized in advance, in writing, by the Authority, Tenant is prohibited from using space heaters in the dwelling unit or on the Authority's premises.

Failure on the part of Tenant to comply with these provisions is a serious violation of the material terms of the lease, for which the Authority may terminate the lease in accordance with Section XIII.

## **VI. Miscellaneous Terms and Conditions**

The following miscellaneous terms and conditions of occupancy are made a part of the Lease.

- (a) **Use and Occupancy of Dwelling:** Tenant shall have the right to exclusive use and occupancy of the dwelling unit for Tenant and other household members listed on the lease as a private residence. With the prior written consent of the Authority, members of the household may engage in legal profit making activities in the dwelling unit incidental to the residential use.

Tenant shall be allowed to have guests or visitors in the unit for a period not to exceed a total of fourteen (14) days each year. The Authority may, in its discretion, grant an extension of this period, in writing, upon advance written request of the Tenant.

- (b) **Redetermination of Rent, Dwelling Size, and Eligibility.** The rent amount as fixed in Part II of the Lease Agreement is due each month until changed as described below.

- (1) The status of each Tenant family is to be re-examined at least once each year and whenever there is a change in family composition or household or family income.

- (2) Tenant promises to supply the Authority, when requested, with accurate information about; family composition, age of family members, income and source of income of all family members, assets, and related information necessary to determine eligibility, annual income, adjusted income, and rent. Failure to supply such information when requested is a serious violation of the terms of the lease and the Authority may terminate the lease for such violation. All information must be verified. Tenant agrees to comply with the Authority's requests for verification by signing releases for third-party sources, presenting documents for review, or providing other suitable forms of verification.

The Authority shall give Tenant reasonable notice of what actions Tenant must take and of the date by which any such action must be taken for compliance under this section. This information will be used by the Authority to decide whether the amount of the rent should be changed, and whether the dwelling size is still appropriate for Tenant's needs.

- (3) Rent will not change during the period between regular re-examinations, UNLESS during such period:

- (a) A person with income joins the household or a person for whom a deduction in income was allowed leaves the household, in which case, such change shall be reported to the Authority in writing by Tenant within 10 days of the occurrence.  
(Note: Any additions to the household members named on the lease are subject to Tenant's compliance with Article I of this Lease.)

- (b) The family or household income increases or household circumstances change on which a deduction in rent is based, in which case, the Tenant shall report in writing such changes to the Authority within 10 days of the occurrence.

- (c) Tenant can verify in writing a change in his/her circumstance (such as decline in or loss of income) that would justify a reduction in rent. If a reduction is granted, Tenant must report subsequent increases in income within 10 days of the occurrence, until the next scheduled re-examination.

- (d) Rent formulas or procedures are changed by Federal law or regulation.

- (4) All changes in family composition, increases in household or family income and changes in household circumstances on which a deduction in rent is based, must be reported in writing to the Authority within 10 days of the occurrence. If Tenant has failed to timely report such changes or has misrepresented the facts upon which the Tenant rent is based so that the rent Tenant is paying is less than the rent that he/she should have been charged, the Authority may apply an increase in rent retroactive to the first of the month following the month in which such change in family or household circumstances has occurred.

Additionally, the Authority may terminate the Tenant's lease for Tenant's failure to timely supply information relating to a change in family composition or an increase in family income or a change in circumstance upon which a deduction in rent is based or when Tenant has misrepresented facts upon which eligibility or rent is based.

- (c) Rent Adjustments: Tenant will be notified in writing of any rent adjustment due to the situations described above. All notices will state the effective date of the rent adjustment, that the Tenant may ask for an explanation stating the specific grounds of the determination and that if the Tenant does not agree with the determination, the Tenant shall have the right to request a hearing under the Authority's grievance procedure.
- (1) In the case of a rent decrease, the adjustment will become effective on the first day of the month following:  
(i) the change in Federal law or regulations; or (ii) the date the Tenant reported the change in circumstances to the Authority, respectively.
  - (2) In the case of a rent increase which results from a change in family or household composition, circumstances or income which has been reported by the Tenant to the Authority within 10 days of such occurrence, the rent adjustment will become effective the first day of the 2nd month following the month in which the change was reported.
  - (3) In the case of a rent increase due to a change in Federal law or regulations, the increase will become effective the first day of the second month following the month in which the Authority notifies the tenant of the law or regulatory change.
  - (4) In the case of a rent increase due to misrepresentation or failure to report a change in family or household circumstances, composition or income, the Authority shall apply the increase in rent retroactive to the first of the month following the month in which the misrepresentation, change in family composition, circumstance or income occurred.
- (d) Transfers
- (1) If the Authority determines that the size of the dwelling unit is no longer appropriate to Tenant's needs and the Authority determines that the Tenant should transfer to another appropriate size Authority dwelling unit, the Tenant agrees to transfer to such dwelling unit upon notice from the Authority that such dwelling unit is available. Tenant shall be responsible for moving costs.
  - (2) The Authority may move a Tenant into another unit if it is determined necessary to rehabilitate or demolish Tenant's unit. The Authority shall be responsible for moving costs.
  - (3) If a Tenant makes a written request for special unit features in support of a documented disability, the Authority shall process such request in accordance with applicable law.
  - (4) In the case of an involuntary transfer, Tenant shall move to the dwelling unit made available by the Authority, within 15 days following delivery by the Authority of the transfer notice to Tenant, and Tenant agrees to sign a new lease for that unit. If Tenant refuses to move, the Authority may terminate the Lease.
  - (5) Involuntary transfers are subject to the grievance procedure, and no such transfers shall be enforced until either the time to request the grievance procedure has expired or the grievance procedure has been completed.
  - (6) The Authority will consider any Tenant requests for transfers in accordance with the transfer priorities established in the Admissions and Occupancy Policies.
  - (7) If Tenant is housed in a handicap-accessible unit and Tenant's household does not have a handicapped individual requiring the accessibility features of the unit, Tenant agrees to transfer, at Tenant's expense, to a non-accessible available Authority unit in the event that there is an Authority applicant or Tenant who is handicapped and needs the accessibility features of the unit which is the subject of this lease. Tenant agrees to sign a new lease for the unit to which Tenant transfers.
- (e) Failure on the part of Tenant to comply with these provisions is a serious violation of the material terms of the lease, for which the Authority may terminate the lease in accordance with Section XIII.
- (f) Personal Property : All personal property placed on or in the premises shall be at the risk of the Tenant or owner of such personal property and the Authority shall not be responsible for any damages or loss of such property unless such damage or loss is caused by the negligence or fault of the Authority. It is recommended that Tenant consider obtaining insurance for personal property housed by Tenant on the leased premises.

## **VII. Authority Obligations**

The Authority shall be obligated:

- (a) To maintain the dwelling unit and the project in decent, safe and sanitary condition;
- (b) To comply with the requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety;
- (c) To make necessary repairs to the dwelling unit;
- (d) To keep project building, facilities, and common areas, not otherwise assigned to Tenant for maintenance and upkeep, in a clean and safe condition;
- (e) To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilation, and other facilities and appliances, including elevators supplied or required to be supplied by the Authority;
- (f) To provide and maintain appropriate receptacles and facilities (except container for the exclusive use of an individual tenant family) for the deposit of garbage, rubbish, and other waste removed from the dwelling unit by Tenant as required by this Lease and applicable sanitary code or regulation;
- (g) To supply running water and reasonable amounts of hot water and reasonable amount of heat at appropriate times of the year according to local custom and usage; except where the building that includes the dwelling unit is not required by law to be equipped for that purpose, or where heat or hot water is generated by an installation within the exclusive control of Tenant and supplied by a direct utility connection;
- (h) To notify Tenant of the specific grounds for any proposed adverse action by the Authority. (Such adverse action includes, but is not limited to, a proposed lease termination, involuntary transfer of Tenant to another unit, or imposition of charges for maintenance and repair, or charges for excess consumption of utilities [not including utility charges for major tenant-supplied appliances which are set forth in Part II of this Lease].) When the Authority is required to afford Tenant the opportunity for a hearing under the Authority's grievance procedure for a grievance concerning a proposed adverse action:
  - (1) The Notice of the proposed adverse action shall inform Tenant of the right to request such hearing. In the case of lease termination, a notice of lease termination that complies with Section XIII of this lease shall constitute adequate notice of proposed adverse action.
  - (2) In the case of a proposed adverse action other than a proposed lease termination, the Authority shall not take the proposed action until time to request such a hearing has expired and (if hearing was timely requested) the grievance process has been completed.
- (i) Reasonable Accommodations for Residents with Disabilities:  
Housing providers must make reasonable accommodations in lease and other policy requirements when requested by a qualified resident with disabilities. The concept of reasonable accommodation involves helping a resident meet essential lease requirements; it does not require the lowering or waiving of essential requirements. Accommodations may also include physical modification to units or Authority facilities. Accommodations are not reasonable if they require a fundamental alteration in the nature of the program or impose undue financial or administrative burdens on the housing provider. Tenant may at any time during the tenancy request reasonable accommodation of a handicap of a household member, including reasonable accommodation so that Tenant can meet lease requirements or other requirements of tenancy.

### **VIII. Tenant's Obligations**

Tenant shall be obligated:

- (a) Not to assign the Lease, nor sublease the dwelling unit.
- (b) Not to give accommodation to long term guests (in excess of 14 days in any year) without the advance written consent of the Authority.
- (c) To use the dwelling unit solely as a private dwelling for Tenant and Tenant's household as identified in PART II of the Lease, and not to use or permit its use for any other purpose, except as may be otherwise approved by the Authority, in writing, as provided in this lease. Tenant shall not use the premises for any illegality or allow any illegality to occur on the premises. Tenant shall occupy the residence as its primary residence, residing in the unit at least nine months of each year. Tenant, members of Tenant's household, guests and other persons under Tenant's control shall comply with local truancy laws, and all laws and ordinances of the city of Quincy affecting the occupation and use of the leased premises.
- (d) To abide and cause household members and guests to abide by necessary and reasonable regulations promulgated by the Authority for the benefit and well-being of the housing project and Tenants. These regulations shall be posted in a conspicuous manner in the project office and are incorporated herein by reference in this Lease. Violation of such regulations constitutes a violation of the Lease.
- (e) To comply with all obligations imposed upon tenants by applicable provisions of building and housing codes materially affecting health and safety.
- (f) (i) To keep the dwelling unit and other such areas as may be assigned to Tenant for exclusive use in a clean and safe condition. This includes keeping front and rear entrances and walkways for the exclusive use of Tenant, free from snow, hazards and trash and keeping the yard free of debris and litter.

(ii) Tenants in family units are responsible for maintaining the common areas and grounds of the building in which the Tenant's unit is located, including the pick-up of trash, debris, snow, lawnmowing, etc. according to the following schedule:

<u>Residents of:</u>	<u>Responsible for maintenance during the months of:</u>
Apartment #1	October, February, June
Apartment #2	November, March, July
Apartment #3	December, April, August
Apartment #4	January, May, September

If at any time it is determined that the areas are not being properly cared for, the Authority may perform the necessary clean-up and the Tenant who is responsible for maintenance in that month shall be charged therefor.

- (g) To dispose of all garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner. To refrain from, and cause members of Tenant's household and guests to refrain from, littering or leaving trash and debris in common areas or interfering with, touching, going through, taking or removing trash or rubbish placed in receptacles on Authority property by another tenant or the Authority for trash collection or pick-up.
- (h) To use and cause household members and guests to use only in reasonable manner all electrical, sanitary, heating, ventilating, air-conditioning, and other facilities and appurtenances including elevators.
- (i) To refrain from, and to cause household members and guests to refrain from destroying, defacing, damaging, or removing any part of the dwelling unit or Authority property or creating any hazards within the dwelling unit or on Authority property.
- (j) To pay reasonable charges (other than for wear and tear) for the repair of damages or alterations to the dwelling unit or to the project (including damages to project buildings, facilities, or common areas) caused by Tenant, a household member, guest or other person under Tenant's control.
- (k) To act, and cause household members and guests to act in a manner that will:
  - (1) Not disturb or interfere with the health, safety or peaceful enjoyment of other residents, guests or Authority employees, agents or contractors; and
  - (2) Be conducive to maintaining all Authority projects in a decent, safe, and sanitary condition.
- (l) To assure that Tenant, any member of the household, a guest, or another person under Tenant's control, shall not engage in:
  - (1) Any activity, including criminal activity, that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or guests or employees of the Authority; or
  - (2) Any drug-related criminal activity on or off the premises. (For the purposes of this lease, the term drug-related criminal activity means the illegal possession, manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use, of a controlled substance as defined in Section 102 of the Controlled Substances Act.)
- (m) To make no alterations or repairs or redecorations to the interior of the dwelling unit or to the equipment or to the common areas or other property of the Authority, nor to install additional equipment or major appliances without advance written consent of the Authority. To make no changes to locks or install new locks on exterior doors without the Authority's advance written approval. To use no nails, tacks, screws, brackets, or fasteners on any part of the dwelling unit (a reasonable number of picture hangers excepted) without advance authorization by the Authority. To use no cement or tacks or nails in laying of carpets or rugs, to apply no tile or linoleum, shellac, varnish or polyurethane on the floors and to apply no paint or wallpaper on the walls, except with the prior written consent of the Authority. Tenant shall cause all household members and guests to comply with this provision.
- (n) To give prompt prior notice to the Authority of Tenant's leaving dwelling unit unoccupied for any period exceeding one calendar week.
- (o) To act in a cooperative manner with neighbors and the Authority's staff. To refrain from and cause members of Tenant's household and guests to refrain from acting or speaking in an abusive or threatening manner toward neighbors, guests and the Authority's staff, agents or contractors.
- (p) Not to illegally display, use, or possess or allow members of Tenant's household or guests to illegally display, use or possess any firearms, (operable or inoperable) or other offensive weapons as defined by the laws and courts of the State of Massachusetts anywhere in the unit or elsewhere on the property of the Authority. To refrain from discharging a firearm, BB gun or pellet gun on the premises or on any property of the Authority.
- (q) To take reasonable precautions to prevent fires and to refrain from storing or keeping or allowing flammable materials upon the premises, including explosives, fireworks, or gasoline. Barbecue grills are not permitted to be used on balconies.
- (r) To avoid and cause household members and guest to avoid obstructing sidewalks, areaways, galleries, passages, elevators, or stairs, and to avoid using these for purposes other than going in and out of the dwelling unit. To not place, erect or keep any fences, screen houses, swimming pools or other such property on the Authority's premises without the advance written consent of the Authority.
- (s) To refrain from allowing, erecting or hanging radio or television antennas on or from any part of the dwelling unit. To refrain from placing or allowing any waterbed on the premises.

- (t) To refrain from placing or allowing signs of any type in or about the dwelling except those allowed under applicable zoning ordinances and then only after having received written permission of the Authority.
- (u) To ensure that no member of the household or guest has, keeps, maintains, harbors, boards or allows any dog, cat, livestock, or pet of any nature in the dwelling unit or on the grounds of any Authority development except in accordance with the Authority's pet policy. (A person with a disability may request a reasonable accommodation with regard to this provision of the Lease pursuant to the Authority's Reasonable Accommodation Policy.)
- (v) To provide to the Authority the registration (license plate) number of all motor vehicles belonging to Tenant and members of Tenant's household. To park any vehicles of Tenant, Tenant's household members, guests or persons under Tenant's control in such areas as may be designated by the Authority. To refrain from parking any vehicles in any right-of-way or firelane designated and marked by the Authority or in a manner which interferes with fire safety or trash collection. Any improperly parked or unregistered vehicle as described above or any vehicle which does not have displayed thereon a current registration plate (license plate) will be removed from Authority property at Tenant's expense. Automobile repairs are not permitted on Authority property. Boat storage is not allowed on Authority property.
- (w) To remove any personal property left on Authority property when Tenant leaves, abandons or surrenders the dwelling unit. Property left for more than 30 days shall be considered abandoned and will be disposed of by the Authority. Costs for storage and disposal shall be assessed against the former Tenant.
- (x) To use reasonable care to keep the dwelling unit in such condition as to ensure proper health and sanitation standards for Tenant, household members and neighbors. **TENANT SHALL NOTIFY THE AUTHORITY PROMPTLY OF KNOWN NEED FOR REPAIRS TO THE DWELLING UNIT, and of known unsafe or unsanitary conditions in the dwelling unit or in common areas and grounds of the Project.** Tenant's failure to report the need for repairs in a timely manner shall be considered to contribute to any damage that occurs.
- (y)
  - (1) Not to commit any fraud in connection with any Federal housing assistance program; and
  - (2) Not to receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of the lease.
 The provisions of this section y (1) and (2) shall also apply to household members.
- (z) To pay promptly any utility bills for utilities supplied to Tenant by a direct connection to the utility company, and to avoid disconnection of utility service for such utilities.
- (aa) Tenant will reimburse the Authority for costs incurred in an eviction proceeding such as, but not limited to, costs of summons, constable fees, entry fees, related court costs and mover's fees.
- (bb) Except for any household member who is an exempt individual, each adult resident of the leased premises shall comply with the community service requirement set fourth in Subpart F of Part 960 of Title 24 of the code of Federal Regulations, as those regulations may be amended from time to time, and shall comply with any policy adopted by the Authority pursuant to such regulations.

Failure on the part of Tenant to comply with these provisions is a serious violation of the material terms of the lease, for which the Authority may terminate the lease in accordance with Section XIII.

#### **IX. Defects Hazardous to Life, Health or Safety**

In the event that the dwelling unit is damaged to the extent that conditions are created which are hazardous to the life, health, or safety of the occupants:

##### Authority Responsibilities:

- (a) The Authority shall be responsible for repair of the unit within a reasonable period of time after receiving notice from Tenant, provided, if the damage was caused by Tenant, household members, or guests, the reasonable cost of the repairs shall be charged to Tenant.
- (b) The Authority shall offer Tenant a replacement dwelling unit, if available, if necessary repairs cannot be made within a reasonable time. The Authority is not required to offer Tenant a replacement unit if the hazardous condition was caused by Tenant, household members, or guests.
- (c) Tenant shall accept any replacement unit offered by the Authority.
- (d) In the event repairs cannot be made by the Authority, as described above, or alternative accommodations are not provided as described above then rent shall abate in proportion to the seriousness of the damage and loss in value as a dwelling. No abatement of rent shall occur if Tenant rejects alternative accommodations or if the damage was caused by Tenant, household members, or guests, unless otherwise required by law.
- (e) If the Authority determines that the dwelling unit is untenable because of imminent danger to the life, health, and safety of Tenant, and alternative accommodations are refused by Tenant or the Authority is not required to offer alternative accommodations to Tenant as herein provided, this Lease shall be terminated, and any rent paid will be refunded to Tenant.

Tenant Responsibilities:

- (a) Tenant shall immediately notify the Authority of the damage to the dwelling unit. If the damage is or becomes sufficiently severe that Tenant believes he/she is justified in abating rent, Tenant shall notify the Authority of Tenant's intent to abate rent.
- (b) Tenant agrees to continue to pay full rent, less the abated portion agreed upon by the Authority which shall be in proportion to the seriousness of the damage and loss in value during the time in which the defect remains uncorrected, if repairs are not made or alternative accommodations are not provided as set forth above, except that no abatement of rent shall occur if the tenant rejects the alternative accommodation or if the damage was caused by tenant, a member of tenant's household or guest, unless otherwise required by law.

Failure on the part of Tenant to comply with these provisions is a serious violation of the material terms of the lease, for which the Authority may terminate the lease in accordance with Section XIII.

**X. Inspections**

- (a) Move-in Inspection: The Authority and Tenant or representative shall inspect the dwelling unit prior to occupancy by Tenant. The Authority will give Tenant a written statement of the condition of the dwelling unit, both inside and outside, and note any equipment provided with the unit. The statement shall be signed by the Authority and Tenant and a copy of the statement retained in Tenant's folder. Any deficiencies noted on the inspection report will be corrected by the Authority, at no charge to Tenant.
- (b) Other Inspections -- The Authority will inspect the unit at least annually to check needed maintenance, tenant housekeeping, and other lease compliance matters. Tenant will receive a written statement of the charges, if any, for repairs or removal of non-approved alterations to the unit.
- (c) Move-out Inspection -- The Authority will inspect the unit at the time Tenant vacates and give Tenant a written statement of the charges, if any, for which Tenant is responsible. Tenant and/or representative may join in such inspection, unless Tenant vacates without notice to the Authority.

**XI. Entry of Premises During Tenancy**

- (a) Tenant Responsibilities--
  - (1) Tenant agrees that the duly authorized agent, employee, or contractor of the Authority will be permitted to enter Tenant's dwelling during reasonable hours (8:00 A.M. to 4:30 P.M.) for the purpose of performing routine maintenance, making improvements or repairs, inspecting the unit, or showing the unit for re-leasing.
  - (2) When Tenant calls to request maintenance on the unit, the Authority shall attempt to provide such maintenance at a time convenient to Tenant. Tenant's request for maintenance shall constitute permission for maintenance personnel to enter the unit to perform such maintenance.
- (b) Authority's Responsibilities--
  - 1. Unless the Authority has the permission of the Tenant to enter the unit, the Authority shall give Tenant at least 48 hours written notice that the Authority intends to enter the unit. The Authority may enter only at reasonable times.
  - 2. The Authority may enter Tenant's dwelling unit at any time without advance notification when there is reasonable cause to believe that an emergency exists.
  - 3. If Tenant and all adult members of the household are absent from the dwelling unit at the time of entry, Authority shall leave in the dwelling unit a written statement specifying the date, time and purpose of entry prior to leaving the dwelling unit.

**XII. Notice Procedures**

- (a) Tenant Responsibility -- Any notice to Authority must be in writing, delivered to the Authority's central office at 80 Clay St., Quincy, MA 02170, or sent by prepaid first-class mail to said address.
- (b) Authority Responsibility -- Notice to Tenant must be in writing, delivered to Tenant or to any adult member of the household residing in the dwelling unit, or sent by prepaid first-class mail addressed to Tenant at the premises.
- (c) Unopened, canceled, first class mail returned by the Post Office shall be sufficient evidence that notice was given, whether signed or unsigned.
- (d) If Tenant is visually impaired, all notices must be in accessible format. Tenant agrees to notify the Authority if Tenant is visually impaired.

**XIII. Termination of the Lease**

In terminating the Lease, the following procedures shall be followed by the Authority and Tenant:

- (a) This Lease may be terminated only for serious or repeated violations of material terms of the Lease, such as failure to make payments due under the lease or to fulfill Tenant obligations set forth in this lease, or for other good cause. Such serious or repeated violation of terms **shall include but not be limited to:**
- (1) The failure to pay rent or other payments when due;
  - (2) Repeated late payment of rent or other charges when due. Two such late payments within a 12 month period shall constitute a repeated late payment;
  - (3) Failure to pay utility bills when Tenant is responsible for paying such bills directly to the supplier of utilities;
  - (4) Misrepresentation of or failure to timely report family income, assets, composition or circumstances;
  - (5) Failure to supply, in a timely fashion, any certification, release, information, or documentation on Family income, assets, composition or circumstances needed to process annual reexaminations or interim redeterminations;
  - (6) Serious or repeated damage to or alterations to or creation of physical hazards in the dwelling unit, common areas, grounds, or parking areas of any project site;
  - (7) Any activity by Tenant, household member, guest, or other person under Tenant's control, including criminal activity, that threatens the health, safety or right to peaceful enjoyment of the Authority's public housing premises by other residents, guests or Authority employees, or any drug-related criminal activity on or off the premises by Tenant, household member, guest, or other person under Tenant's control;
  - (8) Alcohol abuse that the Authority determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;
  - (9) Any fire on Authority premises caused by tenant, household member or guest action or neglect;
  - (10) Illegal weapons seized in the dwelling unit or from an Authority Tenant, household member, guest or person under Tenant control on Authority property by a law enforcement officer; or discharge of a firearm, BB gun or pellet gun by a Tenant, household member, guest or person under Tenant control on Authority property;
  - (11) Serious or repeated interference with the health, safety or rights of another tenant, guest or Authority employee, agent or contractor, by Tenant, household member, guest or person under Tenant's control;
  - (12) Creation or maintenance by Tenant, household member, guest or person under Tenant's control of a serious threat to the health or safety of another tenant, guest or Authority employee, agent or contractor;
  - (13) Having a family or household income in excess of the income limits for continued occupancy or eligibility.
  - (14) Failure of a household member to comply with the community service requirement provisions of this Addendum; however, lease termination resulting from this failure may only be effected at the end of the 12 month lease term and in accordance with the provisions of the Community Service Policy.
  - (15) Failure of a tenant to accept the Authority's offer of a revision to an existing lease, if such revision has been adopted in accordance with applicable federal regulation and if the tenant has been given 60 days written notice of the effective date of such revision.

#### **Protections for Victims of Abuse.**

- (1) An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease or other "good cause" for termination of the assistance, tenancy, or occupancy rights of such a victim.
- (2) Criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of domestic violence, dating violence or stalking.
- (3) Notwithstanding any restrictions on admission, occupancy, or terminations of occupancy or assistance, or any Federal, State or local law to the contrary, a PHA, owner or manager may "bifurcate" a lease, or otherwise remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others. This action may be taken without evicting, removing, terminating assistance to,

or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the housing choice voucher program.

- (4) Nothing in this section may be construed to limit the authority of a public housing agency, owner, or manager, when notified, to honor court orders addressing rights of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up.
- (5) Nothing in this section limits any otherwise available authority of an owner or manager to evict or the public housing agency to terminate assistance to a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the owner, manager, or public housing agency does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate.
- (6) Nothing in this section may be construed to limit the authority of an owner or manager to evict, or the public housing agency to terminate assistance, to any tenant if the owner, manager, or public housing agency can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant is not evicted or terminated from assistance.
- (7) Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

(b) The Authority shall give written notice of the proposed termination of the Lease of:

- (1) 14 days in the case of failure to pay rent;
- (2) A reasonable time considering the seriousness of the situation (but not to exceed 30 days) when the health or safety of other tenants or Authority staff is threatened;
- (3) 30 days in any other case.

(c) The notice of termination:

- (1) The notice of termination to Tenant shall state specific reasons for the termination, shall inform Tenant of his/her right to make such reply as he/she may wish, and of Tenant's right to examine Authority documents directly relevant to the termination or eviction.
- (2) When the Authority is required to offer Tenant the opportunity for a grievance hearing, the notice shall also inform Tenant of the right to request such a hearing in accordance with the Authority's grievance procedures.
- (3) Any notice to vacate (or quit) which is required by State or local law may be combined with, or run concurrently, with the notice of lease termination under this section. The Notice to Vacate must be in writing, and specify that if Tenant fails to quit the premises within the applicable statutory period, appropriate action will be brought against Tenant, and Tenant may be required to pay the costs of court and attorney's fees.
- (4) When the Authority is required to offer Tenant the opportunity for a grievance hearing under the Authority's grievance procedure for a grievance concerning the lease termination, the tenancy shall not terminate (even if any Notice to Vacate under State or local law has expired) until the period to request a hearing has expired, or (if a hearing is requested) the grievance process has been completed.
- (5) When the Authority is not required to offer Tenant the opportunity for a hearing under the grievance procedure and the Authority has decided to exclude such grievance from Authority grievance procedure, the notice of lease termination shall (a) state that Tenant is not entitled to a grievance hearing on the termination; (b) specify the judicial eviction procedure to be used by the Authority for eviction and state that HUD has determined that this eviction procedure provides the opportunity for a hearing in a court that contains the basic elements of due process as defined in HUD regulations; and (c) state whether the eviction is for an activity, including criminal activity, that threatens health or safety of other residents or staff or for drug-related criminal activity.

(d) Tenant may terminate this Lease at any time by giving 30 days written notice as described in Section XII, above.

- (e) In deciding to evict for criminal activity, the Authority shall have discretion to consider all of the circumstances of the case, including the seriousness of the offense, the extent of participation by or awareness of family members, and the effects that the eviction would have both on family members not involved in the proscribed activity and on the family's neighbors. In appropriate cases, the Authority may permit continued occupancy by remaining family members and may impose a condition that family members who engaged in the proscribed activity will neither reside in nor visit the unit.
- (f) When the Authority evicts a tenant from a dwelling unit for criminal activity, the Authority shall notify the local post office serving that dwelling unit that such individual or family is no longer residing in the unit so the post office will stop mail delivery for such persons and they will have no reason to return to the unit.

**XIV. Waiver**

No delay or failure by the Authority in exercising any right under this lease agreement, and no partial or single exercise of any such right shall constitute a waiver (post or prospective) of that or any other right, unless otherwise expressly provided herein. If any provision of this lease is determined to be unconstitutional, invalid or unenforceable, the remainder thereof shall remain in full force and effect.

**XV. Housekeeping Standards**

In an effort to improve the livability and conditions of the apartments owned and managed by the Authority, uniform standards for resident housekeeping have been developed for all tenant families.

- (a) Authority Responsibility: The standards that follow will be applied daily and uniformly to all Tenants. The Authority will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection, the Authority will notify Tenant in writing if he/she fails to comply with the standards. The Authority will advise Tenant of the specific correction(s) required to establish compliance, and indicate that training is available. Within a reasonable period of time, the Authority will schedule a second inspection. Tenant's failure of a second inspection will constitute a violation of the lease terms
- (b) Tenant Responsibility: Tenant is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards that results in the creation or maintenance of a threat to health or safety is a violation of the lease terms and can result in eviction.
- (c) Housekeeping Standards: Inside the Apartment  
 General:
  - (1) Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
  - (2) Floors: should be clean, clear, dry and free of hazards.
  - (3) Ceilings: should be clean and free of cobwebs.
  - (4) Windows: should be clean and not nailed shut. Shades or blinds should be intact.
  - (5) Woodwork: should be clean, free of dust, gouges, or scratches.
  - (6) Doors: should be clean, free of grease and fingerprints. Doorstops should be present.
  - (7) Heating units: should be dusted and access uncluttered.
  - (8) Trash: shall be disposed or properly and not left in the unit.
  - (9) Entire unit should be free of rodent or insect infestation.
 Kitchen:
  - (1) Stove: should be clean and free of food and grease.
  - (2) Refrigerator: should be clean. Freezer door should close properly and freezer have no more than one inch of ice.
  - (3) Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.
  - (4) Exhaust Fan: should be free of grease and dust.
  - (5) Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
  - (6) Food storage areas: should be neat and clean without spilled food.
  - (7) Trash/garbage: should be stored in a covered container until removed to the disposal area.
 Bathroom:
  - (1) Toilet and tank: should be clean and odor free.

- (2) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- (3) Lavatory: should be clean.
- (4) Exhaust fans: should be free of dust.
- (5) Floor: should be clean and dry.

Storage Areas:

- (1) Linen closet: should be neat and clean.
- (2) Other closets: should be neat and clean. No highly flammable materials should be stored in the unit.
- (3) Other storage areas: should be clean, neat and free of hazards.

(d) Housekeeping Standards: Outside the Apartment

The following standards apply to family and scattered site development only; some standards apply only when the area noted is for the exclusive use of Tenant:

- (1) Yards: should be free of debris and trash. Exterior walls should be free of graffiti.
- (2) Porches (front and rear): should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.
- (3) Steps (front and rear): should be clean and free of hazards.
- (4) Sidewalks: should be clean and free of hazards.
- (5) Hallways: should be clean and free of hazards.
- (6) Stairwells: should be clean and uncluttered.
- (7) Laundry areas: should be clean and neat. Remove lint from dryers after use.
- (8) Utility and Storage rooms: should be free of debris, motor vehicle parts, and flammable materials.

**XVI. Lease Modifications**

Modifications to this Lease shall be in writing and signed by both parties, except that modification of Authority rules, regulations and/or schedules of charges, if any, may be modified by the Authority in accordance with the procedure set forth in the applicable federal regulation. A modification of the Authority's lease form may be made by the Authority in accordance with applicable federal regulation and Tenant agrees, in such event, to execute a new lease for the premises utilizing such new lease form.

**TENANT AGREES THAT ALL THE PROVISIONS OF THIS LEASE HAVE BEEN READ AND ARE UNDERSTOOD AND FURTHER AGREES TO BE BOUND BY ITS PROVISIONS AND CONDITIONS AS WRITTEN. (SIGNATURE REQUIRED ON PART I AND II OF THE LEASE.)**

TENANT: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORITY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

QUINCY HOUSING AUTHORITY  
ADMISSIONS  
AND  
CONTINUED OCCUPANCY POLICY

FEDERAL PUBLIC HOUSING PROGRAM

REVISED  
7/07

## TABLE OF CONTENTS

Section I	Basic Policy	Page 2
Section II	Processing Applications	Page 3
Section III	Eligibility for Admission	Page 5
Section IV	Screening and Verification	Page 9
Section V	Preferences	Page 11
Section VI	Selection and Assignment	Page 12
Section VII	Appeal Process	Page 16
Section VIII	Transfers	Page 18
Section IX	Leasing of Apartments	Page 20
Section X	Occupancy Standards	Page 23
Section XI	Annual and Interim Re-determinations	Page 25
Section XII	Methods of Administration	Page 28
Exhibit I	List of Federal Aided Public Housing Developments	Page 30
Exhibit II	Income Limits and Rent Calculations	Page 31
Exhibit III	Definitions	Page 38
Exhibit IV	Allocation Plan	Page 43
Exhibit V	VAWA Notice	Page 45
Exhibit VI	Certification of Domestic Violence Dating Violence, or Stalking HUD Form 50066	Page 47

INTRODUCTION

This Admissions and Continued Occupancy Policy (ACOP) sets forth the Authority's policies that govern its federally-funded public housing programs. The Authority also owns and operates a Section 8 housing program and state-funded public housing programs; however, this ACOP does not govern those programs. The Authority's Section 8 program is governed by its Section 8 Administrative Plan and applicable federal regulations and the Authority's state housing programs are governed by state law and regulations issued by the Mass. Department of Housing and Community Development (DHCD). Although this ACOP may refer to these other housing programs from time to time within this document, this is done to provide background information or for explanatory reasons.

## SECTION I BASIC POLICY

In accordance with the Quincy Housing Authority's adopted Methods of Administration and consistent with HUD regulations, 24 CFR 960, the Authority has established the following Tenant Selection policies:

The Authority shall implement policies and procedures embodying standards and criteria for tenant selection which take into consideration the needs of individual families for public housing and the statutory purpose in developing and operating socially and financially sound public housing projects which provide a decent home and a suitable living environment and foster economic and social diversity in the tenant body as a whole, which shall:

1. Provide for de-concentration and income-mixing in accordance with the PHA Plan.
2. Preclude admission of applicants whose habits and practices reasonably may be expected to have a detrimental effect on the tenants or the project environment.
3. Assure that selection by the Authority among otherwise eligible applicants is objective and reasonable.
4. Not deny admission to Public Housing or evict a current Public Housing resident solely for reasons related to incidents of domestic violence in which the applicant or family member was a victim.
5. The tenant selection criteria to be established and information to be considered shall be reasonably related to individual attributes and behavior of an applicant and shall not be related to those which may be imputed to a particular group or category of persons of which an applicant may be a member.

It is the policy of the Quincy Housing Authority to comply fully with existing state and federal laws protecting the individual rights of applicants, tenants, or staff, and any laws subsequently enacted.

## SECTION II PROCESSING APPLICATIONS FOR ADMISSION

- A. The Quincy Housing Authority maintains one citywide waiting list for its Family Public Housing Program, and one citywide waiting list for its Elderly Public Housing Program. The citywide lists will apply to both the Authority's federal and state public housing programs. When a federal public housing unit becomes available, the applicant will be selected from the citywide list according to federal rules, regulations, preferences and priorities; when a state public housing unit becomes available, the applicant will be selected from the city-wide list according to state rules, regulations, preferences and priorities.
- B. The Quincy Housing Authority may close its Family Public Housing waiting list, and/or its Elderly Public Housing waiting list when it determines that there are sufficient applicants on a waiting list. During the period when the waiting list is closed, the Quincy Housing Authority will not maintain a list of individuals who wish to be notified when the waiting list reopens.
- C. If the waiting list is open, an application form completed in ink or type written and signed by the head of household will be accepted from each family, elderly, near elderly, disabled, handicapped, or single person seeking admission to the Quincy Housing Authority's Family or Elderly Public Housing Programs. A notice informing all applicants of their rights under VAWA will be attached to each application form (Exhibit V). It shall be recommended that applicants come into the office to fill out the application. Accommodations for full and complete access to the process by persons with disabilities will be made on request.
- D. The staff member accepting the application will render all possible assistance. Each completed application shall be dated, time-stamped and numbered when received, and it shall be promptly posted to the master file.
- E. After a completed application is received, the Quincy Housing Authority shall make a preliminary determination of eligibility based on current information provided by the applicant, and determine whether the applicant may be entitled to a preference and the appropriate bedroom size required. The Housing Authority may at this time verify information as provided by the applicant, but is not required to do so. The applicant shall be notified of the Authority's preliminary determination and may request an informal hearing as defined in Section VII of this Plan if found ineligible or not to be entitled to a preference category requested. If the Housing Authority makes a preliminary determination that the applicant is not eligible based upon negative history, the QHA shall remind the applicant of the opportunity to assert rights under VAWA by including Exhibit V in the preliminary determination notice.

- F. Each applicant found eligible after a preliminary review shall be placed on the appropriate citywide waiting list, and shall be notified in writing of:
1. waiting list position
  2. control number
  3. preference categories
  4. size of unit appropriate for the family (and the option to choose a smaller unit where applicable)
  5. an estimated waiting time before placement.
  6. a final and verified determination of eligibility and qualification will be undertaken prior to occupancy; and
  7. the applicant's ongoing responsibility to notify the Quincy Housing Authority in writing of any change of address and to respond promptly to any Quincy Housing Authority inquiry or be removed from the waiting list.
- G. A folder shall be prepared for each applicant and the application folders shall be filed chronologically. Uniform sized forms shall be used for net income calculations and other eligibility determination and verification and they shall be attached to the application.
- H. Periodically, the application pool shall be analyzed and each applicant shall be contacted by mail to insure that he/she is still interested and still qualified for public housing. If the applicant does not respond, is no longer interested, or no longer qualifies, his application shall be immediately withdrawn from the waiting list. Applicants shall be notified of their removal from the waiting list, and shall further be advised of their right to request an informal hearing.

SECTION III  
ELIGIBILITY FOR ADMISSION

There are to be eligible for admission to federally-aided public housing developments operated by the Authority and as listed in Exhibit I hereof only those applicants:

1. Who qualify as a family as defined in Exhibit III hereof, and;
- 2.\* Whose income does not exceed the income limits set forth in Exhibit II hereof, and;
3. Who can be housed under the occupancy standards set forth in Section X hereof, and;
4. who, after screening, have not been disqualified or determined ineligible.

\*Income limits are revised by HUD from time to time and current income limits are posted in the main office.

No family shall be eligible for admission if the family does not intend to occupy the public housing unit at least nine months of each year.

The applicant and the applicant household shall be disqualified for public housing for any of the following reasons:

1. The applicant, or a household member has disturbed a neighbor or neighbors in a prior residence by behavior, which if repeated by a tenant in public housing, would substantially interfere with the right of other residents to peaceful enjoyment of their units or the rights of Quincy Housing Authority employees to a safe and secure workplace.
2. The applicant, or a household member, has caused damage or destruction of property at a prior residence, and such damage or destruction of property, if repeated by a tenant in public housing, would have a material adverse effect on the housing development or any unit in such development.
3. The applicant or a household member has displayed living habits or poor housekeeping at a prior residence, and such living habits or poor housekeeping, if repeated by a tenant in public housing, would pose a substantial threat to the health or safety of the tenant, other tenants, or Quincy Housing Authority employees, or would adversely affect the decent, safe and sanitary condition of all or part of the housing.
4. The applicant or a household member in the past has engaged in criminal activity, or activity in violation of M.G.L. c 151B, Sec. 4, which if repeated by a tenant in public housing, would interfere with or threaten the rights of other tenants or Quincy Housing Authority employees, to be secure in their persons or in their property or with the rights of other tenants to the peaceful enjoyment of their units and the common areas of the housing development.
5. The applicant was evicted because of drug related criminal activity from housing assisted under the U.S. Housing Act of 1937, for a minimum of a

three year period, beginning on the date of such eviction, unless the applicant has successfully completed, since the eviction, a rehabilitation program approved by the QHA. The applicant must show that through rehabilitation or rehabilitating efforts, that the QHA can be reasonably certain that the applicant or household member will not engage in any similar conduct in the future. The applicant may not be subject to this provision if the drug related criminal activity was conducted by a household member who is no longer part of the household, and the applicant did not know of the activity or took reasonable steps to stop the activity.

6. The applicant, or any household member who will be assuming a part of the rent obligation, has a history of non-payment of rent, and such non-payment, if repeated by a tenant in public housing, would cause monetary loss; provided, however, that if the applicant or household member paid at least 50% of his/her household's monthly income for rent each month during a tenancy but was unable to pay the full rent, an eviction for non-payment of the balance shall not disqualify such individual from public housing pursuant to this paragraph. Other mitigating circumstances may also be considered.
7. The QHA has reasonable cause to believe the applicant abuses alcohol in a way that causes behavior that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents or QHA personnel.
8. The applicant or a household member has a history of failure to meet material lease terms or the equivalent at one or more prior residences, and such failure, if repeated by a tenant of public housing, would be detrimental to the housing authority or to the health, safety, security or peaceful enjoyment of other residents or Quincy Housing Authority employees.
9. The applicant or household member has failed to provide information reasonably necessary for the housing authority to process the applicant's application.
10. The applicant or household member has misrepresented or falsified any information required to be submitted as part of the applicant's application, or a prior application within 3 years, and the applicant fails to establish that the misrepresentation or falsification was unintentional.
11. The applicant or a household member has directed abusive or threatening behavior, which was unreasonable and unwarranted, towards a Quincy Housing Authority employee during the application process or any prior application process within 3 years.
12. The applicant or a household member does not intend to occupy housing,

if offered, for at least nine months of each year.

13. The applicant or a member of the applicant household is a current illegal user of one or more controlled substances as defined in M.G.L. c. 94C, Sec. 1. A person's illegal use of a controlled substance within the preceding twelve months shall create a presumption that such person is a current illegal user of a controlled substance, but the presumption may be overcome by a convincing showing that the person has permanently ceased all illegal use of controlled substances.

In accordance with the Violence Against Women Act, The QHA will not deny an Applicant who would otherwise be eligible for housing but for the negative history of the applicant or household members related to domestic violence, dating violence, stalking or sexual assault.

14. The applicant shall be permanently prohibited admission to the Quincy Housing Authority's public housing program if any household member has been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
15. The applicant shall be prohibited admission to the Quincy Housing Authority's public housing program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.

Prior to disqualifying an applicant under C.1-13 above, the Quincy Housing Authority shall permit the applicant to show mitigating circumstances, which may include rehabilitation or rehabilitating efforts, sufficient so that when the potentially disqualifying behavior is weighed against the mitigating circumstances, the Quincy Housing Authority is reasonably certain that the applicant or household member will not engage in any similar conduct in the future. In making this determination, the Quincy Housing Authority shall consider all relevant circumstances, including:

1. the severity of the potentially disqualifying conduct;
2. the amount of time which has elapsed since the occurrence of such conduct;
3. the degree of danger, if any, to the health, safety and security of others or to the security of the property of others or to the physical conditions of the housing development and its common areas if the conduct recurred;
4. the disruption and inconvenience which recurrence would cause the Quincy Housing Authority, and
5. the likelihood that the applicant's behavior in the future will be substantially improved. The greater the degree of danger, if any, to the health, safety and security of others or to the security of property of others or the physical condition of the housing, the greater must be the strength

of the showing that a recurrence of behavior, which would have been disqualifying, will not occur in the future.

6. Evidence of Rehabilitation
7. Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs.
8. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.
9. In the case of disability where the granting of a reasonable accommodation would eliminate the disqualifying behavior.

Not less than 40% of the families admitted to the Authority's public housing program from the waiting list during any fiscal year shall be extremely low income families.

#### Restriction on Assistance to Non-citizens

Section 214 of the Housing and Community Development Act of 1980, as amended prohibits HUD from making financial assistance available to persons who are not in eligible status with respect to citizenship or non-citizen immigration status. The provisions of this section apply to both applicants for assistance and persons already receiving assistance.

Financial Assistance is restricted to:

1. Citizens; or
2. Non-citizens who have eligible immigration status under one of the categories set forth in Section 214.

A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, as described in 24 CFR Part 5.506, or unless the family meets the conditions set forth in 24 CFR 5.506. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of the three types of assistance provided in 24 CFR 5.516, and 5.518.

## SECTION IV SCREENING AND VERIFICATION PROCEDURES

At the time of determining final eligibility and qualification, the QHA shall require an applicant to provide the Quincy Housing Authority access to reliable and reasonably

obtainable documentation verifying the accuracy of information appearing on the application for or otherwise necessary for the Quincy Housing Authority's determination. Income of applicants shall be verified by the procedure specified in HUD Regulations. If the Quincy Housing Authority has verified any information when making a preliminary determination of eligibility for the applicant, the Quincy Housing Authority shall re-verify such information on its final determination of eligibility and qualification. Non-receipt of requested documentation, without good cause established by the applicant, shall be cause for determining the applicant unqualified.

The Quincy Housing Authority shall require an applicant to provide the names and current addresses of all landlords (or housing providers) for at least the past five (5) years and the names and current addresses of two personal references who are not relatives. Non-receipt of landlord references or personal references, without good cause established by the applicant, shall be cause for determining the applicant unqualified. The Quincy Housing Authority will inform an applicant who is a victim of domestic violence, dating violence, sexual assault or stalking as defined in Exhibit III that the applicant may request that the Authority not contact a landlord reference if the Applicant's safety would be placed at risk. The Authority shall consider alternative sources of verification regarding tenant eligibility.

In determining qualification, the Quincy Housing Authority shall check CORI, and eligible citizenship status and may also check previous landlords, employers, neighbors, social workers, police records, public records, other sources of public information, credit reports, utility companies, and other reliable sources. The Quincy Housing Authority may also make a home visit, which shall be scheduled reasonably in advance. Observations by the person making such a visit shall be promptly reduced to writing and placed in the applicant's file.

Information regarding eligibility or qualification may be obtained by the Quincy Housing Authority from interviews with the applicant and with others, from telephone conversations, letters or other documents, and from other oral or written materials. All such information received shall be recorded in the applicant's file, including the date of its receipt, the identity of the source, and the person receiving the information.

As verified data is assembled, it shall be reviewed and evaluated in light of established eligibility criteria. If it is ascertained that for one or more reasons he or she does not meet the established conditions governing eligibility for admission, the applicant shall be advised in writing of his or her ineligibility, the basis for this determination, remind the applicant of their rights under VAWA by attaching a copy of Exhibit V. advise the applicant of his or her right to request an informal hearing, and the procedures to do so. When the applicant is determined to be ineligible because of undesirability, the applicant's file must contain the information as to the reason for undesirability and the persons or agencies contacted before the determination is made. Such determination shall be made by the Authority on a case-by-case basis.

If there is a time lag of more than 180 days between the date income determinations were made and the date of selection for admission, a re-check shall be made to

ascertain that the income of the family has not changed, that the applicant has not changed address, and that other factors relating to eligibility are unchanged. Changes shall be verified before the family is admitted to occupancy.

All information about an applicant received by the Quincy Housing Authority shall be held in strict confidence, subject to limited staff access. Any release of information to any individual other than the applicant or HUD shall only take place after a written release form has been received by this office, which has been duly signed by the applicant.

## SECTION V PREFERENCES

Residents will be selected from the citywide list of eligible applicants based on whether they qualify as a family, elderly, near elderly, disabled, handicapped or single person. (In accordance with the Allocation Plan, if applicable) Residents will also be selected

from the list of eligible applicants based upon suitable size of unit, control number, preference, and income targeting.

Applicants will be granted preference as listed below:

1. Veterans

An applicant who meets the definition of a Veteran, as defined in M.G.L. c 121B, sec. 1.

1. Referral from the District Attorney's Office

An applicant who meets the definition of a referral from the District Attorney's Office as defined in Exhibit III of this plan.

Each of the preferences above shall be granted equal weight however an applicant who may qualify for both preferences shall be housed before an applicant qualifying for only one preference. Selection of applicants qualifying for the preferences above, shall be done based on date and time of application, and Residency preference.

2. Quincy Resident

An applicant who meets the definition of a Quincy resident, as defined in Exhibit III of this plan.

Applicants may claim qualification for a preference when they apply for admission or anytime thereafter until they are offered housing by certifying to the QHA that they qualify for a preference as outlined in this section. Before executing a lease with an applicant on the basis of a preference, the QHA must require the applicant to provide verification that he or she qualified for a preference by virtue of the applicant's current status.

SECTION VI  
SELECTION AND ASSIGNMENT

A. Residents will be selected from the citywide list of eligible applicants for dwelling units, based upon eligibility in accordance with applicable state and federal rules and regulations. Further, residents will be selected based upon suitable size and accessibility of unit, control number, applicable preferences, priorities and income targeting goals, using state rules if the

unit is a state unit and federal rules if the unit is a federal unit. Placements in federal elderly/non-elderly disabled housing shall also be made in accordance with the approved allocation plan. (Exhibit IV.)

The selection and assignment of applicants shall be done in a uniform manner to assure equal opportunity and non-discrimination on the grounds of race, color, disability, sex, sexual orientation, religion, age, handicap, national origin, ethnicity, familial status, or marital status.

When an apartment is available for rental, it will be offered to the next applicant on the waiting list eligible for a unit of that size and type, subject to applicable preferences and income targeting requirements.

Notwithstanding any other selection preference, of the families initially admitted to the QHA's Public Housing Program during the QHA's fiscal year (July 1 – June 30), not less than 40% shall be extremely low income families. This is called the basic targeting requirement.

If admissions of extremely low income families to the QHA's voucher program during the QHA's fiscal year exceeds the 75 percent minimum targeting requirement for the QHA's voucher program, such excess shall be credited against the QHA's basic targeting requirement for the same fiscal year.

The fiscal year credit for voucher program admissions that exceed the minimum voucher program targeting requirement shall not exceed the lower of:

(A) Ten percent of the public housing waiting list admissions during the QHA's fiscal year;

(B) Ten percent of waiting list admissions to the QHA's Section 8 tenant based assistance program during the QHA fiscal year or:

(C) The number of qualifying low income families who commence occupancy during the fiscal year of the QHA public housing units located in census tracts with a poverty rate of 30% or more. For this purpose, qualifying low income family means a low income family other than an extremely low income family.

Unless another method is set forth by regulation for an Authority to maintain compliance with the above "income targeting", the QHA will follow the procedure hereafter set forth or such alternative procedure which implements the "income targeting" requirements. Whenever a Public Housing Unit is leased, the QHA shall record whether or not the family is:

- a. being initially offered public housing assistance by the QHA; and, if so,
- b. whether or not the family is within the "targeted" lower income limit.

Thereafter, whenever a unit is offered, the QHA will check such records to determine whether the required 40% targeting percentage would be maintained by the offer of Public Housing to the next applicant family on the waiting list using the Authority's selection preferences. If not, to comply with Income Targeting, the QHA shall skip higher-income families and select the next applicant who is an income-targeted family.

B. After an applicant is offered an apartment, the applicant must accept the offer within four (4) calendar days after the date the offer is communicated by the Occupancy Staff by phone or within seven (7) calendar days after the date the offer is mailed. Failure to accept an apartment offered, without good cause as hereafter described, will result in the following actions, unless the applicant can establish mitigating circumstances for his/her failure to timely respond.

1. If the applicant declines the apartment offer and the citywide waiting list is open at the time, the applicant will drop to the bottom of the list, meaning that his or her date of application will be changed to the date that the applicant declined the offer of a suitable apartment. If the applicant is dropped to the bottom of the list, the applicant will lose any priority s/he may have been entitled to. If the citywide waiting list is closed at the time, the applicant will be removed from the waiting list.
2. If the applicant fails to timely respond to the apartment offer, the applicant will be removed from the waiting list.

C. An applicant may request a special housing assignment upon a showing of good cause in the manner hereafter described. Upon submission of such request and the documentation submitted in support of it, the Authority will make a determination on whether the applicant qualifies for a special housing assignment. Applicants should apply for special housing assignments as soon as possible in order to assist the Quincy Housing Authority in assigning an appropriate apartment. The need for a special housing assignment shall otherwise be disclosed by the applicant during the screening process. The applicant must indicate if he/she requires special consideration in identifying a particular type of apartment or placement in a particular area of the city.

The following shall be the reasons for a special housing assignment. The following shall also serve as "good cause" for an applicant to decline an offer of an apartment which does not satisfy the applicant's special housing assignment needs.

1. **PARTICIPATION IN A WITNESS PROTECTION PROGRAM.**  
Acceptable Documentation: Written documentation on letterhead stationery from a law enforcement agency, which indicates that a Household Member(s) is, or might be endangered because they have provided essential information in a criminal prosecution. Documentation must specify the development(s) or areas of the city in which the affected Household Members might be endangered.
2. **CRIME VICTIMS**  
Acceptable Documentation: The Quincy Housing Authority prefers documentation from a court of competent jurisdiction, and/or from a law enforcement agency in conjunction with – if appropriate - a temporary or permanent restraining order issued pursuant to MGL c.209A. Documentation must specify underlying circumstances which would require a Household Member(s) to be located away from a specific area of the city. A combination of

the following documentation that establishes that the applicant and/or household member is a crime victim shall be acceptable:

- Medical reports reflecting incident(s);
- Police reports regarding incident(s);
- Court reports regarding incident(s);
- Documentation that Applicant has filed charges;
- Documentation that Applicant has attempted to obtain restraining orders;
- Legal action regarding incident(s);
- Letter from an attorney stating details of a case arising from incident(s);
- Psychological reports;
- Letter from a director of a social service agency regarding incident(s).
- Certification of Domestic Violence, Dating Violence, or Stalking, HUD Form 50066

3. THE TEMPORARY HOSPITALIZATION OF HEAD OR CO-HEAD OF HOUSEHOLD

Acceptable Documentation: A statement on letterhead stationery from a Qualified Health Care Provider indicating the name of the individual (must be head or co-head), the date of admission, date of anticipated discharge (if known).

4. THE ON-DUTY MILITARY ASSIGNMENT OF HEAD OR CO-HEAD OF HOUSEHOLD

Acceptable Documentation: A statement on letterhead stationery from the individual's commanding officer indicating the date the active duty began and anticipated length of active duty.

5. INELIGIBILITY DUE TO NON-CITIZEN STATUS

In the event that an applicant is offered an apartment at a Federal Program development for which the Household is ineligible due to its Non-Citizen status or is affected by the proration of rent as a result of a Household member's non-citizen status, the applicant may reject the offer for Good Cause and elect to remain on the citywide waiting list for State Program developments only.

Acceptable Documentation: Documentation submitted by the Applicant during the application and screening process indicating the Household's ineligible Non-Citizen status.

6. FINANCIAL HARDSHIP

The Quincy Housing Authority recognizes that in some instances a family applicant may experience a financial hardship by accepting a State Program unit either due to the costs of heat, electricity, and rent combined, or because the household would pay more in a State Program development than they would in a Federal Program development in which a flat rent would be available., OR the applicant is unable to have the heat and/or electricity turned on due to an outstanding debt with the gas or electric company. In such case, the applicant may elect to remain on the city wide waiting list for Federal Program developments only.

Acceptable Documentation: A letter from the gas and/or electric company denying service due to an outstanding debt or documentation submitted by the applicant demonstrating that the total monthly rent burden (rent, heat and electric\*) would exceed 50% of the household's gross monthly income.

\*The total monthly rent burden shall be determined by adding the monthly tenant rent to the utility allowances as approved for the Section 8 Housing Choice Voucher Program. The utility allowances for the Section 8 Housing Choice Voucher Program will be assessed each year, amended as necessary, and attached to this ACOP.

7. Reasonable Accommodation to a disability: An applicant may request a special housing assignment as a reasonable accommodation to a disability of applicant or a household member. Upon such request, applicant will be provided with the documentation to verify his/her disability and the necessity of a special housing assignment.

D. An applicant shall be removed from the citywide waiting list when s/he is housed, is issued and chooses to accept a voucher under the Designated Housing Program, when s/he has withdrawn his/her application, been determined ineligible or requests removal from the list. When the citywide waiting list is closed, an applicant shall be removed from the list when the applicant refuses an apartment offer without good cause.

E. The Quincy Housing Authority shall maintain a record of the units offered, including location, date and circumstances of each offer, and each rejection or acceptance.

F. If a non-elderly disabled applicant who is on the citywide list for the Elderly Housing Program declines an offer for a DHP voucher, the applicant will maintain his position on the citywide list for the public housing programs only.

## SECTION VII APPEAL PROCESS

- A. Notice of Determination. If upon a preliminary or final determination the applicant is determined ineligible or unqualified, or if the applicant is determined not to be eligible for a preference category for which applicant applied or if the applicant is involuntarily removed from the waiting list, or placed at the bottom of the list for a refusal of a unit offer without good cause, then the Quincy Housing Authority shall mail written notice of the determination to applicant at applicant's last known address. The notice shall set out the reason for the adverse determination, remind the applicant of their rights under VAWA by attaching a copy of Exhibit V and shall advise applicant

of the provisions of the following paragraph concerning applicant's right to request an informal hearing with the Quincy Housing Authority. The notice shall state that the applicant may be represented at the informal hearing by counsel or by another person of applicant's choice at the applicant's expense.

- B. Request for an Informal Hearing. Within 30 days of mailing of notice of determination, the applicant may request an informal hearing with the Quincy Housing Authority. The request for an informal hearing shall be made in writing and shall be delivered or mailed to the Quincy Housing Authority within such 30 day period.
- C. Purpose of the Informal Hearing. The purpose of the informal hearing shall be to enable the applicant to discuss with the Quincy Housing Authority the reasons underlying the determination and to permit consideration of all pertinent information.
- D. Scheduling the Informal Hearing. Promptly after receipt of a request for an Informal Hearing, the Quincy Housing Authority shall notify the applicant of a time, date and place for the informal hearing. The date shall be within 30 days from the Quincy Housing Authority's receipt of the request. Thereafter, for good cause and with notice to applicant, the Quincy Housing Authority may reschedule the informal hearing to a later date. Unless the applicant agrees to a shorter period of time, the applicant should receive at least seven days prior notice of the time and date of the informal hearing.
- E. Applicant's Access to QHA Records. Prior to and at a private conference, the applicant or his or her representative, shall have the right to inspect the documentation on the basis of which the determination was made and any other documentation pertinent to the applicant's eligibility, qualification or entitlement to preference status. The Quincy Housing Authority shall make reasonable arrangements for photocopying any such documentation as applicant may specify with sufficient advance notice.
- F. Procedure at the Informal Hearing. The Executive Director shall conduct the informal hearing or shall designate one or more impartial persons to do so. Selection of persons who made the determination shall be avoided unless the Executive Director deems there to be good reason for their selection. The informal hearing officer or officers shall conduct the informal hearing fairly. Procedure shall be informal. At the informal hearing, applicant or applicant's representative may offer applicant's own testimony, may question the Quincy Housing Authority on pertinent matters, and may offer other testimony, documentation, information, and argument. The Quincy Housing Authority may also offer testimony, documentation, information and argument. The applicant and the Quincy Housing Authority may question each other's witnesses. Upon

request, the QHA may give the applicant additional time to secure documentation or information.

- G. Tape Recordings or Notes of the Informal Hearing. The QHA shall tape-record the informal hearing, or shall take accurate notes of what occurred. If the applicant makes a written request at least two days before the informal hearing, the QHA shall tape-record the informal hearing, unless there is a good reason why it is unable to do so. An applicant may tape record the hearing at his or her own expense.
- H. The QHA's Decision Following an Informal Hearing. Within 30 days after the close of an informal hearing, or as soon thereafter as reasonably possible, the QHA shall notify the applicant in writing of its decision with an explanation of its reasons and shall specify any change, if appropriate, in the prior preliminary determination of the applicant's eligibility, qualifications, and/or preference status. The decision shall be mailed to applicant and applicant's representative, if any, at their last known addresses.
- I. Further Rights of Appeal: There shall be no further right of appeal for applicants of Federal Public Housing. If the applicant is on a waiting list for State Assisted Housing, they may be entitled to further rights of appeal as provided in those regulations. Applicants shall be notified of these rights.

## SECTION VIII TRANSFERS

- A. Transfer for Administrative Reasons - transfer of a household from one unit to another, within the development or to another development, at the discretion of the Executive Director at any time, for a sound administrative reason, such as: fire in or condemnation of an occupied unit; harassment of a tenant or household member; over-housing; health or safety reasons; domestic violence, dating violence, stalking, sexual assault or for reasonable accommodation.
- B. Transfer for Good Cause - transfer of a household from one unit to another in the same development at the request of the head of household for the following

reasons: (1) because the unit is no longer of appropriate unit size; (2) transfer for pet ownership as defined below; and (3) other good cause as defined below. No transfer shall be approved until;

- a. the head of household has filed a transfer application complete with all supporting documentation;
  - b. the household is current in rent, charges and fees owed to the QHA, or is current in any repayment agreement, and
  - c. the household is not in violation of any lease provision or is not subject to eviction proceedings or is not in violation of the terms of an agreement for judgment in a prior eviction proceeding.
- C. Transfer for Pet Ownership: transfer of a household from one development to another because the household lives in a development which does not allow pets. This transfer shall only be approved after the household has applied for, and obtained permission to obtain a pet, and has met the conditions of pet ownership as provided in the Quincy Housing Authority Pet Policy.
- E. Transfers will be made without regard to race, color, sex, sexual orientation, religion, age, handicap, disability, national origin, ethnicity, familial status or marital status.
- F. Good cause transfer requests will be considered for the following reasons: health and safety issues relating to the household and not resulting from any action on the part of the household; harassment of a household member. Tenant must present clear evidence of the grounds for transfer to the satisfaction of the Quincy Housing Authority.
- G. Transfer applicants who have been denied a transfer will be notified of such determination in writing, and the reasons for the determination. The notification will indicate the rights of the transfer applicant to an appeal through the QHA grievance procedure.
- H. Transfers will be done at the rate of one transfer for every four new admissions. Transfers for Administrative reasons may be done at any time at the QHA's discretion; however, if such transfer(s) are not in accordance with the one-in-five transfer ratio, the next unit assignments shall be made so that the one-in-five transfer ratio is restored. The fact that the QHA has not restored the one-in-five transfer ration, shall not be used as a basis to deny an emergency transfer request.

SECTION IX  
LEASING OF APARTMENTS

- A. Prior to the receipt of keys or the taking of possession of an apartment, a lease agreement will be signed by the adult household members and a designated representative of the QHA. The lease agreement shall be kept current at all times, and shall reflect the rent being charged and the conditions governing occupancy. One copy of the lease shall be given to the tenant, and one executed copy shall be retained in the tenant file.
- B. The lease agreement will reflect all members of the family who will occupy the apartment.
- C. If, at any time during the term of the lease, a change in the family status requires changing or amending any provision of the lease, either:

1. the existing lease shall be canceled and a new lease agreement executed, or
2. an appropriate rider shall be prepared and made a part of the existing lease, or
3. appropriate insertions shall be made within the lease, or
4. in instances of domestic violence, dating violence, sexual assault or stalking, the Authority will bifurcate the lease in order to remove the offending household member.

All copies of such new leases, riders, or insertions shall be dated and signed or initialed by the tenant and by the QHA's authorized representative.

- D. If, through any cause, the signer of the lease ceases to be a member of the tenant's family, the lease shall be voided and a new lease agreement shall be executed and signed by a remaining member of the family who can qualify as head of household, and the family is otherwise eligible for continued occupancy. If no member of the family is qualified to sign a new lease, or if the family is no longer eligible for continued occupancy, the existing lease shall be terminated and the family shall be required to vacate.
- E. In the event of family break-up, divorce or separation between household members, one of whom is the Tenant, the QHA shall determine which member(s) shall be remaining household members eligible for continued occupancy unless a Massachusetts court with jurisdiction has issued a determination of who shall be eligible for continued occupancy. If those persons do not include the Tenant named in this lease, the Tenant shall vacate. When making a determination of who shall be eligible for continued occupancy, the QHA shall consider the interest of all family members. The QHA shall decide continued occupancy on a case by case basis by taking into consideration the interests of the minor children, ill, elderly, and/or disabled family members. The QHA shall also consider whether family members were forced to leave the unit as a result of actual or threatened violence by a spouse or other family members.

The QHA shall take this factor into consideration regardless of whether the individuals leaving the unit are the victims or the perpetrators. The QHA shall also consider who was the original Tenant on the lease. In the event that any such remaining members of the Tenant's household are approved for continued occupancy, if the size of the leased premises is no longer appropriate for the household, such remaining members shall transfer to a smaller unit if and when offered by the QHA.

- F. In the event that Tenant ceases to occupy the leased premises, one or more remaining members of Tenant's household may be given permission for continued occupancy, provided that:
1. The remaining household members are current in their financial obligations to

the QHA, including any debt incurred by the household before Tenant vacated, and are not subject to eviction proceedings. If an outstanding rent balance is determined by the Authority to be the fault of the departing household member, and not caused by the remaining household members, or if the outstanding rent balance is determined by the Authority to be the result of domestic violence, stalking, dating violence, or sexual assault which prevented the household member from meeting financial obligations, the Authority will allow the remaining household members to enter into a reasonable repayment plan for the rent arrearage.

2. the remaining members of the household are eligible and qualified for public housing.
  3. the remaining adult household members (or emancipated minors) have resided in the leased premises for at least one year or, if the premises has been leased by the household for less than one year, for the period of the lease. The Authority may, in its discretion, waive this provision if, in its opinion, the household member did not have an intent to skip (jump or avoid) the waiting list for a public housing apartment when s/he moved into the unit.
  4. At least one adult member (or emancipated minor member) of the household applies for and signs a new lease with the QHA. An adult who has court appointed guardianship or other legal authority to act on behalf of the remaining household members(s), may petition for continued occupancy on the household member's behalf, it being understood that this does not give that person a right to a tenancy under the lease unless the person has passed the QHA's screening criteria and been approved.
  5. In the event that any such remaining members of the Tenant's household are approved for continued occupancy, if the size of the leased premises is no longer appropriate for the household, such remaining members shall transfer to a smaller unit if and when offered by the QHA.
- G. If a tenant is transferred to a different dwelling in the same or another project operated by the QHA, the existing lease shall be canceled, and a new lease shall be executed.

SECTION X  
OCCUPANCY STANDARDS

- A. To avoid overcrowding, and to prevent waste of space, dwelling units shall be leased in accordance with the standards of occupancy set forth below:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
1	1	2
2	2	4
3	3	6
4	5	8

- B. Dwellings will be so assigned, that, except in cases of infants and children under six, it will not be necessary for persons of opposite sex, other than husband and wife, to occupy the same bedroom. Infants two years of age and under may occupy the same bedroom with a parent. However, an applicant may elect to

house itself at the maximum density level, regardless of the age and sex of household members. If the applicant so elects, he or she shall be recorded as being eligible for either unit size, and shall be offered the first unit of either size which becomes available. In the event the applicant chooses the smaller unit, the family shall not be entitled to transfer due to overcrowding unless there is a subsequent increase in family composition or other good cause which warrants a larger unit.

- C. Dwellings will be assigned so that, should a person with a disability requires a live in personal care attendant to provide assistance through the evening hours, it will not be necessary for both persons to occupy the same bedroom.
- D. Dwellings will be assigned so as not to require the use of the living room for sleeping purposes, and in applying the standards, every member of the family, regardless of age, will be considered a person.
- E. Spouses, adult household members and children may be assigned separate bedrooms for reasons critical to emotional or physical health which are documented in the file.
- F. After occupancy, and when it is found that the size of the dwelling unit is no longer suitable for the family in accordance with these standards, the family may be required to move as soon as a dwelling unit of appropriate size becomes available, unless the family at initial occupancy, had elected to accept a smaller sized unit in accordance with B. above, in which case they shall only be transferred to a larger unit if there has been a subsequent increase in family composition or other good cause which warrants such a transfer.
- G. Any additions to the household members named on the lease, with the exception of the birth, adoption, or court awarded custody of a child, shall require the advance written approval of the Authority. Such approval will be granted only if the new household members pass the Authority's screening criteria, and the additions of such persons would not result in an overcrowding of such unit and the Tenant is not then in violation of any term of the lease. Permission to add Live-in Aides, as defined under applicable federal regulations, and foster children shall not be unreasonably refused, but shall be subject to the Authority's screening criteria. If the addition of such household members would result in an overcrowding of the unit, conditional approval of such persons may be granted subject to the availability of a unit of the appropriate size and the tenant's agreement to move to said unit at Tenant's expense. Tenant agrees to wait for the Authority's written approval and for the transfer to the appropriate sized unit, if applicable before allowing such additional persons to move into the Premises. Tenant shall promptly notify the Authority of the birth, adoption or court-awarded custody of a child.

SECTION XI  
ANNUAL AND INTERIM REDETERMINATIONS

A. Reexaminations:

1. For families who pay an income-based rent, the PHA must conduct a reexamination of family income and composition at least annually, and must make appropriate adjustments in the rent after consultation with the family and upon verification of the information.
2. For families who choose flat rent, the PHA must conduct a reexamination of family composition at least annually, and must conduct a reexamination of family income at least once every three years. The family may request a reexamination at any time.

a. The reexamination schedule for each development is as follows:

Project Number	Name	Effective Date
20-1	Riverview	At lease anniversary date
20-2	Pagnano Towers	At lease anniversary date

20-4  
20-6

O'Brien Towers  
Drohan Apts.

At lease anniversary date  
At lease anniversary date

3. For all families who include nonexempt individuals, as defined in the Community Service Policy the PHA must determine compliance once each twelve months with community service and self-sufficiency requirements.
  4. A family may request an interim reexamination of family income or composition because of any changes since the last determination. The PHA must make the interim reexamination within a reasonable time after the family request.
  5. The PHA may conduct an interim reexamination when it is felt that the family has not furnished correct or complete or accurate information concerning income, family composition, allowable deductions and allowances or other required eligibility information.
    - a. In instances where such misrepresentation is verified, the family will be obligated to reimburse the QHA for any resultant increase in Tenant Rent, retroactive to the date of the initial certification or reexamination at which the erroneous information was provided. In addition, and at QHA's discretion, the family's lease agreement may be terminated. The QHA may at its option enter into a repayment agreement, if the family can show that they can pay the balance off within a reasonable period of time.
  6. ALL changes in household income between annual reexaminations must be reported by the Tenant to the PHA within ten (10) days of the change. The PHA shall determine whether an interim reexamination is required for determination of a new Tenant rent. A reexamination shall be conducted by the PHA in every case except when there is an increase in gross household income which is attributed solely to a single household member's monthly gross income increasing by less than 10%. In such case, the increase will be included in a redetermination at the next annual reexamination. If an interim reexamination is required, the PHA will conduct an interim reexamination and notify the resident of any increase or decrease in Tenant rent based on the new information.
- B. Reexamination Procedures:
1. At the scheduled date for the initiation of the annual reexamination process, and at the request of the QHA, the tenant shall complete a Continued Occupancy Form, and submit it to the QHA, together with all required verification. ALL entries on the form shall be made in ink or typewritten, and the Continued Occupancy Form shall be dated and signed by the tenant under penalty of perjury.

Corrections or changes shall be made by lining through the original entry and substituting therefore the correcting data. Also, such changes shall be dated and signed or initialed by the tenant and by the Executive Director or his authorized representative, and the reasons for such changes shall be incorporated into the record.

2. Data assembled at the time of reexamination shall be filed in the folder set up for the family at the time of the application for admission.
3. To substantiate determinations with respect to eligibility for continued occupancy, size of unit required, and appropriateness of rental charges, and also to establish the validity for the certification of the tenant's eligibility for continued occupancy, the representations made by the tenant family, in its application for continued occupancy which differ from those previously verified shall be verified. Employment and income data shall be verified in every instance. Staff should use upfront income verification techniques, which is considered a type of third party verification, during required reexaminations (and initial application, if available) of family income. All verified findings shall be documented and placed in the tenant's folder.
4. As verified data is assembled, it, together with pertinent data on file, shall be reviewed and evaluated in light for rent re-determination.
5. Action Following Reexaminations:
  - a. Notices of Rent Change as made periodically necessary by verified changes in family composition, an increase or decrease in annual income, or as a result of regularly scheduled or interim reexaminations will be prepared.
  - b. One copy of the Notice of Rent Change shall be forwarded to the family, and one copy will be filed in the tenant folder.
  - c. Residents who fail to complete their Continued Occupancy Form, or who fail to submit all necessary verification as required by QHA, will be subject to eviction.
  - d. All notices of Rent Change shall include a notice that Tenant may grieve the rent determination as provided in the Grievance Procedure.

## SECTION XII METHODS OF ADMINISTRATION

Methods of Administration, staffing arrangements, assignment of responsibilities, and procedures shall provide for the following:

- A. Administration of all dwelling units on a uniformly non-discriminatory basis in respect to race, color, disability, handicap, sex, sexual orientation, religion, age, national origin, ethnicity, familial status or marital status, including non-discrimination in maintenance, equipment, facilities, and services, and in treatment of tenants.
- B. That the race, color, disability, handicap, sex, sexual orientation, religion, age, national origin, ethnicity, familial status or marital status of the tenants of the dwelling units or of the staff, shall not be a factor in the assignment of managers and other staff responsible for the administration of the dwelling units.
- C. Such location of facilities for filing of applications for tenancy and such circumstances for acceptance of applications as will afford the applicant the greatest opportunity for the exercise of his rights under the Tenant Selection and Assignment Plan adopted by the QHA.

- D. Instruction of the QHA's staff concerning its obligations under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, and HUD and DHCD regulations and requirements pursuant thereto by suitable means such as providing them with copies of all pertinent documents, conducting training sessions, and maintaining review through regular supervisory channels.
- E. Posting, in a conspicuous place in the QHA facilities in which applications are received of notice that the facilities and services in the QHA public housing program are provided on a non-discriminatory basis, and of its plan for tenant selection and assignment of units, and inclusion of such information in material distributed to tenants and prospective applicants, to the general public, and to agencies, institutions, organizations, and political subdivisions which may refer applicants, as well as to furnish each applicant, at the time of filing application, with specific information on the local public housing developments and distribution of the units by number of bedrooms.
- F. Receipt and processing by the QHA of complaints from, or on behalf of, any person who believes himself to be subject to discrimination by the QHA or its staff.
1. Keeping a record of each complaint, including the date of the complaint, by who made, investigation and hearing (if any) and evaluation.
  2. A written notice to the complainant of the action taken.
  3. Posting in a conspicuous place in all facilities of the QHA which are open to the public, of a notice that complaints of discrimination may be filed with the QHA, HUD or DHCD, at a designated address, including notice that the filing of a complaint with the QHA will not prevent the subsequent filing of a complaint with HUD or DHCD.
  4. A prohibition against intimidating or retaliatory action or threat thereof by the QHA or its staff against any applicant or tenant because of participation in Civil Rights activities or for having asserted any of his rights under the Civil Rights Act, and HUD regulations and requirements pursuant thereto.
  5. Periodic review by the QHA of its practices to assure that they are in conformity with its obligations under HUD and DHCD regulations and requirements.
- G. HUD will, from time to time, review and determine the adequacy of any plan for selection of applicants and assignment of dwelling units to accomplish the purposes of the Civil Rights Act of 1964, and HUD regulations and requirements pursuant thereto.

EXHIBIT I  
LIST OF FEDERALLY AIDED PUBLIC HOUSING DEVELOPMENTS

1. Riverview MASS 20-1 (Family housing)  
This project consists of 45 wood frame dwellings consisting of four apartments of one, two, three or four bedrooms, for a total of 180 family units. The individual buildings are addressed on the following streets: Quarterdeck Road, Sextant Circle, Doane Street and 65 Yardarm Lane. (Management and Operations relating to this development are conducted at the central office of the Authority located at 80 Clay Street, Quincy, MA.) This development contains the following bedroom sized units:

1 bedroom	14	plus	4 wheelchair accessible units
2 bedroom	81	plus	5 wheelchair accessible units
3 bedroom	67		
4 bedroom	9		
  
2. Constanzo Pagnano Towers MASS 20-2 (Elderly/Non-Elderly Disabled housing)  
This is a high-rise building, fourteen stories, containing 156 one-bedroom apartments of elderly housing, 4 of which are wheelchair accessible. The first floor contains a community room, health room, library and various community

space. This building is located at 109 Curtis Avenue, Quincy, MA in the Quincy Point area of the City.

3. O'Brien Towers MASS 20-4 (Elderly/Non-Elderly Disabled housing)  
This is a three-part, Y-shaped building of 8 stories and contains 275 one-bedroom units, 10 of which are wheelchair accessible, and is located at 73 Bicknell Street, Quincy, MA. The first floor contains a community room, health room, library and various other community space.
4. Drohan Apartments MASS 20-6 (Elderly/Non-Elderly Disabled housing)  
This is a three-story building containing 30 one-bedroom units, and 10 one-bedroom wheelchair accessible units, for a total of 40 elderly units, and is located at 170 Copeland Street, Quincy, MA.

## EXHIBIT II INCOME LIMITS AND RENT CALCULATIONS FOR FEDERALLY AIDED DEVELOPMENTS

### A. Definitions:

Sec. 5.609 Annual income.

**(a) Annual income means all amounts, monetary or not, which:**

- (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
- (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- (3) Which are not specifically excluded in paragraph (c) of this section.
- (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

**(b) Annual income includes, but is not limited to:**

- (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

(2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;

(3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

(4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);

(5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);

(6) Welfare assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

(i) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(ii) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (b)(6)(ii) shall be the amount resulting from one application of the percentage;

(7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;

(8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

**(c) Annual income does not include the following:**

- (1) Income from employment of children (including foster children) under the age of 18 years;
- (2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- (3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);
- (4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- (5) Income of a live-in aide, as defined in Sec. 5.403;
- (6) The full amount of student financial assistance paid directly to the student or to the educational institution;
- (7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- (8)(i) Amounts received under training programs funded by HUD;
- (ii) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
- (iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
- (iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;
- (v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
- (9) Temporary, nonrecurring or sporadic income (including gifts);
- (10) Reparation payments paid by a foreign government pursuant to

claims filed under the laws of that government by persons who were persecuted during the Nazi era;

(11) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);

(12) Adoption assistance payments in excess of \$480 per adopted child;

(13) Removed and Reserved

(14) Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.

(15) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

(16) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

17) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.

(d) Annualization of income. If it is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

**Adjusted income** means annual income of the members of the family residing or intended to reside in the dwelling unit, after making the following deductions:

(a) \$480 for each dependent;

(b) \$400 for any elderly family or disabled family;

(c) The sum of the following, to the extent the sum exceeds three percent of annual income:

(1) Unreimbursed medical expenses of any elderly or disabled family; and

(2) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed, but this allowance may not exceed the earned income

received by family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus; and

- (d) Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education.

**Imputed Welfare Income:**

The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

**Specified welfare benefit reduction.**

(1) A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program, or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

(2) Specified Welfare benefit reduction does not include a reduction or termination of welfare benefits by the welfare agency:

- (i) at expiration of a lifetime or other time limit on the payment of welfare benefits.
- (ii) because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or
- (iii) because a family member has not complied with other welfare agency requirements.

A family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to the PHA by the welfare agency), plus the total amount of other annual income as determined in accordance with 24 CFR 5.609.

A family's annual income includes imputed welfare income in family annual income as determined at the PHA's interim or regular reexamination of family income and composition, during the term of the welfare benefits reduction.

The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.

**Self Sufficiency Incentives:** The following definitions apply for the purposes of this section.

Disallowance: Exclusion from annual income.

Previously Unemployed includes a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

Qualified family. A family residing in public housing:

(i) whose annual income increases as a result of employment of a family member who was unemployed for one or more years previous to employment.

(ii) Whose annual income increases as a result of increased earnings by a family member during participation in any economic self-sufficiency or other job training program; or

(iii) Whose annual income increases, as a result of new employment or increased earnings of a family member, during or within six (6) months after receiving assistance, benefits or services under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act as determined by the PHA in consultation with local agencies administering temporary assistance for needy families (TANF) and Welfare-to-Work (WTW) Programs. The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one-time payments, wage subsidies and transportation assistance – provided that the total amount over a six-month period is at least \$500.

Disallowance of increase in annual income.

(1) Initial twelve month exclusion. During the cumulative twelve month period beginning of the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the PHA must exclude from annual income of a qualified family any increase in income of the family member as a result of employment over prior income of that family member.

(2) Second twelve-month exclusion and phase-in. During the second cumulative twelve month period after the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the PHA must exclude from annual income of a qualified family fifty percent of any increase in income of such family member as a result of employment over income of that family member prior to the beginning of such employment.

(3) Maximum four year disallowance. The disallowance of increased income of an individual family member is limited to a lifetime 48 month period.

Inapplicability to admission: The disallowance of increases in income as a result of employment under this section does not apply for purposes of admission to the program (including the determination of income eligibility and income targeting)

## B. INCOME LIMITS FOR ADMISSION

There shall be admitted to occupancy families whose annual income as defined in Section A does not exceed the following limits. Selection of residents shall be made in accordance with the applicable rules and regulations regarding selection, occupancy and income limits.

Number of Persons	Lower Income	Very Low Income	Extremely Low
1	\$46,300	\$29,450	\$17,700
2	\$52,950	\$33,650	\$20,200
3	\$59,550	\$37,850	\$22,750
4	\$66,150	\$42,050	\$25,250
5	\$71,450	\$45,400	\$27,250
6	\$76,750	\$48,800	\$29,300
7	\$82,050	\$52,150	\$31,300
8	\$87,350	\$55,500	\$33,350

\*Income limits are revised by HUD from time to time and current income limits are posted in the main office.

## RENT OPTIONS:

Once a year, the PHA must give each family the opportunity to choose between the two methods for determining the amount of tenant rent payable monthly by the family. The family may choose to pay as tenant rent either a flat rent, or an income based rent. The income based rent shall be the highest of 30 percent of monthly adjusted income, or 10 percent of family's monthly income.

Flat rents as approved July 1, 2005 are as follows:

1BR	\$ 819
2BR	\$ 1013

3BR      \$ 1260  
4BR      \$ 1459

### EXHIBIT III DEFINITIONS

#### Appropriate Unit Size :

a unit is of "appropriate unit size" for a household if it meets the following criteria:

- a. persons of the opposite sex, age 6 or over, excepting husband and wife (or those in a similar living arrangement), do not have to share the same bedroom;
- b. no more than two persons share any bedroom;
- c. husband and wife (or those in a similar living arrangement) must share a bedroom, as must same sex household members without regard to age;
- d. persons of the opposite sex, age 6 and over, may share a bedroom at the residents election; and
- e. the number of occupants does not violate the maximum number of occupants permissible under the provisions of the state sanitary code.

This definition of "Appropriate Unit Size" may be waived for good cause.

#### Child Care Expenses:

Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

#### Dating Violence:

Violence committed by a person:

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Dependent:

A member of the family household (excluding foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student.

Disability Assistance Expenses:

Reasonable expenses that are anticipated during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family, nor reimbursed by an outside source

Displaced Person:

A person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws.

Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitated with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction.

Elderly Family:

A family whose head or spouse (or sole member) is a person who is at least 62 years of age. This may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides.

Family:

Family includes, but is not limited to:

1. a family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size.)
2. an elderly family
3. a near elderly family
4. a disabled family
5. a displaced family

6. the remaining member of a tenant family, and
7. a single person who is not an elderly, or displaced person, or a person with disabilities or the remaining member of a tenant family.

Full-Time Student:

A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the education institution attended. An educational institution includes vocational schools with diploma or certificate programs, as well as institutions offering degree programs.

Homeless Shelter:

A place of temporary residence for homeless persons or families or victims of domestic violence, provided or operated by an agency recognized by the Commonwealth of Massachusetts and/or local government as a provider who has as a primary goal/objective to provide temporary shelter to homeless persons or families or victims of domestic violence. Examples: Father Bill's Shelter; Battered women's shelter or safe homes operated by agencies such as DOVE, Transitional Housing Programs.

Immediate Family Member:

A spouse, partner, brother or sister or child of the person, or an individual to whom that person stands in place of a parent; or any other person living in the household of that person and related to that person by blood or marriage.

Live-In Aide:

A person who resides with an elderly, disabled, or handicapped person or persons and who (a) is determined by the PHA to be essential to the care and well-being of the person(s); (b) is not obligated for support of the person(s) and (c) would not be living in the unit except to provide necessary supportive services.

Medical Expenses:

Those medical expenses, including medical insurance premiums, that are anticipated during the period for which income is computed, and that are not covered by insurance.

Minority:

Any person who is either not white or is of Spanish origin, as defined by the United States Census Bureau.

Near Elderly Family:

A family whose head or spouse (or sole member) is at least 50 years of age, but below the age of 62 years.

Net Family Assets:

Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, or other forms of capital

investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.) In determining Net Family Assets, PHAs shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including disposition in trust, but not in foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

### Person With Disabilities

#### (1) Means

A person who:

- (i) has a disability as defined (42 U.S.C 423),
- (ii) Is determine, pursuant to HUD regulations, to have a physical, mental or emotional impairment that -
  - A. is expected to be of long continued and indefinite duration.
  - B. Substantially impedes his or her ability to live independently, and
  - C. Is of such a nature that such ability could be improved by more suitable housing conditions: or.
- (iii) Has a developmental disability as defined in 42 U.S.C. 6001.
- (2) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome
- (3) For purposes of qualifying for low income housing, does not include a person whose disability is based solely on any drug or alcohol dependence, and
- (4) Means "individual with handicaps" as defined in 24 CFR Section 8.3 for purposes of reasonable accommodation and program accessibility for persons with disabilities.

### Quincy Resident:

A person who lives or works in the city of Quincy or who has been hired to work in the City of Quincy at the time of application and at the time of final determination of eligibility and qualification. In the case of an applicant staying in a homeless shelter, the applicant shall be allowed to select (for residency preference purposes) either the community from which he or she was displaced or the community in which he or she is temporarily housed. Information which may be considered in verifying residency may include, but is not limited to:

- a. municipal voting records or annual street listings
- b. car registration
- c. school registration
- d. rent receipts, tax or utility bills
- e. receipt of public assistance, social security or similar benefits
- f. other information requested by the Quincy Housing Authority.

These documents are not conclusive evidence. The determination shall be made by the Quincy Housing Authority after considering all the information.

There shall be no minimum time period to establish residence.

Sexual Assault:

Any conduct proscribed by chapter 109A of Title 18, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a Federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

Single Person:

A person who lives alone or intends to live alone, and who does not qualify as an elderly, disabled, near elderly or displaced person or as the remaining member of a tenant family.

Stalking:

To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person, and in the course of, or as a result of, such following, pursuit or surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person.

Referral from the District Attorney's Office

An applicant who is referred initially by the District Attorney's offices through the various Court programs. Although initial referrals must be made by the District Attorney's offices, the final decision of the selection of referred applicants will be made by the Housing Authority. The final decision for eligibility for a preference as a referral from the District Attorney's Office will be made by the Authority based on a review of the facts, issues, and circumstances of the case, including the urgency of need. Abusive situations must be documented. To be eligible for the priority the applicant must show that the applicant has taken all available steps to stop the abuse, including restraining orders, no contact with the abuser, filing criminal complaints, applying for and pursuing all available opportunities for other housing programs, seeking, applying for, and pursuing all available opportunities for services and assistance.

Applicants who meet the criteria above must meet all other eligibility criteria, including but not limited to, income, CORI screening, landlord referrals.

**QUINCY HOUSING AUTHORITY**  
**SECTION 8 ADMINISTRATIVE PLAN**

July, 2007

## **TABLE OF CONTENTS**

### **I. INTRODUCTION**

### **II. PROCESSING APPLICATIONS FOR ADMISSION**

- A. How the Waiting List is Maintained
  - 1. Processing Applications
  - 2. Determination of Eligibility
  - 3. Procedures for Removing Names From the Waiting List
  - 4. Procedures for Closing and Reopening the Waiting List
- B. Special Outreach

### **III. ELIGIBILITY FOR ADMISSION**

- A. Selection of Families
  - 1. Preferences
  - 2. Income Eligibility Limits
  - 3. Income Targeting
- B. Designated Housing Program (DHP)
- C. Project-Based Assistance
- D. Screening of Applicants
- E. Reasons for Denial of Assistance 24 CFR 982.552 and 24 CFR 982.553
- F. Informal Review Procedures for Applicants – 982.554(a-d)

### **IV. ISSUANCE OF VOUCHER/HOUSING SEARCH**

- A. Notification to Issue Voucher
- B. Term of the Voucher; Extensions; and Suspensions – 982.303
  - 1. Term
  - 2. Extensions
  - 3. Suspension
  - 4. Record of Search
- C. Discretion to Permit a Family to Submit More Than One Request for Tenancy Approval (or a Request for Lease Approval) at a Time - 982.302(b)
- D. Assisting a Family That Claims Discrimination has Prevented them from Leasing a Unit – 982.304
- E. Policies that Prohibit or Limit Family Moves During the Initial Year of Assisted Tenancy – 982.314(c).

### **V. OWNER PARTICIPATION**

- A. Encouraging Participation by Owners in Non Poverty/Minority Areas
- B. Providing Information to Prospective Owners About the Family – 982.307(b)
- C. Disapproval of Owners – 982.306
  - 1. Mandatory Denial
  - 2. Discretionary Denial

## **VI. SUBSIDY STANDARDS**

- A. Occupancy Standards
- B. The Process for Establishing and Revising Payment Standards
- C. Method for Determining Rent Reasonableness – 982.507

## **VII. CONTINUED OCCUPANCY**

- A. Adding New Family Members
- B. Policy Concerning Residence by a Foster Child or Live-In-Aide 982.551(h)(4)
- C. Family Absence From the Unit – 982.312
- D. Who Remains on the Program if the Family Breaks Up – 982.315
- E. Interim Reporting and Processing Policies – 982.516(b)
  - 1. Mandatory Interim Examination
  - 2. Minimum Monthly Rental Amount

## **VIII. TERMINATION OF ASSISTANCE - 982.552**

- A.
  - 1. Termination of Assistance - 982.552
  - 2. Mandatory Grounds for Termination - 982.552(b)
  - 3. Discretionary Grounds for Termination - 982.552(c)
- B. Denying for criminal activity
- C. The QHA Considerations
- D. Informal Hearing Procedures for Participants – 982.555
  - 1. When an Informal Hearing is Required – 982.555(a)
  - 2. When an Informal Hearing is Not Required – 982.555(b)
  - 3. Notice to Family – 982.555(c)
  - 4. Hearing Procedures – 982.555(d) and (e)
  - 5. Informal Hearings for Non-Citizen Rule Matters
- E. Payments by Families Who Owe Money to the QHA – 982.552(c)

## **IX INSPECTIONS**

- A. Consistency With Market Practice
- B. When Inspection Shall be Performed
- C. Standards and Procedures Utilized
- D. Time Parameter for Repairs and Consequences of Failure to Repair – 982.404(a)(3)
- E. Subcontractors

## **X. INSUFFICIENT FUNDING**

## **XI. EQUAL OPPORTUNITY**

## **XII. METHODS OF ADMINISTRATION**

- A. Use of Special Housing Types (Part 982, Subpart M)
- B. Special Rules for Use of Special Purpose Vouchers
- C. Conflict of Interest
- D. Section 8 Management Assessment Program (SEMAP)
- E. Board Approval of Administrative Fee Reserves – 982.155(b)(1)

<b>EXHIBIT</b>	<b>A</b>	<b>DEFINITIONS</b>
<b>EXHIBIT</b>	<b>B</b>	<b>DHP APPROVAL LETTER AND EXTENTION APPROVAL LETTER.</b>
<b>EXHIBIT</b>	<b>C</b>	<b>SECTION 8 HOMEOWNERSHIP PROGRAM</b>
<b>EXHIBIT</b>	<b>D</b>	<b>PUBLIC HOUSING HOMEOWNERSHIP PROGRAM</b>
<b>EXHIBIT</b>	<b>E</b>	<b>LIST OF PROJECT BASED DEVELOPMENTS</b>
<b>EXHIBIT</b>	<b>F</b>	<b>ENHANCED VOUCHER PROGRAM</b>
<b>EXHIBIT</b>	<b>G</b>	<b>VAWA NOTICE</b>
<b>EXHIBIT</b>	<b>H</b>	<b>CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING, HUD FORM 50066</b>

## I. INTRODUCTION

The Quincy Housing Authority, hereinafter called QHA, is committed to providing low-income housing opportunities to persons who qualify under the rules and regulations that govern eligibility for both state and federal housing programs. In its effort to achieve this goal, the QHA has explained to its local governing body, Civic Groups, Landlords and Realtors, the housing programs being administered by the QHA. Most importantly, they have explained who may qualify, what types of housing each program provides, and how effectively these programs have been put into operation for the benefit of the community.

The overall approach for the existing program is to maximize the use of standard, existing stock, and provide equal housing opportunities for low-income households by providing housing assistance payments. The status of the need and availability of existing units will be closely monitored, and attempts will be made to satisfy this need as rapidly as possible, consistent with the availability of funds, staff and vacancy rates. The QHA shall, in its policies and procedures, attempt to address the housing needs of its community, and also obtain community support for its programs.

Efforts will be taken to promulgate all aspects of the program to families and to owners.

Administrative controls will be implemented, as needed, to ensure full adherence to statutory and regulatory requirements, and proper management procedures.

The QHA will comply with all federal statutes and required regulations, as applicable, in administering said voucher programs. This plan is intended to provide information relative to QHA mandatory and discretionary policies. In the event of any conflict between this plan and applicable law or regulation, the law or regulation shall have precedence. Where reference is made to a law or regulation, the law or regulation, as it may be amended from time to time, shall apply.

Throughout this document the term "Department" or "HUD" shall mean the United States Department of Housing and Urban Development. The term "FMR" shall mean, "Fair Market Rent" for the Federal Section 8 program as determined by the Department of HUD. Other abbreviations will be so noted within the body of this document.

The Quincy Housing Authority is aware of the requirement to provide a Reasonable Accommodation in its rules or policies when so required under the law. Thus, certain policies described herein may be waived in specific situations if to do so is required as a reasonable accommodation to an individual with a disability. The provision of such accommodation shall not mean that such policy has been altered or amended and the Quincy Housing Authority shall retain full authority to continue to enforce policies as so described within this plan for all other clients.

This document only applies to the Section 8 Program unless otherwise noted.

## **II. PROCESSING APPLICATIONS FOR ADMISSION**

### **A. How the Waiting List is Maintained**

The QHA shall maintain separate waiting lists for its Public Housing and Section 8 Programs. Further, the QHA shall maintain separate waiting lists for Tenant Based Assistance, and Project Based Assistance, however, there shall be only one Project Based Waiting list. The Project Based Waiting list will not be site based. The QHA shall comply with the Cross-listing requirements of 982.205.

If the QHA's waiting list for tenant-based assistance is open when an applicant is placed on the waiting list for the QHA's public housing program, or project based voucher program the QHA shall offer to place the applicant on it's waiting list for tenant based assistance.

If the QHA's waiting list for its public housing or project based voucher program is open when an applicant is placed on the waiting list for its tenant-based program; and if the other program includes units suitable for the applicant, the QHA shall offer to place the applicant on its waiting list for the other program.

### **1. Processing Applications**

An application form completed in ink or type written and signed by the head of household will be accepted from each individual or family seeking admission to the Section 8 Program. A notice informing all applicants of their rights under VAWA will be attached to each application form.

It shall be recommended that applicants come into the office to fill out the application. Accommodations for full and complete access to the process by persons with disabilities will be made on request.

The staff member accepting the application will render all possible assistance. Each completed application will be dated, time-stamped, and numbered when received, and it shall be promptly posted to the master file.

### **2. Determination of Eligibility**

After a completed application is received, the QHA shall make a preliminary determination of eligibility based on current information provided by the applicant, and determine whether the applicant may be entitled to a preference and the appropriate bedroom size required. The Housing Authority may at this time verify information as provided by the applicant, but is not required to do so. The applicant shall be notified of the Authority's preliminary determination and may request an informal review if found ineligible or not to be entitled to a preference category requested. If the Housing Authority makes a preliminary determination that the applicant is not eligible based upon negative history, the applicant shall be reminded of the opportunity to assert rights under VAWA by attaching the VAWA notice, Exhibit G.

Each applicant found eligible after a preliminary review shall be placed on the appropriate waiting lists, and shall be notified in writing of:

- a. waiting list position
- b. control number
- c. preference categories
- d. size of unit appropriate for the family
- e. an estimated waiting time before placement
- f. a final and verified determination of eligibility and qualification will be undertaken prior to occupancy and
- g. the applicant's ongoing responsibility to notify the QHA in writing of any change of address and to respond to any QHA inquiry relevant to the application within the time allowed or be removed from the waiting list.

A folder shall be prepared for each applicant and the application folders shall be filed chronologically.

### **3. Procedures for Removing Names From the Waiting List**

#### **a. Purge of the Waiting List**

Periodically, the application pool shall be analyzed and each applicant shall be contacted by mail to insure that he/she is still interested and still qualified for public housing and/or Section 8. The applicant will be allowed not less than 10 days from the mailing date of the notice to respond. The notice will state the applicable time period for response and that a failure to so respond will result in removal of the applicant from all waiting lists. If the applicant does not respond, is no longer interested, or no longer qualifies, his application shall be immediately withdrawn from the waiting list.

#### **b. Other Reasons for Removal**

In addition to the Annual Waiting List Purge, applicant names will be removed if:

1. the applicant requests removal of his/her name from the waiting list;
2. the applicant fails to respond to a written request to supply information to the Quincy Housing Authority;
3. the applicant fails to attend a scheduled appointment or briefing at the Quincy Housing Authority;
4. the applicant does not meet Section 8 eligibility criteria as set forth in Federal Regulations or by the Quincy Housing Authority rules/policies;
5. The applicant fails to provide any and all documentation requested by the Quincy Housing Authority to verify eligibility.

c. Applicants shall be notified of their removal from the waiting lists and shall further be advised of their right to request an informal review, if the removal was not at the request of the applicant.

d. A QHA decision to remove from the waiting list an applicant family that includes a person with disabilities shall be subject to reasonable accommodation rules. If such an applicant was removed for failure to respond to a QHA inquiry and such failure was the result of a disability, the QHA shall reinstate the applicant to its former position on the waiting list.

#### **4. Procedures for Closing and Reopening the Waiting List**

When the Quincy Housing Authority opens the Section 8 waiting list, public notice will be given so that families are informed that they may apply for housing assistance. This public notice will identify the housing program(s) to which it applies and state where and when the applicant may apply.

The public notice will be published in the following newspaper(s) of general and local circulation: Boston Herald or Boston Globe, Patriot Ledger and Quincy Sun. The following minority media will also be employed: Bay State Banner and LaSemana and Sampan. In the event that the above referenced newspaper(s) and/or minority media are not available or practical for use, comparable minority media/newspapers will be utilized by the Quincy Housing Authority. In addition, the QHA will send notices and information materials to outreach agencies, such as the following: Public Welfare Office, Council on Aging, Father Bills, Atlantic Housing, SSARC, SSMH and Quincy Community Action Programs, Inc.

If the QHA determines that the existing waiting list contains an adequate pool for use of available program funding, the QHA may stop accepting new applications or may accept only applications meeting criteria adopted by the QHA. When the QHA closes the Section 8 waiting list, public notice will be given again, advertising in the same papers of general and local circulation as listed above.

#### **B. Special Outreach**

Household types who are least likely to apply, such as the very old, shut-ins, and minorities will be reached through "Special Efforts". These efforts include: contacting the Council on Aging to aid in bringing the information of the Section 8 Program to their clients, and contacting other public agencies so they can notify those clients which they serve.

### **III. ELIGIBILITY FOR ADMISSION**

#### **A. Selection of Families**

The QHA shall determine eligibility of families per the definition of families set forth in Exhibit A of this plan, whose annual income meets the Income Eligibility Limits as set forth below and who are determined eligible pursuant to 24CFR Section 982.552 and 982.553 and this Administrative Plan. Applicants shall be selected from the waiting list based upon date and time of application, income targeting requirements, and preference implemented by the QHA. Additionally, admission of an applicant that is not on the QHA waiting list or whose name has not yet reached the top of the waiting list shall be in accordance with Exhibit A – Special Admissions.

#### **1. Preferences**

- a. The QHA shall give preference to up to ten applicants each year who are successful graduates of the QHA Public Housing Homeownership Program. The definition of "successful graduate" is defined in the Public Housing Homeownership Program Administrative Plan.
- b. The QHA shall give preference to eligible in-place tenants who reside in a Project-Based unit at the time of initial selection of the unit;

- c. The QHA shall give preference to applicants who meet the definition of “local resident” as defined in Exhibit A of this Administrative Plan. The residency preference shall be administered in accordance with a final decision in the case of Langlois, et al v. Abington Housing Authority, et al. U.S. District Court for Massachusetts, CA No. 98-12336-NG. Before implementing the residence preference, the Authority’s Board of Commissioners will establish an implementation date.

## **2. Income Eligibility Limits**

To be income-eligible, an applicant must be a family in any of the following categories:

- a. a “very low” income family;
- b. a low-income family that is continually assisted; or
- c. a low-income family that meets the additional eligibility criteria specified hereafter, which criteria its been determined is consistent with the PHA Plan and the consolidated plan:
  - i. in-place families in selected project-based units; or
  - ii. DHP applicants;

## **3. Income Targeting**

Notwithstanding any other selection preference, of the families initially provided tenant-based assistance or project-based assistance during any QHA fiscal year (July 1 – June 30), not less than 75% shall be families whose incomes do not exceed 30% of the area median income.

Unless another method is set forth by regulation for an Authority to maintain compliance with the above “income targeting”, the QHA will follow the procedure hereafter set forth or such alternative procedure which implements the “income targeting” requirements. Whenever a Voucher is leased, the QHA shall record whether or not the family is:

- a. being initially provided assistance by the QHA; and, if so,
- b. whether or not the family is within the “targeted” lower income limit.

Thereafter, whenever a Voucher is to be issued, the QHA will check such records to determine whether the required 75% targeting percentage (as set forth in the first sentence of this section) would be maintained by the issuance of the Voucher to the next applicant family on the waiting list using the Authority’s selection preferences. If not, to comply with Income Targeting, the QHA shall skip higher-income families and select the next applicant who is an income-targeted family. DHP applicants are issued vouchers pursuant to the DHP program and are not to be considered for income targeting within the conventional section 8 voucher programs, nor are the other special admissions as set forth in this Administrative Plan.

## **B. Designated Housing Program (DHP)**

The QHA operates a Designated Housing Program (DHP) for certain non-elderly disabled applicants. The selection of applicants for this program shall continue to be conducted according to the DHP approved by HUD. Any person placed on the Section 8 waiting list who is also eligible for the DHP program shall be placed on the DHP list.

### **C. Project-Based Assistance**

In an effort to encourage additional affordable rental housing in the city of Quincy, the QHA shall make available Section 8 Project-Based vouchers for eligible households. The QHA's goal is to increase the supply of both mixed income housing developments and target permanent housing developments for low income individuals and families.

The Quincy Housing Authority has determined, based on currently available census data, that all census tracts located in the city of Quincy except for census tract 4178.02 (Germantown) are eligible areas for Project-Based Assistance (PBA). The Section 8 PB vouchers shall be committed for up to a ten-year period

1. Project Based Voucher proposals may be selected by either of the following two methods.

a. The QHA may publish a request for proposals. The QHA will not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals from Project Based Housing on different sites.

b. THE QHA may select a proposal for housing assisted under a federal, state or local government housing assistance, community development or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the Project Based Voucher proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive Project Based Voucher assistance.

Before selecting a Project Based Voucher Proposal, the QHA must determine that the Project Based Voucher Proposal complies with HUD program regulations and requirements, including a determination that the property is eligible housing (S. 983.53 and 983.54), complies with the cap on the number of Project Based Voucher units per building (s. 983.56) and meets the site selection standards (s 983.57).

The criteria to be considered when selecting proposals for participation in the PBA program may include, but is not limited to the following:

1. the development shall be in Quincy;
2. the development may be existing housing, newly constructed or rehabilitated housing developed under and in accordance with 24 CFR Part 983 Project Based Voucher Program, final rule, effective November 14, 2005;
3. the development shall meet housing quality standards; and
4. the development shall be in a census tract with poverty rates of less than 20% unless HUD approves an exception;
5. units to be project-based shall be disbursed throughout the development except when these units are located in a 1-4 family building; and
6. preference may be given to developments which have units with 3 or more bedrooms.

In the Project-Based program, the rental assistance is paid for families who live in specific housing developments or units. The QHA may seek to Project-Base up to twenty percent of its

total Section 8 allocation. With the exception of projects specifically designated for elderly/disabled families or single family developments, there is a 25% cap on project based units per building. Proposals shall be reviewed and selected for Project Based Vouchers in accordance with 24 CFR 983. Proposals must be in compliance with all requirements of 24 CFR 983 including but not limited to 983.55 Prohibition of excess public assistance, 983.56 Cap on number of units in each building, 983.57 Site selection standards, (including the goals of deconcentrating poverty and expanding housing and economic opportunities; compliance with Title VI of the civil rights act, the site must meet the section 504 site selection requirements, the site must meet the HQS site standards.)

#### Site Selection Policy:

The QHA's goal for Project Basing is to increase the supply of both mixed income housing developments and target permanent housing developments for low income individuals and families. The QHA shall ensure that any site selected for Project Based Vouchers is not in a poverty area, and will increase the supply of mixed income housing developments, or target permanent housing for low income individuals and/or families. Existing or rehabilitated housing proposals must meet the requirements of the site and neighborhood standards set out in 983.57 (including (d)), and newly constructed housing proposals must meet the requirements of the site and neighborhood standards set out in 983.57(including (e)).

#### How participants are selected:

##### Protection of in-place families:

The term "in-place family" means an eligible family residing in a proposed contract unit on the proposal selection date. In order to minimize the displacement of in-place families, if a unit to be placed under contract that is either an existing unit or one requiring rehabilitation is occupied by an eligible family on the proposal selection date, the in-place family must be placed on the QHA's waiting list, and once its continued eligibility is determined, given an absolute selection preference. The PHA may deny assistance for the grounds specified in 24 CFR 982.52 and 982.53. This protection does not apply to families that are not eligible to participate in the program on the proposal selection date.

In general, applicants who will occupy Project Based Voucher units will be selected by the QHA from the QHA waiting list. The QHA will maintain a separate project-based list. All other requirements set forth under 24 CFR Part 983 shall apply.

#### **D. Screening of Applicants**

The QHA screens the family for family behavior or suitability for tenancy by considering any information the Quincy Housing Authority may have in its records, including records relating to Quincy Housing Authority operations and records relating to other housing programs. The QHA also screens in relation to criminal history. (This does not include all criminal history.) The Quincy Housing Authority will consider information relating to past history of meeting any housing program requirement, rent payment history, lease violations, criminal activity and other behavior which if exhibited as a program participant would constitute a violation of the family program obligations or constitute grounds for termination of assistance. In accordance with the Violence Against Women Act, the Housing Authority will not deny an applicant admission to the program solely because the head of household or a household member are or have been a victim of domestic violence, dating violence, or stalking.

This screening does not relieve owners of their obligation to screen tenants. The Quincy Housing Authority strongly encourages owners to perform screening prior to accepting any new tenant. Legal procedures utilized by owners to screen market tenants should also be utilized by owners to screen Section 8 participants. Owners shall be reminded of their obligations under VAWA. A notice to Owners with regard to VAWA will be attached to each Request for Tenancy Approval, and VAWA language will be incorporated into the HAP Contract.

#### **E. Reasons for Denial of Assistance 24 CFR 982.552 and 24 CFR 982.553**

A PHA may deny assistance for an applicant because of the family's action or failure to act as described in this section (982.552) or Section 982.553. (Crimes by family members).

The provisions of this section do not affect denial or termination of assistance for grounds other than action or failure to act by the family.

Denial of assistance for an applicant may include any or all of the following: denying listing on the PHA waiting list, denying or withdrawing a voucher, refusing to enter into a HAP contract or approve a lease, and refusing to process or provide assistance under portability procedures.

The applicant and applicant household shall be disqualified for Section 8 Assistance for any of the following reasons:

##### **1. Mandatory Grounds for Denial:**

A PHA must deny assistance for a family if the family is determined ineligible for reasons set forth in 24 CFR 982.552, and 982.553.

- a. The applicant does not meet basic eligibility criteria (e.g. annual income exceeds income limit or no family member has citizenship or eligible non-citizenship status.)
- b. The applicant or any member of the family fails to sign and submit required forms (such as the authorization for release of information or declaration of citizenship and non-citizen status. Refusal to sign a citizenship form or declaration of eligible non-citizen status by some family members is not grounds for termination as long as at least one family member does have citizenship or eligible non-citizen status.)
- c. Any household member has been convicted for manufacture or production of methamphetamine on the premises of federally assisted housing.
- d. The QHA determines that any household member is currently engaged in illegal use of drug.
- e. The QHA determines that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- f. The QHA determines that any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.
- g. The applicant/household member was evicted from housing assisted under the program for serious violation of the lease.
- h. The applicant or any member of the household was evicted because of drug-related criminal activity from housing assisted under the U.S. Housing Act of 1937, for a minimum of a three-year period beginning with the date of such eviction, unless the applicant has successfully completed, since the eviction, a rehabilitation program approved by the Quincy Housing Authority. The applicant must show that through rehabilitation the Quincy Housing Authority can be reasonably certain that the applicant or household member will not engage in similar conduct in the future.

**2. Discretionary Grounds for Denial:**

The QHA may deny assistance to an applicant if the applicant or any household member:

- a. has violated any family obligations under the program as set forth in 982.551;
- b. has violated any family obligations under the Section 8 Program or any other housing program;
- c. has been evicted from Federal or State public housing in the past five years;
- d. has had assistance terminated under the Section 8 Program by a Housing Authority;
- e. has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal Housing Program;
- f. currently owes rent or other amounts to the Quincy Housing Authority or another Housing Authority in connection with Section 8 or Public Housing Program.
- g. has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit or other amounts owed by the family under the lease;
- h. has breached an agreement with the Quincy Housing Authority to pay amounts owed to a HA, or amounts paid to an owner by a HA,
- i. has engaged in or threatened abusive or violent behavior towards the personnel of the Quincy Housing Authority or another Housing Authority's personnel;
- i. has failed to correctly state household income, household members, or any other significant or required information on the application or recertification;
- j. has failed to allow inspection of the dwelling unit proposed for Housing Assistance;
- k. has engaged in destruction or damage to the dwelling unit or creating and maintaining a significant health and safety hazard in or about the unit.
- l. falls within any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.
- m. has violated family obligations or destruction of a previously occupied unit under another housing program.
- n. has sexually harassed a housing authority employee.
- o. fails or refuses to sign and submit consent forms for obtaining information in accordance with applicable federal regulations, including 24 CFR part 5 relating to evidence of citizenship or eligible immigration status, and any other information (including but not limited to social security numbers) which the QHA is authorized to, requestor obtain.
- p. has failed to report to the QHA, within 10 days of the change, any changes in family composition, or status as may be required by 24 CFR 982.551 or other HUD regulation or this plan., and or failure to comply with annual recertification including verification of all income, assets, family composition, etc.
- q. has committed violent or drug related criminal activity or other criminal activity which may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity or other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the PHA (including a PHA employee or a PHA contractor, subcontractor or agent).

The QHA may deny assistance for criminal activity by a household member, pursuant to any of the grounds set forth above, if the QHA determines, based upon a preponderance of the evidence, that the household member has engaged in the activity, regardless of whether the household member has been arrested or convicted for such activity.

In Accordance with the Violence Against Women Act, the Housing Authority will not deny an applicant admission to the Section 8 Program solely because the head of household or a household member is or has been a victim of domestic violence, dating violence, sexual assault or stalking.

#### **F. Informal Review Procedures for Applicants – 982.554(a-d)**

1. The Authority shall send an applicant written notice by delivery or first class mail postage pre-paid of a decision denying assistance to the applicant. Denial of assistance for an applicant is currently defined at 24 CFR 982.552 (a) (2). The notice will state the reasons for the decision, remind the applicant of their rights under VAWA by attaching Exhibit G to the notice and further advise the applicant that he/she may request an informal review of the decision if requested in writing within ten (10) days of the date the notice. Request must be delivered to the QHA or sent by first class mail to the Authority and received within the 10-day period. The QHA is not responsible for mail not received.

The informal review will be conducted by the Executive Director, or his designee. The applicant will be given the opportunity to present written or oral objections to the decision. The Authority will respond in writing with a decision, including reasons for the decision, within 30 days. The Authority's procedure for Informal Review shall be as set forth in 24 CFR 982.554.

An informal review shall not be not required for cases described in 982.554( c), which currently lists the following :

- a. discretionary administrative determination by the Quincy Housing Authority;
- b. general policy issues or class grievances;
- c. A determination of family unit size under the Quincy Housing Authority subsidy standards;
- d. The Quincy Housing Authority's determination not to approve an extension or suspension of voucher term;
- e. The Quincy Housing Authority's determination not to grant approval of the tenancy;
- f. The Quincy Housing Authority's determination that a unit selected by the applicant is not in compliance with HQS;
- g. The Quincy Housing Authority's determination that the unit is not in accordance with HQS because of the family size or composition.

#### **2 Informal Hearing for Non-Citizen Rule Matters – 982-554(d)**

The informal hearing provisions for denial of assistance on the basis of ineligible immigration status are contained in 24 CFR part 5. The QHA shall provide a copy of the relevant regulation to the affected applicant.

## **IV. ISSUANCE OF VOUCHER/HOUSING SEARCH**

### **A. Notification to Issue Voucher**

When an applicant's name reaches the top of the waiting list, he/she shall be so notified. The notice will include a date (not less than 10 days from the date of the letter) in which the applicant must supply updated verification of income and other circumstances in order to be determined eligible for a Voucher.

Those applicants who fail to respond within the prescribed period of time shall be removed from the waiting list, unless documented evidence is provided that the family was unable, due to health or disability reasons, to comply with the deadline requirements. All notices returned undeliverable shall cause applicant's name to be withdrawn and removed from the waiting list.

When an applicant is eligible for a Voucher, the date the Voucher is issued is logged on the Waiting List. The applicant shall be scheduled for a Briefing Session.

### **B. Term of the Voucher; Extensions; and Suspensions – 982.303**

#### **1. Term**

Term of the voucher is for an initial one hundred twenty (120) days from the initial date that is stated on the family's voucher. If the family fails to find a suitable unit and can document diligence with regard to the housing search on the part of the family, a thirty (30) day extension may be provided. Additional thirty (30) day extensions may be provided if additional diligent effort with no result is demonstrated or pursuant to section 2 below, up to a maximum of a six-month term.

#### **2. Extensions**

Extensions on the voucher will be granted only upon the family's request for an extension prior to the expiration of the voucher and together with the family's submission of documentation satisfactory to the QHA that the family has made diligent search efforts. If the family is qualified for, needs and requests an extension of the initial voucher term as a reasonable accommodation, to make the program accessible to a family member who is a person with disabilities, the QHA must extend the voucher term up to the term reasonably required for that purpose.

#### **3. Suspension**

The QHA will grant a family a suspension of their voucher term if the family has submitted a request for lease approval during the time of the voucher. The QHA will grant a suspension for any part of the period after the family has submitted a request for lease approval up to the time when the QHA approves or denies the request. The QHA may also consider a suspension of a voucher term for medical reasons such as hospitalization and/or serious illness.

#### **4. Record of Search**

The Record of Search Log is to be maintained by the family concerning contacts he/she made in the search for an appropriate rental unit. A list of the names of realtors/owners/agents contacted as well as units viewed by the family shall be contained within the search log.

### **C. Discretion to Permit a Family to Submit More Than One Request for Tenancy Approval (or a Request for Lease Approval) at a Time - 982.302(b)**

The QHA will accept only one Request for Lease Approval (or one Request for Tenancy

Approval) at a time from a family for processing. If the unit is rejected, or the family prefers to select another unit, the family may submit another Request for Lease Approval (or Request for Tenancy Approval). Only once the initial Request has been processed by the QHA or withdrawn by the family, will the second RLA be processed by the QHA.

**D. Assisting a Family That Claims Discrimination has Prevented them from Leasing a Unit – 982.304**

In the event that a family informs the Quincy Housing Authority that they have been illegally discriminated against and, due to such discrimination, they were prevented from leasing a particular unit, the family will be provided with appropriate Discrimination Complaint Forms and/or information which may include.

1. A Massachusetts Commission Against Discrimination (MCAD) Complaint Form
2. A HUD Discrimination Complaint Form

The family may also be provided with the telephone numbers for the following:

HUD's Fair Housing Enforcement Center: - (617) 565-5304

MCAD - (617) 727-3990

**E. Policies that Prohibit or Limit Family Moves During the Initial Year of Assisted Tenancy – 982.314(c).**

Currently, the QHA only approves leases with an initial term of one (1) year. Thus, they will require the family to remain in place during the initial year of an assisted tenancy, except in the following circumstances:

1. the owner is in breach of the Lease Agreement and/or the HAP Contract;
2. extenuating circumstances have been brought to the attention of the QHA by the family or owner of the unit and they determine that it is appropriate to grant approval to allow the family to move during the initial year of the assisted tenancy.

Approval will be provided in writing by the QHA. In cases where written approval is not provided, the family will be in violation of this requirement.

## V. OWNER PARTICIPATION

### A. Encouraging Participation by Owners in Non Poverty/Minority Areas

The Quincy Housing Authority encourages participation by owners of suitable units located outside areas of low income or minority concentration. Definition of such areas is referenced in the City or State Consolidated Plan.

The following are activities which encourage participation by owners of suitable units outside areas of low income or minority concentration.

1. The QHA is a partner PHA in the Regional Opportunity Counseling Program. Through this program, landlord outreach seminars are hosted by the QHA on a regular basis. Further, the QHA works with the other partner PHA's to assist families to locate outside areas of low poverty and minority concentration in the ROC Program.
2. The Quincy Housing Authority has a relationship with advocates who describe the benefits to owners renting to participants under the Federal Section 8 Program. Several landlord workshops have been held at the Quincy Housing Authority.
3. The Quincy Housing Authority has a relationship with local realtors and landlords who list properties for rent outside areas of low poverty/minority concentration.

### B. Providing Information to Prospective Owners About the Family – 982.307(b)

Under Federal Regulations the Quincy Housing Authority is required to notify prospective landlords of:

1. The family's current and prior address (as shown in the Quincy Housing Authority's records); and
2. The name and address (if known to the Quincy Housing Authority) of the landlord at the family's current and prior address.

Subject to privacy and confidentiality laws:

Upon the request for such information by the prospective landlord and request of the tenant for the release of this information by the QHA, if the information is contained in QHA records, the information will be provided to the prospective landlord by the Quincy Housing Authority.

The Quincy Housing Authority will not provide prospective landlords any additional information related to screening the tenant. The landlord is responsible for tenant screening. The Quincy Housing Authority will inform and educate all landlords with regard to VAWA requirements by attaching the VAWA notice to all Request for Tenancy Approval Forms, and by holding landlord information sessions periodically. Further, the HAP Contract and Standard lease forms shall incorporate VAWA provisions.

### C. Disapproval of Owners – 982.306

#### 1. Mandatory Denial

- a. The Quincy Housing Authority will not approve a unit if it has been informed, by HUD or otherwise, that the owner is debarred, suspended, or subject to limited denial of participation under 24 CFR part 24.
- b. When directed by HUD, the Quincy Housing Authority will not approve a unit if the Federal Government has instituted an administrative or judicial action against the owner

for violation of the Fair Housing Act or other Federal Equal Opportunity Requirements and such action is pending.

**c.** When directed by HUD, the Quincy Housing Authority will not approve a unit if a court or administrative agency has determined that the owner violated the Fair Housing Act or other Federal Equal Opportunity Requirements.

**d.** The Quincy Housing Authority must not approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the Quincy Housing Authority determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities. This restriction against the Quincy Housing Authority's approval of a unit only applies at the time a family initially receives tenant-based assistance for occupancy of a particular unit, but does not apply to the Quincy Housing Authority's approval of a new tenancy with continued tenant-based assistance in the same unit.

## **2. Discretionary Denial**

The Quincy Housing Authority may deny approval to lease a unit from an owner for any of the following reasons:

**a.** The owner has violated obligations under a HAP contract under Section 8 of the 1937 Act (42 U.S.C. 1437f).

**b.** The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any Federal Housing Program.

**c.** The owner has engaged in any drug related criminal activity or any violent criminal activity.

**d.** The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 Assistance or leased under any other federal housing program.

**e.** The owner has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that:

**1.** threatens the right to peaceful enjoyment of the premises by other residents;

**2.** threatens the health and safety of other residents, of employees of the Quincy Housing Authority, or of owner employees or other persons engaged in management of the housing;

**3.** threatens the health or safety of or the right to peaceful enjoyment of their residency by persons residing in the immediate vicinity of the premises; or

**4.** engages in drug related criminal activity or violent criminal activity.

**f.** The owner has a history or practice of renting units that fail to meet state or local codes.

**g.** The owner has not paid State or local real estate taxes, fines or assessments.

**h.** Any other reason set forth in HUD regulation or other applicable law for denial of approval of an Owner.

For purposes of this section "owner" includes principal or other interested party. Nothing in this section of the Administrative Plan is intended to give any owner any right to participate in the program.

## VI. SUBSIDY STANDARDS

In general, the QHA seeks to provide the minimum commitment of housing assistance payments while avoiding overcrowding and shall be consistent with the applicable housing quality standards.

### A. Occupancy Standards

1. The QHA shall provide one bedroom sleeping room of appropriate size for each 2 persons.
2. Persons of opposite sex, other than husband and wife, “significant others”, unmarried partners, and children under the age of six, will not be required to occupy the same bedroom or /sleeping area.
3. Families may rent a larger unit than listed on the voucher if said unit is affordable to the family.
4. Families may rent a unit with fewer numbers of bedrooms than stated on the voucher if the unit meets space requirements of the Housing Quality Standards, as well as any applicable state or local codes.
5. The QHA may grant exceptions, relative to the number of bedrooms assigned, for the following reasons:

#### a. Medical Need

Upon proper documentation from a qualified medical provider, QHA shall allow a separate bedroom; for example, an occupant with serious allergy or respiratory problems for which isolation and/or extensive medical equipment is needed.

#### b. Handicapped Members

QHA shall allow a separate bedroom for a handicapped member needing adequate space or modification of layout and equipment; for example, an occupant who is wheelchair bound.

The QHA may allow occupancy by a foster child or a live-in aide under certain limited circumstances as determined by the QHA and not inconsistent with federal regulations. Approval of a live-in aide may be granted only if all of the requirements of HUD regulations are met, and if properly documented and verified to the QHA’s satisfaction. Permission to allow occupancy of a foster child or live-in aide shall not be unreasonably withheld.

### B. The Process for Establishing and Revising Payment Standards

The payment standard shall be set by the Quincy Housing Authority in accordance with applicable regulations. From time to time, the Quincy Housing Authority shall review leasing rates and/or the rent burden of assisted families to determine if an adjustment in the payment standard is necessary to assist Section 8 participants. Currently the payment standard is set in accordance with the Board of Commissioners vote on this issue.

### C. Method for Determining Rent Reasonableness – 982.507

The Quincy Housing Authority’s methodology for ensuring that the rent to an owner is reasonable in comparison to similar unassisted units takes into consideration the following factors: location, quality, size, unit type, age, amenities, housing services, maintenance and utilities provided by the owner.

To determine the rent for a unit, the Quincy Housing Authority or its designee will review the following information for the unit in question.

1. Location;
2. Quality (meets HQS/Exceeds HQS);
3. Size (average: most rooms are 70-100 square feet: Most rooms are over 100 square feet);
4. Unit type (duplex / 3 decker / garden / townhouse / single family / high rise);
5. Age (old: over 10 years; new: less than 10 years);
6. Amenities (i.e. dishwasher, washer / dryer, newer carpet, refinished hardwood, off street parking, pantry or abundant shelving and cabinets, balcony, patio, deck, porch, alarm system, modern appliances, high quality floors or wall coverings, large and well maintained yard);
7. Housing Services (concierge or other in-house services);
8. Utilities (highest cost not included in rent / highest cost is included in rent).

Owners may be requested to provide information regarding rent charged for other units owned/managed in the building and/or the neighborhood. If there are no such other units, owner may be asked to submit information showing that the rent sought is “reasonable” in comparison to rents obtained for comparable units in the community.

This information will then be compared to the information on file at the Quincy Housing Authority or with its designee. Comparables utilized to establish the reasonable rent and will be documented. The reasonable rent will be offered to the owner.

Finally, even when the market comparables on file at the Quincy Housing Authority or its designee are higher than the rent which is received by an owner for a “like kind” unit within the same building, the Quincy Housing Authority will only approve a rent equal to that approved for the “like kind” unit within that same building. However, if exceptional circumstances apply (i.e. the unit in question is more desirable because it was recently refurbished or the tenant in the “like kind” unit has been in place for many years), the Quincy Housing Authority may approve the higher rent.

This same rent reasonableness process will be utilized when:

1. the owner requests a rent increase;
2. the Fair Market Rent for the Primary Metropolitan Statistical Area or Metropolitan Statistical Area decreases by more than 5%.

## VII CONTINUED OCCUPANCY

### A. Adding New Family Members

New family members may be added upon notification to, and approval of, the QHA. Said approval may be granted only after full and proper documentation and verification is submitted to the QHA, and the QHA determines that said person may be added as a family member and an occupant of the unit. This determination may take into consideration among other things, the reasons for denial or termination of assistance set forth in this plan, as well as the necessity for any landlord written approval thereof. Except for additions by reason of birth of a new child, adoption or court-awarded custody of a minor, no occupancy shall take place until the QHA has issued its determination and approval.

The QHA will always allow additions to the family in the following instances: birth, adoption, court awarded custody or necessary as a reasonable accommodation. In other circumstances the QHA will allow additional family members so long as:

1. The current landlord provides written approval for the addition to family composition.
2. The additional family member undergoes the QHA screening process for all new Section 8 applicants (including CORI and income determination) and is determined program eligible.
3. The addition will not result in overcrowding.

In all instances, the family must submit a "Request for Addition to Household Form" to the QHA. The QHA will inform the family if the additional family member is "accepted" or "denied" for admittance to the household.

### B. Policy Concerning Residence by a Foster Child or Live-In-Aide 982.551(h)(4)

The QHA may allow occupancy by a foster child or a live-in-aide under certain limited circumstances. The request for a live-in-aide or foster child will be reviewed by the QHA on a case by case basis.

1. Approval of a live-in-aide will generally be granted if:
  - a. it is determined by the QHA that the live-in-aide is essential to the care and well being of an elderly person, a near elderly person, or a person with disabilities;
  - b. the live-in-aide is not obligated for the support of the elderly person, and these requirements are properly documented and verified to the QHA's satisfaction; and
  - c. the live-in-aide would not be living in the unit except to provide for the care of the person.
  - d. the live-in aide signs an acknowledgment that the live-in aide will not be considered a remaining family member upon the death or termination from the program of the person (or family) to whom the live-in aide renders assistance and that the live-in aide shall not be entitled to the person's (or family member's) voucher in these or in any other circumstance.
2. Approval of a foster child will generally be granted if:
  - a. The Department of Social Services has verified that such is an official foster care placement;
  - b. No extenuating circumstances which would lead the QHA to believe the addition of the foster child would be inappropriate, and;
  - c. Documentation of the above is provided and verified by the QHA.

3. No occupancy shall take place until the QHA has issued its determination and approval of a live-in aide or foster child.
4. The QHA shall conduct a CORI check of a live-in aide and foster child (if an adult under CORI regulations). Approval of a live-in aide or foster child may be denied if s/he has a history of drug-related or violent criminal activity., or the live-in aide or foster child has been evicted from a federally-assisted housing program.

**C. Family Absence From the Unit – 982.312**

The family may not be absent from the unit for a period longer than sixty (60) days. In the event that a family absence is for longer than sixty (60) days, due to continuous hospitalization or temporary placement in a nursing home, the QHA may determine to allow the sixty (60) day period to be extended for an additional sixty (60) days, upon prior written notification to the QHA and submission of appropriate documentation and verification, as requested by the QHA. No payment will be made after the approved absence period has expired. At the request of the family, a new voucher may be issued for a sixty (60) day period, commencing with the date housing assistance payments terminate, and subject to the QHA's determination that all family obligations have been met.

**D. Who Remains on the Program if the Family Breaks Up – 982.315**

The Quincy Housing Authority is bound by the court's determination if a court determines the disposition of property between members of the assisted family in a divorce or separation decree. When no such court determination has been made, the Quincy Housing Authority shall determine which members of an assisted family will continue to receive assistance if an assisted family breaks up. In making this determination, the Quincy Housing Authority shall consider the interests of all assisted family members. They will then decide which family member receives the voucher on a case by case basis, and the following factors may be included in the Quincy Housing Authority's decision:

1. the interests of any minor child/children;
2. the interests of ill, elderly, or disabled family members;
3. whether, because of obligations under the lease or HAP contract, the assistance should remain with the family members remaining in the original assisted unit;
4. family members past record of fulfilling family obligations under the program;
5. the relative conduct of all parties;
6. whether family members were forced to leave the unit as a result of actual or threatened physical violence, by a spouse or other member of the household, (the QHA shall take this factor into consideration regardless of whether the individual(s) leaving the unit are the victim or the perpetrator);
7. family members remaining in the original assisted unit;
8. if the sole remaining members of the household are all minors, an adult guardian of such minor children may, after screening (income and CORI) by the Authority, be added to the family composition as the new "head of household"; and
9. any other factors which in the discretion of the Quincy Housing Authority will affect the fairness and reasonableness of the determination.

**E. Interim Reporting and Processing Policies – 982.516(b)**

In addition to the annual reporting requirements relating to family income and composition, there shall be the following interim reporting by the family:

## **1. Mandatory Interim Reexaminations**

All changes in household income, composition, assets or deductions must be reported in writing to the QHA within 30 days of such change and will result in an interim reexamination.

An interim reexamination will be scheduled for families with zero income, or unstable income every 90 days. This requirement however, does not alleviate the family obligation of reporting any change in household income, composition, assets or deduction within 30 days of such changes.

Tenant and HAP payments shall be recalculated as a result of an interim reexamination. Any increase in tenant payment shall become effective no earlier than the 1st day of the second month following the notice thereof to the tenant. Decreases in tenant payments shall become effective the first month after the participant notifies the QHA and provides any necessary documentation.

Staff should use upfront income verification techniques, which is considered a type of third party verification, during all required reexaminations (and initial application, if available) of family income.

## **2. Minimum Monthly Rental Amount**

The minimum monthly rental amount pursuant to Section 507 of the Quality Housing Work Responsibility Act is \$50.00. The regulations found at 5.630 regarding financial hardship exemption from minimum rent shall apply. The QHA must grant an exemption from payment of minimum rent if the family is unable to pay the minimum rent because of financial hardship. Financial hardship is defined as:

- a. When the family has lost eligibility for or is awaiting an eligibility determination for a federal, state or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996.
- b. When the family would be evicted because they are unable to pay the minimum rent.
- c. When the income of the family has decreased because of changed circumstances, including loss of employment.
- c. When a death has occurred in the family.

## VIII. TERMINATION OF ASSISTANCE - 982.552

### A. Termination of Assistance - 982.552

1. The Definition of Termination of Assistance is found in sections 982.552.). A PHA may terminate assistance for a participant because of the family's action or failure to act as described in this section (982.552) or Section 982.553. (Crimes by family members). The provisions of this section do not affect termination of assistance for grounds other than action or failure to act by the family. Termination of assistance for a participant may include any or all of the following: refusing to enter into a HAP contract or approve a lease, terminating HAP under an outstanding HAP contract, and refusing to process or provide assistance under portability procedures. This section does not limit or affect exercise of the QHA rights and remedies against the owner under the HAP contract, including termination, suspension or reduction of housing assistance payments, or termination of the HAP contract.

### 2. Mandatory Grounds for Termination - 982.552(b)

The Quincy Housing Authority must terminate assistance for a participant for any of the following grounds:

- a. A family was or is evicted from housing assisted under the program for serious violation of the lease.
- b. Any member of the family fails to sign and submit consent forms for obtaining information on family status as part of any examination conducted by the QHA.
- c. The applicant or any member of the family fails to sign and submit required forms (such as the authorization for release of information or declaration of citizenship and non-citizen status. Refusal to sign a citizenship form or declaration of eligible non-citizen status by some family members is not grounds for termination as long as at least one family member does have citizenship or eligible non-citizen status.)
- d. The family is under contract and 180 days have elapsed since the QHA's last housing assistance payment was made.
- e. If any household member has been convicted for manufacture or production of methamphetamine on the premises of federally assisted housing.
- f. The QHA determines that the family or any household member is currently engaging in illegal use of a drug.
- g. The QHA has determined that a household member's illegal drug use or a pattern of illegal drug use interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- h. The QHA has determined that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
- i. The QHA has determined that a household member has violated the family obligation under 982.551 not to engage in drug-related criminal activity.
- j. The QHA has determined that a household member has violated the family obligations under 982.551 not to engage in violent criminal activity.

### 3. Discretionary Grounds for Termination - 982.552(c)

The Quincy Housing Authority may terminate program assistance for a participant based upon the following grounds:

- a. The family violates any family obligations under the program as set forth in 982.551;

- b.** The family has violated any family obligations under the Section 8 Program;
- c.** The family has misrepresented any fact or information during the Section 8 application process which, if disclosed at the time of the application, would have constituted grounds for denial of the application;
- d.** A Housing Authority has terminated assistance under the Section 8 Program for any member of the family;
- e.** If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal Housing Program;
- f.** The family currently owes rent or other amounts to the Quincy Housing Authority or another Housing Authority in connection with Section 8 or federal Public Housing Program.
- g.** If the family has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit or other amounts owed by the family under the lease;
- h.** If the family breaches an agreement with the Quincy Housing Authority to pay amounts owed to a HA, or amounts paid to an owner by a HA;
- i.** If a family participating in the Family Self Sufficiency (FSS) program fails to comply, without good cause, with the family's FSS Contract of Participation;
- j.** If the family has engaged in or threatened abusive or violent behavior towards the personnel of the Quincy Housing Authority or another Housing Authority's personnel;
- k.** The family misrepresents income, household members, or any other significant or required information on the application or recertification;
- l.** Failure to allow inspection of the dwelling unit proposed for Housing Assistance;
- m.** Destruction or damage to the dwelling unit or creating and maintaining a significant health and safety hazard in or about the unit.
- n.** Any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.
- o.** Violation of family obligations or destruction of a previously occupied unit under a federal housing program.
- p.** Sexual harassment of a housing authority employee.
- q.** Failure or refusal to sign and submit consent forms for obtaining information in accordance with applicable federal regulations, including 24 CFR part 5 relating to evidence of citizenship or eligible immigration status, and any other information (including but not limited to social security numbers) which the QHA is authorized to requestor obtain.
- r.** Failure to report to the QHA any changes in family composition or status as may be required by 24 CFR 982.551 or other HUD regulation or this plan., and/ or failure to comply with annual recertification including verification of all income, assets, family composition, or other required documentation.
- s.** Family violation of the QHA policy on absence from the unit.
- t.** If any member of the family commits violent or drug related criminal activity.
- u.** Any family member has been engaged in criminal activity or alcohol abuse as described in 982.553(a)(1)
- v.** If a welfare to work family fails, willfully and persistently, to fulfill its obligations under the welfare –to-work voucher program.

**B.** The QHA may terminate assistance for criminal activity by a household member if the

QHA determines, based upon a preponderance of the evidence, that the household member has engaged in the activity, regardless of whether the household member has been arrested or convicted for such activity.

### **C. The Quincy Housing Authority Considerations**

In deciding whether to terminate assistance, when discretionary on the part of the QHA, because of an action or failure to act by members of the family, the QHA has discretion to consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances relating to disability of a family member, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act and such other considerations as may be set forth in 982.551 – 982.553.

The QHA may impose, as a condition of continued assistance for other family members, a requirement that other family members who participated in or were culpable for the action or failure will not reside in the unit. The QHA may permit the other members of a participant family to continue receiving assistance.

The QHA shall not terminate assistance to participant family on the basis of criminal activity directly related to domestic violence, dating violence, sexual assault or stalking against the participant family. If the abuser is a family member, the QHA can require the abuser be removed from the lease for his or her acts of domestic violence.

### **D. Informal Hearing Procedures for Participants – 982.555**

#### **1. When an Informal Hearing is Required – 982.555(a)**

The Quincy Housing Authority will give a participant family the opportunity of an Informal Hearing to consider whether the following QHA decisions relating to the individual circumstances of a participant family are in accordance with the law, regulations, and QHA policies:

- a.** A determination of the family’s annual or adjusted income and the use of such income to compute the HAP payment.
- b.** A determination of the appropriate utility allowance for tenant paid utilities from the QHA utility allowance schedule.
- c.** A determination of the family unit size under the QHA subsidy standards.
- d.\*** The Quincy Housing Authority’s determination to deny a family’s request for an exception to the HA’s subsidy standards.
- e.\*** A determination to terminate assistance for a participant family because of the family’s action or failure to act (see 24 CFR 982.552).
- f.\*** A decision to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under QHA policy and HUD rules.

In the cases noted with an \* (d, e and f), the Quincy Housing Authority must give the opportunity for an informal hearing before it terminates HAP payments under an outstanding HAP contract.

## **2. When an Informal Hearing is Not Required – 982.555(b)**

The Quincy Housing Authority is not required to provide a participant family an opportunity for an Informal Hearing for any of the following:

- a. Discretionary administrative determinations by the HA;
- b. General policy issues or class grievances;
- c. Establishment of the QHA utility allowance schedule;
- d. The QHA's determination not to approve an extension of a suspension of voucher term;
- e. The QHA's determination not to approve a unit or a lease;
- f. The QHA's determination that an assisted unit is not in compliance with HQS. (However, a hearing must be granted if termination is based upon HQS breach caused by the family described in 982.551 (c)).
- g. The QHA's determination that the unit is not in accordance with HQS due to family unit size;
- h. A determination by the QHA to exercise or not to exercise any right or remedy against the owner under a HAP contract.

## **3. Notice to Family – 982.555(c)**

- a. Situations a - c of Section 1, "When an Informal Hearing is Required;" (adjusted income; utility allowances; family unit size): In situation a, b, and c of section 1, the QHA must notify the family that the family may ask for an explanation of the basis of the QHA's determination and if the family does not agree with the determination, the family may request an informal hearing on the decision.
- b. Situations d – f of Section 1, "When an Informal Hearing is Required;" (exceptions to subsidy standards, termination under 982.552 Family Act, Failure to Act, Absence from the Unit). In cases described in letters d, e, and f, of Section 1, set forth previously, the QHA will give the family prompt written notice that the family may request a hearing.

The Notice Will:

1. Contain a brief written statement of the reasons for the decision;
2. Remind the family of their rights under VAWA by attaching Exhibit G;
3. State that if the family does not agree with the decision, the family may request an Informal Hearing on the decision; and
4. State a deadline within which the family must request the Informal Hearing.

The request for a hearing must be made by the participant in writing, within ten (10) days of the date of the notice from the QHA. A request must be received by the QHA within the ten (10) day period. (The QHA is not responsible for mail not received.)

## **4. Hearing Procedures – 982.555(d) and (e)**

The hearing will proceed within a reasonably expeditious time parameter after the request is made provided that the request is made within the stated deadline. The family may examine, before the hearing, any documents that are directly relevant to the hearing. The family may copy any such documents, at the family's expense. If the QHA does not make the documents available to the family before the hearing upon request of the family, the documents may not be relied upon at the hearing.

The QHA must be given the opportunity to examine at the QHA office any documents the family plans to present at the hearing. The QHA may copy such documents at the QHA's expense. If the family does not make the documents available for the QHA upon request, the family may not rely on the documents at the hearing.

Documents include records and regulations. The family may be represented by a lawyer or another representative at the family's own expense. The hearing will be conducted by a person designated by the QHA. This person will not be the person who made or approved the decision that is the subject of the hearing or a subordinate of such person. This person will regulate the conduct at the hearing in a manner consistent with HUD regulations. Specifically, he /she will ensure the following:

- a. that the QHA and the family are given the opportunity to present evidence;
- b. that the QHA and the family are given the opportunity to question any witnesses;
- c. that evidence is considered without regard to the rules of evidence applicable to judicial proceedings; and,
- d. that a written decision is issued which states the reasons for the decision and that a copy of the decision is promptly furnished to the family.

Factual determinations shall be based upon a preponderance of the evidence standard. The effect of a decision by the hearing officer shall be as set forth in applicable HUD regulations, currently 982.555(f).

## **5. Informal Hearings for Non-Citizen Rule Matters**

The Informal Hearing provisions for the denial of assistance on the basis of ineligible immigration status are contained in 24 CFR part 5.

### **E. Payments by Families Who Owe Money to the QHA – 982.552(c)**

Grounds for denial or termination of Section 8 Assistance include situations in which the family owes money to the QHA or another Housing Authority. The QHA may, in its discretion, based on the facts and circumstances of the case, offer the family the opportunity to enter into a repayment agreement. Factors considered in determining whether a repayment agreement will be offered include, but are not limited to, the following:

1. the amount of money owed;
2. the reason such money is owed and the extent of culpability on the part of family members;
3. the family's evidence of commitment and ability to make repayment.

Generally, a lump sum amount such as 1/3 of the "amount due" must be provided at the time of execution of the repayment agreement. However, the QHA reserves the right to require a larger up-front payment. Additional payments will generally be due and payable in equal monthly installments so that the total amount due is paid in full within six (6) months after the execution of the agreement.

In the event of breach of the agreement by the family (i.e. late or missed payments), the QHA shall retain the right to terminate the agreement and move forward with termination of Section 8 Assistance on grounds originally available at the time of execution of the repayment agreement and on any additional grounds which have become applicable since the execution of the

repayment agreement. In the event that a family makes one or more late payments which are accepted by the QHA, this shall not stop them from terminating the agreement at a later date for failure of the family to again make payment within the time parameter set forth in the repayment agreement. The QHA reserves the right to refuse to enter into a repayment agreement with a family if it is of the opinion that such agreement should not be offered based upon the facts and circumstances of the case. Finally, if the repayment agreement is a damage claim repayment, the family will be prohibited from relocating to a new unit until the amount is paid in full.

## IX INSPECTIONS

### A. Consistency With Market Practice

The guidelines and performance standards included herein are consistent with practices utilized in the private housing market. Specifically, in private market units, an occupancy permit may be requested by the owner. To obtain such permit, an inspector from the local code enforcement agency, usually the Inspectional Service's Department for the city will come out to the unit and perform an inspection to ensure that the unit is in compliance with the Massachusetts State Sanitary Code. In the event that the unit does not pass inspection, the owner is provided a written description of the code violations and a time parameter within which to make repairs.

### B. When Inspection Shall be Performed

Inspections will be performed in the following instances:

- 1. Initial Inspection:** Prior to the execution of a Lease or HAP, the unit in question must pass an initial inspection. This inspection will take place and the family and owner will be notified of the results within fifteen (15) days of submission of the Request for Lease Approval (RLA) or Request for Tenancy Approval (RTA).
- 2. Annual Inspection:** Inspections will be performed on an annual basis to ensure that the unit is maintained in a manner which is consistent with HUD Housing Quality Standards.
- 3. Quality Control Inspection:** The required number of inspections, as set forth in HUD's definition of Quality Control Sample, undergo a Quality Control Inspection to ensure that all inspections are performed in accordance with HUD requirements.
- 4. Upon Request of Tenant:** The tenant or the family may request that the QHA perform an inspection to the unit to ensure that the unit is maintained in a manner consistent with HUD's Housing Quality Standards.
- 5. Upon Request of Owner:** The owner may request that the QHA perform an inspection to the unit to ensure that the unit is maintained in a manner consistent with HUD's HQS. The QHA will only perform such inspection if they determine that performance of such inspection is reasonable.

### C. Standards and Procedures Utilized

The QHA will utilize the acceptability criteria as contained in the Program Regulations and is using a HUD approved modified version of the HUD 52580 Inspection Form or equivalent form. In addition to the Housing Quality Standards, applicable state and local codes will also be observed and utilized. The stricter of applicable codes shall be followed.

- 1.** All Request for Lease Approval Forms will be submitted to the Program Administrator or Supervisor, who will assign the unit for inspection. All inspections and findings shall be followed by an inspection report and determination on rent.

The housing inspector utilized by the QHA has demonstrated knowledge and experience to perform the necessary inspections utilizing the HUD Housing Quality Standards. In addition, the local Board of Health may provide technical assistance as needed to determine the acceptability of any units under the Massachusetts State Sanitary Code.

- 2.** After completing the inspection, a copy of the Report will be sent to the property owner and the applicant, and one (1) copy will be retained in the applicant's file. This form shall serve to indicate repairs which must be completed prior to the execution of a Contract and Lease. Inspections shall be repeated immediately after the required date to ensure compliance, and

recorded on the HUD 52580 or HUD approved modified version or equivalent.

The QHA shall make the final determination of compliance with the HUD Housing Quality Standards and state and local codes. In any disagreement relating solely to QHA interpretation of state and local codes, the QHA may elect to request an opinion from the local Board of Health as to proper interpretation of state and local codes, although any final decision shall be made by the QHA. The QHA will adhere to HUD's Housing Quality Standards as set forth in HUD's new Lead Based Paint Requirements, and the requirements of the Massachusetts General Laws relative to lead based paint.

**D. Time Parameter for Repairs and Consequences of Failure to Repair – 982.404(a)(3)**

1. Serious life threatening violations must be corrected within twenty-four (24) hours.
2. For other HQS violations, corrections must be made within thirty (30) days.

The QHA will provide extensions if necessary based upon the facts and circumstances of each case.

For the HQS breach caused by the family, the family must make repairs within the time parameter set forth above otherwise, QHA may terminate assistance to the family. Family caused HQS breach is the following:

- a. Family fails to pay for any utilities that the owner is not responsible to pay for, but which are required to be paid by the tenant;
- b. Family fails to provide and maintain appliances that the owner is not to provide but which are to be provided by the tenant;
- c. Any member of the family or a guest damages the dwelling unit or premises (damages beyond reasonable wear and tear).

For all other HQS breaches the owner must make repairs within the time parameter set forth above or the Quincy Housing Authority will consider such failure to repair to be a breach of the HAP contract and may take any of the following actions:

- a. Termination of HAP;
- b. Suspension of HAP payments; or
- c. Reduction of HAP payments.

Action taken by the QHA will depend on the facts and circumstances of each individual case. Failure to terminate, suspend, or reduce payments to an owner or to terminate assistance to a participant in one instance shall not stop the QHA from taking such action in the future.

**E. Subcontractors**

Based on the constant modifications of State and local codes and HUD regulations and the serious nature of HQS performance, the QHA frequently subcontracts out the responsibility of the HQS inspections, and the corresponding Rent Reasonableness determinations to qualified individuals in the inspections field. All subcontractors are selected by their response to a Request for Proposal and qualifications are primarily based upon knowledge and experience in the Housing Quality Inspection field.

## **X. INSUFFICIENT FUNDING**

If at any time, it is determined that the Quincy Housing Authority has insufficient funding to support the HCV Program units currently under contract, the Authority will terminate contracts in accordance with 24 CFR 982.454. Such termination will be in the order of the “Last-In, First-Out”, resulting in the termination of the contracts of participants who have most recently joined the Authority’s HCV Program. The HAP contracts of participants in the Enhanced Voucher or Project Based Voucher Programs will not be considered for termination. The date of entry into the Authority’s program for participants who were admitted as a special admission under Quincy’s MRVP or AHVP Programs will be the date that such participants entered the Authority’s MRVP or AHVP Program. The HAP contracts of participants in the Designated Housing Voucher (Mainstream) Program will not be terminated if there is insufficient HCV funding; however, if there is insufficient DHP/Mainstream Program funding to maintain the units under contract, the order of any contract termination will be as stated above.

## **XI. EQUAL OPPORTUNITY**

The Quincy Housing Authority will:

- 1.** comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and regulations issued pursuant thereto (24 CFR Part 1) which state that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives financial assistance; and will take any measures necessary to effectuate this agreement.
- 2.** comply with the Fair Housing Act (42 U.S.C. 3601-19) and regulations issued pursuant thereto (24 CFR Part 100) which prohibit discrimination in housing on the basis of race, color, religion, sex, handicap, familial status, or national origin, and administer its programs and activities relating to housing in a manner to affirmatively further fair housing.
- 3.** comply with Executive Order 11063 on Equal Opportunity in Housing which prohibits discrimination because of race, color, creed, or national origin in housing and related facilities provided with Federal financial assistance and HUD regulations (24 CFR Part 107).
- 4.** comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and regulations issued pursuant thereto (24 CFR Part 8) which state that no otherwise qualified individual with handicaps in the United States shall solely by reason of the handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- 5.** comply with the provisions of the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and regulations issued pursuant thereto (24 CFR Part 146) which state that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving Federal financial assistance.
- 6.** comply with the provisions of Title II of the Americans with Disabilities Act (42 U.S.C. 12131) and regulations issued pursuant thereto (28 CFR Part 35) which state that subject to the provisions of Title II, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.

## **XII. METHODS OF ADMINISTRATION**

### **A. Use of Special Housing Types (Part 982, Subpart M)**

#### **1. Reasonable Accommodation**

Unless so noted under the specific housing type special housing types shall be provided only if the provision of such serves to reasonably accommodate a person with a disability.

Special Housing types, when required, will be administered according to federal regulations.

### **B. Special Rules for Use of Special Purpose Vouchers**

HUD has provided funding to the QHA for the special programs listed below:

1. The Designated Housing Program

2. Preservation/Enhanced Vouchers

Special rules for these programs are set forth within Exhibit B and Exhibit E of this document.

### **C. Conflict of Interest**

The QHA shall comply with the Conflict of Interest provisions of 24 CFR 982.161.

### **D. Section 8 Management Assessment Program (SEMAP)**

The QHA will operate its housing assistance program with efficiency and will demonstrate to HUD auditors that the QHA is using its resources in a manner that reflects its commitment to quality and service. QHA policies and procedures are consistent with the goals and objectives of the applicable HUD SEMAP indicators currently set forth in 24 CFR Part 985.

### **E. Board Approval of Administrative Fee Reserves – 982.155(b)(1)**

The QHA must use funds in the administrative fee reserve to pay program administrative expenses in excess of administrative fees paid by HUD for the QHA's fiscal year. If funds in the administrative fee reserve are not needed to cover administrative expenses (to the end of the last expiring funding increment under the Consolidated ACC), the QHA may use these funds for other housing purposes permitted by state and local law. However, HUD may prohibit use of the funds for certain purposes.

The QHA Board of Officials, or other authorized officials, has determined that \$10,000.00 may be charged against the administrative fee reserve without specific approval. All monies in excess of this sum will require approval from the Quincy Housing Authority's Board of Officials or other authorized officials.

## EXHIBIT “A”

### DEFINITIONS:

#### *Local Resident*

A person who lives or works in the city of Quincy or who has been hired to work in the City of Quincy at the time of application and at the time of final determination of eligibility and qualification. In the case of an applicant staying in a homeless shelter, the applicant shall be allowed to select (for residency preference purposes) either the community from which he or she was displaced or the community in which he or she is temporarily housed. Information which may be considered in verifying residency may include, but is not limited to:

- a. municipal voting records or annual street listings
- b. car registration
- c. school registration
- d. rent receipts, tax or utility bills
- e. receipt of public assistance, social security or similar benefits
- f. other information requested by the Quincy Housing Authority.

These documents are not conclusive evidence. The determination shall be made by the Quincy Housing Authority after considering all the information.

There shall be no minimum time period to establish residence.

#### *Homeless Shelter*

A place of temporary residence for homeless persons or families or victims of domestic violence, provided or operated by an agency recognized by the Commonwealth of Massachusetts and/or local government as a provider who has a primary goal/objective to provide temporary shelter to homeless persons or families or victims of domestic violence. Examples: Father Bill’s Shelter, battered women’s shelter or safe homes operated by agencies such as DOVE, Transitional Housing Programs.

#### *Definitions related to family composition*

HUD regulations, currently found at section 5.403, shall define the following terms: Disabled Family; Displaced Family; Elderly Families; Family; Live-in aid; Near-elderly family; Person with disabilities. It is noted that this Plan may refer to a household and/or household members. For purposes of this Plan, the word “household” will have the same meaning as “family”.

#### *Continuously Assisted*

An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Act program when the family is admitted to the certificate or voucher program.

***Dating Violence:***

Violence committed by a person:

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

***Domestic Violence:***

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitated with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction

***Immediate Family Member:***

A spouse, partner, brother or sister or child of the person, or an individual to whom that person stands in place of a parent; or any other person living in the household of that person and related to that person by blood or marriage.

***Sexual Assault:***

Any conduct proscribed by chapter 109A of Title 18, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a Federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

***Special Admission.***

Admission of an applicant that is not on the QHA waiting list or without considering the applicant's waiting list position. The QHA shall maintain records of special admissions.

The QHA currently has one category of special admissions: 1. DHP voucher applicants who are selected from the Authority's public housing waiting list according to the approved DHP.

***Stalking:***

To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person, and in the course of, or as a result of, such following, pursuit or surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person.

## EXHIBIT D

### List of Project Based Developments

#### **Wollaston Manor**

91 Clay Street  
Quincy, MA 02170

2 Studio apartments  
6 One bedroom apartments

#### **Naval Terrace**

Naval Terrace and Airport Road  
Quincy, MA 02171

9 Two bedroom apartments

**QUINCY HOUSING AUTHORITY  
COMMUNITY SERVICE POLICY**

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**I. EFFECTIVE DATE: July 1, 2007**

**II. GENERAL REQUIREMENTS:**

As part of the Quality Housing and Work Responsibility Act of 1998, Congress imposed a requirement that all adult residents of federally funded public housing, unless exempted, must perform community service activities or participate in an economic self-sufficiency program to remain eligible for public housing assistance. Therefore, the federal public housing law now requires that all non-exempt residents must:

\*Contribute 8 hours per month of community service (not including political activity);

or

\*Participate in an economic self-sufficiency program for 8 hours per month; or

\*Perform eight hours each month of combined community service and self-sufficiency activities.

\*Residents are required to perform a maximum of 96 hours of community service per year.

**III. DEFINITIONS**

**Community Service:** For the purpose of this policy, community service is the performance of voluntary work or duties for the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident in the community. Community service is not limited to a single type of activity or a single location. Community service however must be performed within the city of Quincy, unless otherwise approved by the QHA. Acceptable community service activities include, but are not limited to, improving the physical environment of the resident's development; volunteer work in a local school, hospital, or child care center; working with youth organizations, human services agencies, tenant associations, or other non-profit organizations; or helping neighborhood groups on special projects. By statute, political activity is not an eligible form of community service. Political activity is activity on behalf of candidates for elected public office or on behalf of a political party.

**Economic Self-Sufficiency Program:** For the purpose of this policy, an economic self-sufficiency program is any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include, but are not limited to: programs for job training, employment counseling, work placement, basic skills training, education, English language proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant for work, such as substance abuse or mental health treatment.

#### IV. NOTIFICATION OF RESIDENTS

The Quincy Housing Authority will provide to all residents a copy of the Community Service Policy which will contain a written description of the service requirement, a list of categories of individuals who are exempt from the service requirement and of the process for claiming status as an exempt person and it will describe the process the Quincy Housing Authority will use to verify such status.

The Quincy Housing Authority will also notify each family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt persons. This notification will also advise families when the community service obligation will begin, and include a list of community service host agencies. Any resident or family member may appeal the determination of non-exempt status through the grievance procedure process. Quincy Housing Authority notice to the family indicating service requirements and exempt and non-exempt status shall provide notice of tenant rights under the grievance procedure. The household may verify to the Authority any time they believe they are now exempt from the Community Service Requirement.

#### V. EXEMPTIONS:

Resident household members who are under 18 years of age are exempt. The following residents over the age of eighteen are also exempt from this requirement:

1. Resident household members who are 60 years old or older.
2. Resident household members who are blind or disabled as defined in the Social Security Act (Section 216 (i) (1) or Section 1614 of the Social Security Act (42 USC 416 (i) (1); 1382c).

The Social Security Act defines disability as the "inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment, which can be expected to result in death, or has lasted, or can be expected to last for a continuous period of not less than twelve months."

Blindness is defined as "central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no less than 20 degrees shall be considered for purposes of this paragraph as having a central visual acuity of 20/200 or less."

In accordance with HUD guidelines, persons eligible for a disability deduction in rent are not automatically exempt from the community service requirement. A resident is exempt only to the extent the disability makes the person "unable to comply" with the community service requirement. Residents who claim exemption because of disability or blindness must also certify that because of this blindness or disability they are unable to comply with the community service requirement.

3. Resident household members who are the primary care givers of a blind or disabled individual as described in paragraph 2.

4. Resident household members who are engaged in a work activity. Work activities include but are not limited to the following:

- \*Unsubsidized employment;
- \*Subsidized private sector employment;
- \*Subsidized public sector employment;
- \*Work experience, including work associated with refurbishing publicly assisted housing, if sufficient private sector employment is not available;
- \*On-the-job training;
- \*Job search and job readiness assistance;
- \*Community service programs;
- \*Vocational educational training not to exceed twelve months;
- \*Job skills training directly related to employment;
- \*Education directly related to employment for a resident who has not received a high school diploma or a certificate of high school equivalency;
- \*Satisfactory attendance at a secondary school or in a course of study leading to a certificate of general equivalence for a resident who has not completed high school or received such a certificate; or
- \*The provision of childcare services to an individual who is participating in a community service program.

5. Resident household members who meet the requirements for being exempted from work activity under Part A of Title IV of the Social Security Act ( 42 USC Section 601 et seq.) or under any other state welfare program, including a State-administered welfare-to-work program. Current exemptions from state welfare programs include but are not limited to the following:

- \*disabled person as defined in the Mass. (TAFDC)
- \*pregnant woman (TAFDC)
- \*caretaker of a child under the age of 2 years (TAFDC)
- \*person over the age of 60 years old. (TAFDC)

6. Is a member of a family receiving assistance benefits or services under a State program funded under Part A of Title IV of the Social Security Act {42 U.S.C. 601 et seq .) or under any other State welfare program, including a State-administered welfare-to-work program, and has not been found in non-compliance with such a program.

## VI. VERIFICATION

In order to establish an exemption the following verification must be provided by the resident:

1. Age 60 or over. Any birth certificate or proof of age already submitted by the resident to establish age or achieve eligibility for occupancy as a person 60 or older shall be deemed sufficient verification.
2. Disability or blindness. Receipt by a household member of Social Security Disability Insurance {SSDI}, Supplemental Security Income {SSI}, or Emergency Aid to Elderly, Dependents, and Children {EAEDC} disability benefits or receipt of a determination of exemption from TAFDC, Food Stamps, or other state welfare program's work activity requirements shall be deemed proof of disability under this policy. A household member whose application for SSDI, SSI, or EAEDC disability benefits is pending shall be deemed disabled unless and until a denial of the application is received. Any resident who believes they meet the definition of disability included in this policy may submit a statement from their treating physician or other reliable source providing QHA staff with facts that will assist them in determining whether the resident is disabled within the definition applicable under this policy. A resident is exempt only to the extent the disability makes the person "unable to comply" with the community service requirement. Residents who are determined to be exempt because of blindness or disability shall also sign a statement certifying that they are unable to comply with the community service requirement because of the blindness or disability.
3. Primary care giver of a disabled or blind person. A statement from the person being cared for or his or her guardian affirming that the resident seeking exemption acts as the primary care giver and the period during which (s)he is expected to continue in that role shall be adequate verification. Such statement shall be in the form prescribed by the Quincy Housing Authority and shall be signed by the person being cared for, and the resident seeking the exemption. Written verification regarding disability or blindness shall be required.
4. Engaged in work activity. The verification of employment income provided to QHA for rent determination shall be adequate for this purpose. Verification from the providing organization or school of resident participation in job training or other qualifying program must be submitted by the resident.
5. Exempt from work activity under a state welfare program. Verification of the exemption should be obtained from the Mass. Department of Transitional Assistance if the resident is a TAFDC or EAEDC recipient. Non-recipients should provide appropriate documentation of exempt status.

6. Member of a family who receives assistance from a state welfare program and is in compliance with that program. Verification of receipt of program assistance should be obtained from the Department of Transitional Assistance. QHA will make a determination of exempt status and notify the resident. If the resident disagrees with the determination, he or she may file a grievance under QHA grievance procedure.

Families with non-exempt household members shall receive a list of community service and self-sufficiency opportunities.

## **VII. NOTIFICATION OF ELIGIBLE ACTIVITIES**

Prior to the implementation of this policy, and at least once annually thereafter, QHA shall contact a reasonable number of eligible community service host agencies for the purpose of developing a list of community service placements. This list shall include a list of accessible locations. Recognized tenant organizations within QHA's jurisdiction shall be considered Community service host agencies and their input shall be sought when developing this list.

QHA shall provide families with non-exempt members with a list of approved community service placements, which list may include community service opportunities at QHA developments, and shall contain a brief description of the opportunities and the name, address, and telephone number of the contact person(s). QHA shall also provide a list containing Economic Self-Sufficiency Programs within its jurisdiction that non-exempt members may participate in for the purpose of performing the required hours under the Community Service Requirements.

If a non-exempt household member elects to perform community service or economic self sufficiency at an agency or organization not identified on QHA-prepared list, the member may seek approval from QHA, which approval shall not be unreasonably withheld.

## **VIII. CONTINUING DETERMINATION OF EXEMPTION AND COMPLIANCE**

Each year, as part of the Tenant Rent Re-examination and Lease Renewal Process, the QHA will determine whether each non-exempt household member has complied with the community service requirement of 8 hours per month (96 hours per year maximum requirement) and whether each exempt household member continues to be exempt. Included with the letter regarding the Rent Re-examination and Lease Renewal Process will be a reminder that resident compliance with and/or exemption from community service will be determined every twelve months and the household will be notified at least 30 days before the resident's lease renewal that the QHA will be reviewing the household's compliance with the community service requirements. Also included with the letter will be Verification of Compliance forms for each household member who was required to perform community service. These forms must be completed and returned to the QHA with tenant's continued occupancy forms and required verification and documentation but at least thirty (30) days before the lease term expires.

The form includes confirmation of:

- \*the number of hours of community service/self-sufficiency work completed,
- \*the type of work completed
- \*the community organization where the work was completed
- \*the signature, name, title, address and phone number of the person supervising completion of the work, or
- \*other acceptable proof.

At the time of the rent re-examination QHA will reconfirm the exemption status of each household member. The head of household may provide the QHA with the required documentation for any change in status claimed by an adult family member. QHA will reconfirm the following exemption categories annually:

- \*Blindness or disability
- \*Primary care giver
- \*Engaged in work activity
- \*Exempt from work activity under a state welfare program
- \*Exempt through receipt of assistance, benefits or services from a state welfare program and is in compliance with that program.

If a household member becomes exempt from the community service requirement during a lease term and provides proper notification and verification to the Quincy Housing Authority he or she shall be exempt from performing community service for the remainder of the lease term. A resident is required to report a change in status from exempt to non-exempt between regular rent re-examinations. If a resident previously determined to be exempt becomes non-exempt during a lease term, he or she is required to report the change in status to QHA, and shall be required to comply with the community service requirements from the date of the change in status.

If the household is found to be in compliance with the community service/self-sufficiency requirement, the lease will be automatically renewed. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve-month lease term, but not for termination of tenancy during the course of the twelve-month lease term.

## **IX. NON-COMPLIANCE**

If QHA determines that a non-exempt resident has not complied with the community service/self-sufficiency requirement, QHA must notify the head of household of the noncompliance in writing. This notification to the tenant must:

- (i). Briefly describe the non-compliance;
- (ii). State that the QHA will not renew the lease at the end of the twelve month lease term unless:
  - A. The tenant, and any other non-compliant resident, enters into a written agreement with the QHA in the form and manner required by the QHA, to cur such noncompliance, and in fact cures such noncompliance in accordance with such agreement; or

B. The family provides written assurance satisfactory to the QHA that the tenant or other noncompliant resident no longer resides in the unit.

(iii) State that the tenant may request a grievance hearing on the QHA determination, in accordance with the QHA's grievance procedure, and that the tenant may exercise any available judicial remedy to seek timely redress of the QHA's non-renewal of the lease because of such determination.

**Tenant agreement to comply with service requirement:** If the tenant or another family member has violated the service requirement, the QHA may not renew the lease upon expiration of the term unless:

(i). The tenant and any other non-complaint resident, enter into a written agreement with the QHA, in the form and manner required by the QHA, to cure such noncompliance by completing the additional hours of community service or economic self sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease. These additional hours must be performed in addition to the 96-hour requirement for the current lease year. If the non-compliant resident becomes employed or otherwise exempt during the next 12-month term of the lease, he or she shall be exempt from performing community service for the remainder of the current lease term, however shall be required to complete their obligations for prior community service requirements under any agreement signed.

AND

(ii) All other members of the family who are subject to the service requirement are currently complying with the service requirement or no longer reside in the unit.

As is required by law, a continued non-compliance after the opportunity to cure will result in the commencement of eviction proceedings against the entire household, unless the noncompliant family member is no longer part of the household.

In accordance with HUD guidelines, persons eligible for a disability deduction in rent are not automatically exempt from the community service requirement. A resident is exempt only to the extent the disability makes the person "unable to comply" with the community service requirement. If it is determined that a resident is exempt due to a disability which makes the person "unable to comply" with the community service requirement, the resident will not be required to make up the additional hours of community service which put them into non-compliance.

#### **X. DOCUMENTATION**

The QHA shall retain documentation of community service or economic self-sufficiency participation and/or exemption in the resident's file. The head of household is responsible for ensuring that the appropriate authority completes a Verification of Compliance form for every non-exempt household member. This form will also be maintained in the resident file.

#### **XI. GRIEVANCE PROCEDURE**

Upon filing a written request, as provided in the Quincy Housing Authority grievance procedure, any resident who disagrees with any QHA action or failure to act in accordance with the Community Service Policy shall be entitled to a grievance hearing.

## **XII. PROHIBITION AGAINST THE REPLACEMENT OF EMPLOYEES**

In implementing the community service requirement, the Quincy Housing Authority will not substitute community service for work ordinarily performed by public housing employees or replace a job at any location where community work requirements are performed.

## **XIII. THIRD PARTY COORDINATING**

The Quincy Housing Authority intends to exercise its option to administer the community service/self-sufficiency requirement through one or more of the following alternatives:

- \*directly administer some qualifying community service and economic self-sufficiency activities;
- \*make such activities available through a contractor; or
- \*make such activities available through partnerships with qualified organizations, including resident organizations and community agencies or institutions.

## **XIV. NOTICE OF RIGHT TO REASONABLE ACCOMODATION:**

If you have a disability and as a result of your disability you need

- \*a change in the rules or policies of how we do things that would give you an equal chance to live and use the facilities or take part in program on site.
- \*a change or repair in your apartment or a special type of apartment that would give you an equal chance to live here and use the facilities or take part in programs on site.
- \* a change or repair to some other part of the housing site that would give you an equal chance for you to live here and use the facilities or take part in programs on site.
- \* a change in the way we communicate with your or give you information. You may ask for this kind of change, which is called a reasonable accommodation.

If you can show that you have a disability and if your request is reasonable \*(Does not pose “an undue financial or administrative burden”) we will try to make the changes you request. \*In simple language this legal phrase means if it is not too expensive or too difficult to arrange. We will respond to you within thirty (30) days. We will let you know if we need more information or verification from you or if we would like to talk to you about other ways to meet your needs. If we turn down your request, we will explain the reasons and you can give us more information if you think that will help. If you need help filling out a reasonable accommodation request form, or if you want to give us your request in some other way contact the Assistant Director at 847-4356.

# Quincy Housing Authority

## Resident Opportunity Self Sufficiency (ROSS) Public Housing Homeownership Program Administrative Plan

### I. INTRODUCTION

In order to further the Quincy Housing Authority's ("QHA") goal of providing increased housing opportunities to low income families, the QHA will offer a Resident Opportunity (ROSS) Homeownership Program. The ROSS Homeownership Program will be available for up to fifty (50) Public Housing tenants. HUD regulations are subject to change and regulations as amended by HUD will govern where applicable. The Homeownership option is not available for units receiving Section 8 Project-Based assistance. The Homeownership Option is only available to families receiving Tenant Based assistance.

### II. INITIAL ELIGIBILITY REQUIREMENTS

The Quincy Housing Authority emphasizes its strong support of the PHFSS Program and its equally strong support of those wishing to purchase homes through the ROSS Homeownership Program. The QHA will give preference to those participating in the Public Housing Family Self Sufficiency Program.

#### **Federal Public Housing Family - Riverview Residents**

1. The individual should have an interim or final goal of homeownership stated within the Contract/Individual Training and Services Plan.
2. The participant must be in compliance with their contract and have successfully met other interim goals.
3. The QHA's ROSS Homeownership Coordinator will make the determination as to whether the individual qualifies for the homeownership program under these criteria.

### III. ELIGIBILITY REQUIREMENTS FOR PARTICIPANTS (24 CFR part 982.627)

#### **Income:**

1. At commencement of homeownership assistance, the participant must demonstrate that gross annual income is not less than federal minimum hourly wage x 2000 hours. Welfare assistance will not count when determining gross annual income, unless the individual is

an elderly or disabled person. Welfare assistance is defined by HUD in 24 CFR part 5.603. This definition reads as follows: "Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments."

2. Based on the HUD ruling issued on October 18, 2002, that establishes a separate national standard for those individuals whom are disabled, the minimum income standard will be equal to the monthly Federal SSI benefits for an individual living alone (or paying for his/her share of food and housing costs) multiplied by twelve.

**Employment Requirements:**

1. The family must demonstrate that one or more adult members of the family who will own the home at the commencement of homeownership assistance is currently employed for not less than an average of 30 hours per week, and has been continuously so employed during the year before commencement of homeownership assistance for the family. A resident who is employed in a position which has seasonal or periodic slowdowns or layoffs shall not be precluded from participation in the program because of a layoff or reduction in hours to less than 30 hours per week provided that on an annualized basis the resident meets the required time and income limits. A preference for participation in the QHA's ROSS Homeownership Program will be provided to families who have been continuously employed (for an average of 30 hours a week) for over two (2) years.
2. Self-employment in a business shall be considered employment if the family is operating a legal business and has reported income from said business to the QHA and the IRS at prior recertifications and on tax returns.

**Minimum Down Payment Requirements:**

1. The participant must have at least three (3) percent of the purchase price at the time a home is selected to apply as a down payment on a home in the ROSS Homeownership Program and (1) percent of this money must come from the family's personal resources.
2. The QHA will give preference for participation in the ROSS Homeownership Program to those participants who have a five (5) percent downpayment. Again, at least one (1) percent must come from personal resources.
3. 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.
4. To maximize the potential success of the participants and the program, the matching funds will be awarded on a per case basis up to \$5,000.00 per participant subject to the recommendation from the ROSS Homeownership Coordinator and Administrator of Support Services and approval from the Executive Director.

**Good Standing:**

1. The individual must be in good standing with the QHA, meaning that the tenant has paid rent on time over the preceding 12 month period, and has not violated any lease provisions or family obligations.

**Homebuyer:**

1. To qualify as a “homebuyer” the assisted family may not include any person who owns a “present ownership interest” in a residence of any family member during the three years before the commencement of homeownership assistance for the family.
2. A ROSS Homeownership Participant determined ineligible for participation in the ROSS Homeownership Program may request an informal hearing in accordance with the Public Housing Plan.

**IV. ELIGIBLE UNITS** (24 CFR part 982.628)

1. Only a single family dwelling, or single unit in a cooperative or condominium is eligible for purchase under the ROSS Homeownership Program.
2. A home may be purchased under the homeownership option, if at the time the QHA determines that the family is eligible to purchase the home, the home is either under construction or already existing.

**V. PHA REQUIREMENTS FOR FAMILY SEARCH AND PURCHASE** (24 CFR part 982.629)

1. Participants will be provided with a period of 180 days to select the home, secure financing and purchase the property.
2. Any extension beyond 180 days will be made at the discretion of the Director Support Services, based upon the recommendation of the ROSS Homeownership Coordinator.

**VI. HOMEOWNERSHIP COUNSELING** (24 CFR part 982.630)

1. participants must successfully complete homebuyer counseling, which is performed by Neighborhood Housing Services and/or Quincy Community Action Program or other similar organizations approved by QHA and provide written verification of such successful completion to the QHA.

2. The QHA has entered into a Memorandum of Understanding with the Neighborhood Housing Services and Quincy Community Action Programs regarding the provision of said counseling services.
3. To maximize the potential success of the participants and the program, the matching funds will be awarded on a per case basis up to \$5,000.00 per participant subject to the recommendation from the ROSS Homeownership Coordinator and Administrator of Support Services and approval from the Executive Director.
4. The QHA shall give preference to up to ten participants each year who are Successful graduates of the QHA Public Housing Homeownership Program. The definition of Successful graduate” is defined in the Public Housing Homeownership Program Administrative Plan.

**VII. HOME INSPECTIONS, CONTRACT OF SALES, AND PHA DISAPPROVAL OF SELLER** (24 CFR part 982.631)

**Inspections:**

1. When a home is selected, the participant must have two inspections performed. The first inspection is to be performed by the QHA or its designee to determine that the home meets HUD’s Housing Quality Standards. The contract of sale shall also provide for a pre-purchase inspection by a licensed independent inspector. This inspection is to be paid for by the participant and the inspector must prepare a full inspection report. A copy of the independent inspection report must be given to the QHA.

**Contract of Sale:**

1. The contract of sale must contain a seller certification that the seller is not debarred, suspended or subject to a limited denial of participation
2. The Purchase and Sale Agreement is subject to the approval of the QHA

**The QHA will encourage families to obtain a fixed year mortgage for a 20, 30 or 40 year term.**

**VIII. FINANCING PURCHASE OF HOME; AFFORDABILITY OF PURCHASE**  
(24 CFR part 982.632)

1. The participant must supply the QHA with the specific financing terms and all other monthly expenses associated with the home (i.e. credit report, prequalification letter, taxes, water and sewer, insurance, repairs [can be based on inspection report] and maintenance costs).

2. The QHA will review this information, taking into consideration any other monthly costs of the family such as unreimbursed medical, child care or other costs.
3. The QHA will then determine if the purchase is “affordable” to the family. Generally, a purchase will not be approved if the Section 8 subsidy plus 40% of the family’s adjusted monthly income will not cover the costs associated with the home.
4. The QHA will also consider whether it is feasible that the family will be able to continually afford the purchase over the life of the mortgage.
5. The QHA’s decision as to affordability will be given to the family in writing. The family may request, in writing, an informal review with the ROSS Homeownership Coordinator or her designee to review this decision.
6. If a family is approved for a variable rate mortgage or a balloon financing, the QHA will generally not approve such arrangements. However, upon request of the family, the QHA will review the financing arrangement with the family and retains the authority to approve balloon financing or variable rate note in extenuating circumstances.
7. Seller financed arrangements will not be approved, unless the seller is a non-profit. Financing for purchase of a home under the ROSS Homeownership Program will be provided, insured or guaranteed by the state or federal government, comply with secondary mortgage market underwriting requirements, or comply with generally accepted private sector underwriting standards.

**IX. HOMEOWNER OBLIGATIONS** (24 CFR part 982.633)

**Before housing assistance begins the family and QHA must execute a statement of homeowner obligations. The family must comply with the following obligations:**

1. To the extent required by the QHA, the family must attend and complete ongoing homeownership and housing counseling.
2. The participant must comply with the terms of any mortgage securing debt incurred to purchase the home (or any refinancing of such debt).
3. The family may grant the mortgage on the home for debt incurred to finance purchase of the home or any refinancing of such debt.
4. The family must disclose and verify social security numbers (as provided by part 5, subpart B) and must sign and submit consent forms for obtaining information in accordance with said part.
5. Any information supplied by the family must be true and complete.

6. The family must comply with the obligations of a participant family described in 982.551., however the following provisions do not apply under the homeownership option: 982.551(c), (d), (e), (f), (g), and (j).
7. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs. The members of the family may not engage in drug-related criminal activity, or violent criminal activity. An assisted family, or members of the family, may not receive Section 8 Tenant-Based assistance while receiving another housing subsidy for the same unit or a different unit, under any duplicative federal, State or local housing assistance program.

Except for elderly or disabled families, the maximum term of Homeownership assistance is 15 years (if a Leased Housing voucher is obtained). If during the course of Homeownership Assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable.