

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

PHA Plans

5 Year Plan for Fiscal Years 2008 - 2012

Annual Plan for Fiscal Year 2008

**Submitted
July 15, 2008**

**Revised and Resubmitted
November 3, 2008**

**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: Malden Housing Authority

PHA Number: MA022

PHA Fiscal Year Beginning: (mm/yyyy) 10/2008

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 987
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 670

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

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (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 2008 - 2011
[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:
To increase homeownership, support community development, and increase access to affordable housing, free from discrimination. To fulfill this mission, the PHA will strive to embrace high standards of ethics, management, and accountability, and will attempt to forge partnerships that leverage other public and private resources in order to improve the PHA's ability to be an effective affordable housing provider at the community level.

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: to meet community and programmatic needs.
 - Reduce public housing vacancies: by reducing unit turn-over time.
 - Leverage private or other public funds to create additional housing opportunities: create an identity of interest non-profit entity designed to operate in either a for-profit or not for profit environment in order to pursue tax credit and other forms of mixed finance housing opportunities.
 - Acquire or build units or developments: with particular emphasis given to the absorption or acquisition of existing units currently operated under the PHA's Massachusetts state housing program.
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score) from 85 to 90
 - Improve voucher management: (SEMAP score) from 99 to 100
 - Increase customer satisfaction: the MHA will strive to achieve a perfect RASS score (on the present scale of 10).
 - Concentrate on efforts to improve specific management functions: e.g., software utilization; site based administration; and public affordable housing finance and development and/or redevelopment.
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing: for any federal or state units lost through redevelopment, substantial renovation, demolition, disposition or conversion.
 - Provide replacement vouchers: to the extent the same may be made available related to any future MHA federal or state program redevelopment, substantial renovation, demolition, disposition or conversion project.
 - Other: (list below)
 - Redesign and modernize underutilized space in existing federal developments, including acquiring and incorporating land into existing parking areas to increase capacity, to allow for better administration and fuller utilization of the such space.
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling: particularly in connection with any demolition and disposition project undertaken by the MHA.
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - The MHA will attempt to implement a Section 32 homeownership program related to its 14 scattered-site units in conjunction with the City of Malden and the Malden Redevelopment Authority. See Attachment M.
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers: create a preference to allow current MHA state public housing program residents to receive a voucher upon the redevelopment or substantial renovation of MHA state program properties.
 - Other: (list below)
 - Implement site-based waiting lists for all Section 8 Project-based Voucher assisted developments.

- Project-base up to twenty (20%) of the MHA’s Section 8 Tenant-Based Voucher Program, or up to 134 Vouchers (of which 19 have previously been awarded).

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: the MHA will provide both enhanced surveillance and security measures for MHA developments to ensure the highest degree of safety and security for MHA residents.
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities): the MHA may attempt to designate one or more of its developments for elderly housing.
 - 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: the MHA has established an admissions preference for working families, and has forged community partnerships to provide MHA residents with access to educational, training, supportive service and health improvement opportunities.
 - Provide or attract supportive services to improve assistance recipients’ employability: the MHA will partner with local community service providers to provide educational, training and supportive service opportunities designed to lead to economic self-sufficiency and better employment opportunities for MHA residents.
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities: with particular emphasis on “aging in place” supportive service programs.
 - Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

The Malden Housing Authority will continue to strive to create new and expanded affordable housing opportunities for low, very low and extremely low income families through housing acquisition, conversion, redevelopment and rehabilitation activities.

The MHA will form an identity of interest non-profit subsidiary corporation to take full advantage of HUD options which may become available through systemic Section 8 Housing Choice Voucher and Low Rent Public Housing program revisions. The MHA will seek to create mixed finance housing development opportunities by combining capital fund, operating subsidy, low rent public housing reserve and/or voucher funding with tax credit, grant and other HUD approved sources of finance inclusive of, but not limited to, bond issue and capital fund leveraging.

The MHA will continue to partner with various local housing and supportive service providers such as Mystic Valley Elder Services, Tri-City Family Housing, Tri-City Homeless Task Force, Inc., Tri-Cap, Shelter Inc., the Massachusetts Departments of Mental Health and Mental Retardation and other qualified non-profit and for-profit providers in order to assist homeless and elderly and disabled individuals and families in becoming and remaining housed.

The Malden Housing Authority will strive to become a HUD designated “High Performer” under both the SEMAP and PHAS scoring systems in order to allow the MHA to seek HUD approval, should the opportunity arise, in becoming a Moving to Work (“MTW”) Agency so as to best administer its Low Rent Public Housing and Section 8 Housing Choice Voucher Programs.

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

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 response to major systemic revisions to both the Section 8 Housing Choice Voucher and Public Housing Low Rent Programs at the federal level, the Malden Housing Authority (“MHA”) undertook a major planning initiative during calendar years 2004 – 2005 in order to prepare its Five-Year and Annual Plan as required by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). This planning effort continues in 2008, particularly as relates to the implementation of site based budgeting, accounting and management systems.

The MHA worked with HUD, Commonwealth of Massachusetts and City of Malden officials, and various consultants in order to determine the future administrative direction of the MHA; to assess the present physical condition of the MHA’s public housing inventory; to contemplate the creation, acquisition, absorption and/or conversion of properties by the MHA, inclusive of the MHA’s existing State Public Housing Program; and to formulate a flexible and fungible capital plan allowing for the modernization and continuing improvement of existing MHA developments.

Local housing and supportive service providers were also consulted in order to perform an assessment of local housing needs. The MHA will work with the City of Malden, the Malden Redevelopment Authority and other qualified providers to the fullest extent fiscally feasible in attempts to create and administer both a Public Housing Homeownership Program and to Project-base up to twenty (20%) percent of the MHA’s existing Section 8 Housing Choice Voucher Program’s vouchers in order to create additional local affordable housing opportunities.

Finally, the Resident Advisory Board (RAB), residents of the Malden Housing Authority and the community at large played a critical role in the development of the annual plan and revised 5 year plan, which are intended to form the “blue print” or template for MHA operations for the foreseeable future.

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.

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (Attachment A)
- FY 2008 Capital Fund Program Annual Statement (Attachment B)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members (Attachment C)
- List of Resident Board Member (Attachment D)
- Community Service Description of Implementation (Attachment E)
- Information on Pet Policy (Attachment F)
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable (Attachments M & T)

Optional Attachments:

- PHA Management Organizational Chart (Attachment R)
- FY 2008 Capital Fund Program 5 Year Action Plan (Attachment G)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Attachment H)
- Other (List below, providing each attachment name)
 - Attachment I - Mission and Goals Statement of Progress
 - Attachment J - Voluntary Conversion Required Initial Assessment
 - Attachment K - MHA Section 8 Project Based Voucher Statement
 - Attachment L - MHA Energy Audit Statement
 - Attachment N - Open Capital Fund Performance & Evaluation Reports
 - Attachment O - Capital Fund Financing Program
 - Attachment P - Violence Against Women Act of 2005 (VAWA) Statement
 - Attachment Q - Property Management Fee Extension Request
 - Attachment S – 504 Transition Plan (file ma022a01.xls)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year 2008	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public	Annual Plan: Designation of

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	housing (Designated Housing Plans)	Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Loca-tion
Income <= 30% of AMI	3013	5	3	4	3	1	1
Income >30% but <=50% of AMI	1088	5	3	4	3	1	1
Income >50% but <80% of AMI	152	5	3	4	3	1	1
Elderly	1629	5	3	4	4	1	1
Families with Disabilities	2349	5	5	5	5	3	1
Black	685	N/A	N/A	N/A	N/A	N/A	N/A
Asian	748	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	792	N/A	N/A	N/A	N/A	N/A	N/A
White	2783	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2007-2008
North Suburban Consortium 2nd Year Consolidated Plan and 2007-2008 Action Plan
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing: <u>Mixed Population Developments (5)</u>			
<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	755		
Extremely low income <=30% AMI	648	85.8	
Very low income (>30% but <=50% AMI)	74	9.8	
Low income (>50% but <80% AMI)	33	4.4	
Families with children	0	0	
Elderly families	370	49.0	
Families with Disabilities	425	56.3	
Race - White	476	63.0	
Race - Hispanic	62	8.2	
Race - Black	172	22.8	
Race - Nat. Amer.	3	0.3	
Race - Asian	104	13.7	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	755	100	

Housing Needs of Families on the Waiting List			
2 BR	0	0	
3 BR	0	0	
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing: General Occupancy (Family) Development (1)			
<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	942		
Extremely low income <=30% AMI	684	72.6	
Very low income (>30% but <=50% AMI)	241	25.6	
Low income (>50% but <80% AMI)	17	1.8	
Families with children	662	70.3	
Elderly families	29	3.1	
Families with Disabilities	34	3.6	
Race - White	656	69.6	
Race - Black	188	20.0	
Race - Nat. Amer.	2	0.2	
Race - Asian	96	10.2	
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR	157	16.7	
2 BR	524	55.6	
3 BR	209	22.2	
4 BR	51	5.4	
5 BR	1	0.1	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance: <u>MassNAHRO Centralized HCV Waiting List</u>			
<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	82,398		
Extremely low income <=30% AMI	79,705	96.73	
Very low income (>30% but <=50% AMI)	3,011	3.65	
Low income (>50% but <80% AMI)	170	0.21	
Families with children	29,335	35.6	
Elderly families	4,728	5.74	
Families with Disabilities	27,225	33.04	
Race - White	38,189	46.35	
Race - Black	15,529	18.85	

Housing Needs of Families on the Waiting List			
Race – Pacific Islander	246	0.3	
Race – Nat. Amer.	1,489	1.81	
Race - Hispanic	26,831	32.56	
Race - Asian	2,496	3.03	
Note 1: AMI based on Eastern Worcester County area (highest in state) Note 2: Elderly families = those applicants that checked box on list of preferences Note 3: Disabled families = those applicants that checked box on list of preferences Note 4: Racial statistics: some applicants check several boxes; some applicants check none			
Characteristics by Bedroom Size (Public Housing Only)	MassNAHRO does not collect this data.		
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance: <u>Cross Street Family Project-Based Wait List</u>			
<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	31		
Extremely low income <=30% AMI	31	100	
Very low income (>30% but <=50%)	0	0	

Housing Needs of Families on the Waiting List			
AMI)			
Low income (>50% but <80% AMI)	0	0	
Families with children	28	90.32	
Elderly families	0	0	
Families with Disabilities	7	22.6	
Race- White	14	45.1	
Race - Black	12	38.7	
Race - Hispanic	2	6.5	
Race - Asian	3	9.7	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0	
2 BR	16	51.6	
3 BR	11	35.5	
4 BR	4	12.9	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

To the extent permitted by current regulation, or as expanded pursuant to HUD sponsored PILOT leveraging programs during the Plan year, leverage public housing operating, capital and reserve funding and Section 8 Voucher assistance to assist in the creation and development of new or expanded public and/or affordable housing opportunities.

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships

- Adopt rent policies to support and encourage work
- Other: (list below)
Administer admissions preferences that support and encourage work.

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2008 grants)		
a) Public Housing Operating Fund	3,823,347	
b) Public Housing Capital Fund	1,762,487	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,506,240	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Capital Fund Financing Program		
Shelter Plus Care	102,334	Assisted Housing
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund MA06P022501-07	999,533	Capital Improvements
3. Public Housing Dwelling Rental Income	3,852,580	Assisted Housing
4. Other income (list below)		
Non-Dwelling Income	84,000	Antenna/Laundry Lease Revenue

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Excess Utilities	44,367	Assisted Housing & Tenant Services
5. Non-federal sources (list below)		
Interest	250,000	Assisted Housing & Tenant Services
Total resources	18,424,888	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
 - When families are within a certain time of being offered a unit: 90 days
 - Other: (describe)
When the family is selected from the waiting list.
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list: all Elderly/Disabled Residential Developments
 - Sub-jurisdictional lists: Newland Street and scattered-site Family development
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below)

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused

- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
 - Threat of Physical Harm or Criminal Activity
 - Location Closer to Employment
 - Reasonable Accommodation
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

Commonwealth Housing local preference: applies to families currently overhoused/underhoused, in need of a reasonable accommodation, or directed to move pursuant to the MHA’s administrative need to abate deteriorating structural conditions in units subsidized by the Commonwealth of Massachusetts.

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

5 Date and Time

Former Federal preferences:

- 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)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

List (any applicable) developments below:

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

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

B. Section 8

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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 Other (describe below)
Responsibility of Landlord to Screen Prospective Tenants. MHA only provides Prospective Tenant Name and Last Known Address upon request.

(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)

In addition to participating in the centralized HCV Tenant-Based Voucher waiting list administered by MASSNAHRO, the MHA administers a Project-Based HCV waiting list for the Cross Street Family Housing PBV Program (19 Vouchers).

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

PHA main administrative office

Other (list below)

- The main administrative office of any Massachusetts PHA currently participating in the Section 8 Centralized Waiting List administered by MassNAHRO.
- MHA Section 8 Program Office, 89 Pearl Street, Malden MA.

(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 MHA's initial search period is 60 days. One additional 30 day extension may be granted at the discretion of the MHA's Section 8 Program Manager and only under the following circumstances:

- Reasonable Accommodation
- Extenuating Circumstances (i.e. Illness or Death in the Family, Family Emergency, Obstacles due to Employment, Previous submission(s) of Request for Tenancy that were not approved, Family Size or other special conditions that make finding a unit difficult.)

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

MRVP/AHVP Voucher Holder: Participants in the Massachusetts Rental Voucher Program Participants (MRVP) or Assisted Housing Voucher Program Participant (AHVP) shall receive this preference when the family would derive better benefits and/or suitable housing by utilizing a Federal Section 8 Voucher. The participant must surrender the MRVP or AHVP to receive this preference.

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

5 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)

- 4 Working families and those unable to work because of age or disability
- 3 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 2 Other preference(s) (list below)
MRVP/AHVP Voucher Holder

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
 At family option
 Any time the family experiences an income increase
 Any time a family experiences an income increase above a threshold amount or percentage: The MHA threshold is \$200/month.
 Other (list below)
Any time there is a change in family/household composition

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
 100% of FMR for Studio and 1 Bedroom units
 Above 100% but at or below 110% of FMR (105% for 2, 3 and 4 Bedroom units)
 Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
 - Funding Availability (how many families can be assisted)
 - Quality of Selected Units
 - Changes in Rent to Owner
 - Unit Availability

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	987	111
Section 8 Vouchers	670	34
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	12 FSS 10 SPC	0 0
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

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)

- Drug Free Workplace
- Personnel Policy

- Sexual Harassment Policy
- Family and Medical Leave Policy
- Procurement Policy
- Admission and Continued Occupancy Policy
- Investment Policy
- Disposition Policy
- Grievance Policy
- Vehicle Usage Policy
- Transfer Policy
- Resident Handbook
- Pest Control Policy
- Preventative Maintenance Policy
- Pet Policy
- Capitalization Policy
- Administration of a Community Service and Economic Self-Sufficiency Program

(2) Section 8 Management: (list below)
Section 8 Administrative Plan

PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based

assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at **Attachment B**

-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 G**

-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:

*The MHA intends to apply for a HOPE VI Revitalization Grant for the Newland Street Family Development in the very near future, but likely not during this Plan year.

- 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:

The MHA intends to Project-Base Section 8 Voucher Assistance and commit the 14 Scattered site units presently affiliated with AMP 1 (Newland Street Family Development) to a Section 32 Homeownership Program, demolish 24 Wolcott Terrace, also

presently affiliated with AMP 1, in order to increase the parking field at 630 Salem Street, and recombine studio units located at AMP 4 (120 Mountain Ave.) into accessible and non-accessible one bedroom units to increase this AMP's marketability, allwith the intention to rebuild 30 - 40 federal public housing units as part of the MHA's conversion and redevelopment of it's Linden State Family Development as an affordable housing development containing homeownership and increased affordable rental housing opportunities.

- 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:

Only if Congress lifts the cap on federal public housing units during the Plan year, the MHA intends to attempt to acquire/absorb its existing State Housing Program units on the federal side, and will consider the use of Project-based assistance and/or mixed financing resources in order to accomplish this goal.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Newland Street Family (AMP Designation)
1b. Development (project) number: MA022-001
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input 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 planned for submission (10/01/2008)
5. Number of units affected: 1 (4 Bedroom single family home)
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: 10/01/2008
b. Projected end date of activity: 09/30/2009

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 MHA intends to continue to administer its five (5) mixed population housing developments located in Malden, Massachusetts, known as 630 Salem Street, 120 Mountain Avenue, 557 Pleasant Street, 89 Pearl Street and Suffolk Manor as housing for mixed populations of elderly families and persons with disabilities in accordance with the terms and requirements of HUD Notice PIH 2005-2 (HA).

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset

Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Newland Street Family 1b. Development (project) number: MA022-001
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" 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 checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (10/01/2008)
5. Number of units affected: 14 Scattered-site units 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If “No”, skip to component 12;

if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

See Attachment T hereto, Section 8 Homeownership Statement. MHA Program to be administered in conjunction with the City of Malden and the Malden Redevelopment Authority.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

Client referrals

- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)
The MHA maintains regular contact with the local TANF agency. Although no formal cooperative agreement exists, MHA has partnered with the local TANF in a variety of working programs.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Cross Street Family Hsg PBV	19 PBV	Site Based	MHA Main/Site-Basd	Sect. 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2008 Estimate)	Actual Number of Participants (As of: 5/31/2008)
Public Housing	N/A	N/A
Section 8	18	12

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

2. What information or data did the PHA 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)

MA022-001 Newland Street Family
MA022-006 120 Mountain Avenue

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

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

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

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

MA022-1 Newland Street Family
MA022-6 120 Mountain Avenue

C. Coordination between PHA and the police

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

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

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

MA022-1 Newland Street Family
MA022-6 120 Mountain Avenue

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 2006 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
 - Development-based budgeting
 - Development-based maintenance with access to specialized trades (plumbing, electrical, etc.) outsourced by MHA central office.
 - Development-based management systems.

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at **Attachment H**
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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)

b. Eligible candidates: (select one)

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

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

c. Eligible voters: (select all that apply)

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

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: North Suburban Consortium, consisting of the following eight (8) communities: Malden, Melrose, Medford, Chelsea, Arlington, Revere, Winthrop, and Everett

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)
 - Creation and development of additional Affordable Housing opportunities.
- Other: (list below)
 - Both the City of Malden and the MHA continue to support resident initiatives and self-sufficiency by encouraging residents to participate in the North Suburban Consortium's First Time Homebuyer Program and in the MHA's HCV (Section 8) Family Self-Sufficiency Program.
 - The MHA, City of Malden and YMCA continue to provide elderly/disabled transportation services and youth after-school/summer programs (Newland Street AMP 1)

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

The City of Malden continues to work with the MHA to seek out additional federal/state funding to provide increased affordable rental assistance and homeownership opportunity.

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

D. Other Information Required by HUD

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

The Malden Housing Authority's definition of a ***Substantial Deviation, Significant Amendment or Modification to the Plan***:

The Malden Housing Authority defines a Substantial Deviation from or Significant Amendment or Modification to the MHA's Five year and Annual PHA Plan as discretionary changes in MHA plans or policies that fundamentally change the MHA's mission, goals, objectives, or programs, and which require formal approval of the Board of Commissioners. Any changes in the MHA's plans or policies that are adopted pursuant to changes in HUD appropriations or revisions to HUD's regulatory or program requirements will not be considered significant amendments by the MHA.

Attachments

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

- Attachment A - Admissions Policy for Deconcentration
- Attachment B - FY 2008 Capital Fund Program Annual Statement
- Attachment C - List of Resident Advisory Board Members
- Attachment D - List of Resident Board Member
- Attachment E - Community Service Description of Implementation
- Attachment F - Information on Pet Policy
- Attachment G - FY 2008 Capital Fund Program 5 Year Action Plan
- Attachment H - Comments of Resident Advisory Board or Boards
- Attachment I - Mission and Goals Statement of Progress
- Attachment J - Voluntary Conversion Required Initial Assessment
- Attachment K - MHA Section 8 Project Based Voucher Statement
- Attachment L - MHA Energy Audit Statement
- Attachment M – Proposed Section 32 Homeownership Program
- Attachment N - Open Capital Fund Performance & Evaluation Reports
- Attachment O - Capital Fund Financing Program
- Attachment P - Violence Against Women Act of 2005 (VAWA) Statement
- Attachment Q - Property Management Fee Extension Request
- Attachment R - PHA Management Organizational Chart
- Attachment S – 504 Transition Plan (attachment file ma022a01.xls)
- Attachment T – Section 8 Homeownership Statement

Attachment A

ADMISSIONS POLICY FOR DECONCENTRATION OF POVERTY AND INCOME-MIXING [24 CFR 903.1 AND 903.2]

OVERVIEW:

The MHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the MHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The MHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

The MHA presently administers only one (1) general occupancy development, the Newland Street Family Development.

POLICY:

The Malden Housing Authority adopts these admission policies to achieve both the goals of reducing poverty and income mixing in public housing. The policy includes skipping over certain applicants on the waiting list based on incomes. Skipping is applied only when it is necessary to serve the required percentage of extremely low income families (annual income less than 30% of median income). Income skipping shall be uniformly applied.

The MHA shall deconcentrate poverty in each of its housing developments by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects. The MHA shall make every effort to maintain the following income mix for each development:

- 40 percent of families with incomes below 30 percent of median income (extremely low-income) in a fiscal year.
- 60 percent of other admissions shall comply with eligibility limits under the current regulations (24 CFR 960.201) and law.

To this end, the MHA will take the following steps:

A. Initial assessment and current occupancy

- Sixty days before the start of the fiscal year, the housing authority shall assess each development to determine the percentage of families whose income are at or below 30 percent of median income (extremely low-income families) as stated in HUD's latest published income limits. The housing authority will determine and compare the relative tenant incomes of each development and the incomes of the census tract in which the development is located.
- Developments where the percentage of families whose income are at or below 30 percent of median income (extremely low-income families) as stated in HUD's latest published income limits exceeds 40%:
- Should the housing authority find that the percentage of families whose income are at or below 30 percent of median income (extremely low-income families) as stated in HUD's latest published income limits exceeds 40% in any one development, the housing authority shall offer the opportunity for relocation to a development where the percentage of families whose income are at or below 30 percent of median income (extremely low-income families) as stated in HUD's latest published income limits may be less than 40%. The offer of relocation will be based on the following:
 - Availability of appropriate units in other developments where the percentage of units available for families whose income are below 30 percent of median (extremely low-income families) of HUD's latest published income limits; and
 - Ability of the relocating family to meet all admission requirements.
- For each development, should more families wish to relocate than the number of units available for families whose income are at or below 30 percent of median (extremely low-income families) in other developments, the housing authority shall conduct a lottery. The lottery will be publicly held at a regularly scheduled board meeting. The name of each family wishing to relocate will be placed in the lottery box. A Board member will then draw the number of names from the box corresponding to the number of units available.
- As an incentive, the housing authority shall bear the cost of relocation. Relocation costs are limited to the actual cost of the move and utility deposits including telephone and cable TV, but only if the resident had a telephone and cable TV at the unit being vacated.
- Should the number of families necessary to achieve the 40% target chose not to relocate, the housing authority shall target the appropriate number of units and will apply the wait list skipping procedure defined below to occupy the units as units become available for occupancy.

Credit for admissions to the MHA Section 8 HCV program

If admissions of extremely low income families to the MHA's Section 8 Housing Choice Voucher (HCV) program during the fiscal year exceeds the 75 percent minimum targeting requirement for the MHA's Section 8 HCV program (24 CFR 982.201(b)(2)), such excess

shall be credited, subject to the limitations below, against the MHA's basic targeting requirement for the same fiscal year.

The fiscal year credit for Section 8 HCV program admissions that exceed the minimum voucher program targeting requirement shall not exceed the lower of:

- a. Ten percent of public housing waiting list admissions during the MHA fiscal year;
- b. Ten percent of waiting list admission to the MHA's Section 8 tenant-based assistance program during the MHA fiscal year; or
- c. The number of qualifying low income families who commence occupancy during the fiscal year of MHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low income family means a low income family other than an extremely low income family.

B. Maintaining deconcentration

The QHWRA allows a housing authority to offer incentives to eligible families that would help accomplish the deconcentration and income-mixing objectives. In addition, skipping of a family on a waiting list specifically to reach another family with a lower or higher income is permissible, provided that such skipping is uniformly applied.

Therefore, when a development's percentage of families meeting the 30 percent of median income (extremely low-income families) as stated in HUD's latest published income limits falls below 40% of the total units, the housing authority shall select the next eligible family from the wait list whose income is less than 30 percent of median income (extremely low-income families) as stated in HUD's latest published income limits and who meets all other admissions requirements. The housing authority shall continue selecting families in this manner until the 40% target is met.

Likewise, should a development's percentage of families meeting the 30 percent of median income (extremely low-income families) as stated in HUD's latest published income limits exceed 40% of the total units, the housing authority shall select the next eligible family from the wait list whose income is more than 30 percent of median income (extremely low-income families) as stated in HUD's latest published income limits. The housing authority shall continue selecting families in this manner until the 60% target is met.

Attachment B

CAPITAL FUND PROGRAM ANNUAL STATEMENT

Annual Statement/Performance and Evaluation Report

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

PHA Name: Malden Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06PO2250108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
---	--	--

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	352,497			
3	1408 Management Improvements	150,000			
4	1410 Administration	176,248		176,249	176,249
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	150,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	360,000			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	15,000			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	500,000			
20	1502 Contingency	58,742			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,762,487		176,249	176,249
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

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

PHA Name: Malden Housing Authority		Grant Type and Number Capital Fund - 2008		Federal FY of Grant:				
		Capital Fund Program Grant No: MA06PO2250108		2008				
		Replacement Housing Factor Grant No:						
AMP	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 1-Newland								
	Operations	1406	20%	94,643				
	Management Improvements	1408	8.5%	37,219				
	Staff Training			5,000				
	PB transition technical assistance			12,082				
	CFFP Processing			20,137				
	Collateralization or Debt Service	1501		134,245				
	Contingency	1502	3.3%	15,772				
			TOTAL	281,879				
AMP 2-Suffolk Manor								
	Operations	1406	20%	35,714				
	Management Improvements	1408	8.5%	17,158				
	Staff Training			5,000				
	Project-based transition technical assistance			4,559				
	CFFP Processing			7,599				
	Collateralization or Debt Service	1501		50,659				
	Contingency	1502	3.3%	5,952				
			TOTAL	109,483				

AMP 3-Salem

Operations	1406	20%	77,142				
Management Improvements	1408	8.5%	31,261				
Staff Training			5,000				
Project-based transition technical assistance			9,848				
CFFP Processing			16,413				
Demolition	1485	1 single family unit	15,000				
Collateralization or Debt Service	1501		109,422				
Contingency	1502	3.3%	12,855				
TOTAL			245,680				

AMP				Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 4-Mountain Ave.								
	Operations	1406	20%	44,285				
	Management Improvements	1408	8.5%	20,076				
	Staff Training			5,000				
	Project-based transition technical assistance			5,653				
	CFFP Processing			9,422				
	Collaterization or Debt Service	1501		62,817				
	Contingency	1502	3.3%	7,379				
			TOTAL	134,557				
AMP 5-Pleasant St.								
	Operations	1406	20%	61,428				
	Management Improvements	1408	8.5%	25,912				
	Staff Training			5,000				
	Project-based transition technical assistance			7,842				
	CFFP Processing			13,070				
	Engineering Fees	1430		150,000				
	Dwelling Structure-Phase 1 envelop repair to alleviate water penetration	1460		360,000				
	Collaterization or Debt Service	1501		87,133				
	Contingency	1502	3.3%	14,237				
			TOTAL	698,710				
AMP 6-Pearl St.								
	Operations	1406	20%	39,285				
	Management Improvements	1408	8.5%	18,374				
	Staff Training			5,000				
	Project-based transition technical assistance			5,015				
	CFFP Processing			8,359				
	Collaterization or Debt Service	1501		55,724				
	Contingency	1502		2,547				
			TOTAL	115,930				

Annual Statement/Performance and Evaluation Report

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

Part III: Implementation Schedule

PHA Name: Malden Housing Authority		Grant Type and Number Capital Fund Program No: MA06PO2250108 Replacement Housing Factor No:				Federal FY of Grant: 2008 Rev. 1	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
05 - Mountain	06/12/10			06/12/12			
06 - Pleasant	06/12/10			06/12/12			
03 - Salem	06/12/10			06/12/12			
02 - Suffolk	06/12/10			06/12/12			
09 - Pearl	06/12/10			06/12/12			
01 - Newland	06/12/10			06/12/12			

Attachment C

MEMBERSHIP OF THE MHA RESIDENT ADVISORY BOARD

NAME:	ADDRESS: (<u>all Malden, MA 02148</u>)
Lois Tamagna	630 Salem Street, Apt. 206
Sidney Abare	630 Salem Street, Apt. 202
George Bayers	630 Salem Street, Apt. 912
Mary Morris	120 Mountain Avenue, Apt. H-9
Jane Goldberg	557 Pleasant Street, Apt. 523
Catherine Jones	557 Pleasant Street, Apt. 522
Howe Perrigo	89 Pearl Street, Apt. 319
Joanne Repoza	35A Sammett Street
Beverly McCarthy	224 Sammett Street (Newland Street Family)

Attachment D

MHA RESIDENT BOARD MEMBER

The Malden Housing Authority has a federal housing development resident serving as a member of its Board of Directors.

That Director's name is Mr. William B. Enwright, who is a resident of 37 Sammet Street (MA022000002P) Malden, Massachusetts 02148.

Following a thorough review of all resident names submitted by resident councils/clubs, other city officials and other interested parties, Malden Mayor Richard C. Howard appointed Mr. Enwright to the Board on March 16, 2004. Mr. Enwright's current term will expire on May 1, 2013.

Attachment E

COMMUNITY SERVICE

Overview

The 1998 Act adds a new requirement for non-exempt residents of public housing. Each non-exempt adult (eighteen years of age or older) resident must contribute a minimum of eight (8) hours each month of community service or participate in an economic self-sufficiency program for a minimum of 8 hours each month.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Examples of community service include:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization that serves MHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H programs, PAL, Garden Center, community clean-up programs, beautification programs, other youth or senior organizations
- Work at the MHA to help improve physical conditions or help with children's programs or help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems, serving as an officer in a resident organization, serving on the resident advisory board
- Caring for the children of other residents so they may volunteer.

For purposes of satisfying the community service requirement, an economic self-sufficiency program is defined by HUD as any program designed to encourage, assist, train, or facilitate economic independence of assisted families or to provide work for such families. These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, financial or household management, apprenticeships (formal or informal), or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Public Housing Lease Requirements

Under the 1998 Act, public housing leases must have 12 month terms. The lease must be automatically renewable except for noncompliance with the community service requirements. The public housing lease also must provide for termination and eviction for noncompliance with the community service requirements. The Malden Housing Authority shall implement this provision for each family at the family's next regularly scheduled annual reexamination. The MHA may not renew or extend the lease if a household

contains a nonexempt adult who has failed to comply with the community service requirement.

Where the lease term does not coincide with the effective date of the annual reexamination, the MHA will change the effective date of the annual reexamination to coincide with the lease term. In making this change, the MHA will ensure that the annual reexamination is conducted within 12 months of the last annual reexamination.

Notice of Community Service Requirements

The MHA will provide the family with a copy of the Community Service Policy (this Section), at lease-up, lease renewal, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.

On an annual basis, at the time of lease renewal, the MHA will notify the family in writing of the family members who are subject to the community service requirement and the family members who are exempt. If the family includes non-exempt individuals the notice will include a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which they may record the activities they perform and the number of hours contributed. The form will also have a place for a signature by an appropriate official, who will certify to the activities and hours completed.

Approximately 60 days prior to the end of the lease term, the MHA will provide written notice requiring the family to submit documentation that all subject family members have complied with the service requirement. The family will have 10 business days to submit the MHA required documentation form(s).

If the family fails to submit the required documentation within the required timeframe, or MHA approved extension, if any, the subject family members will be considered noncompliant with community service requirements, and notices of noncompliance will be issued pursuant to the policies in Section 23.10.

Performance

An individual may not skip a month of community service and then double up the following month, unless special circumstances warrant it. The MHA, in its discretion, will make the determination of whether to permit a deviation from the schedule.

Individuals who have special circumstances which they believe will prevent them from completing the required community service hours for a given month, must notify the MHA in writing within 5 business days of the circumstances becoming known. The MHA will review the request and notify the individual, in writing, of its determination within 10 business days. The MHA may require those individuals to provide documentation to support their claim.

Approved Community Services and Economic Self-Sufficiency Activities

On an annual basis, the Malden Housing Authority shall, with the assistance of the resident organization(s), consider a broad range of economic self-sufficiency and community service activities. A list of acceptable economic self-sufficiency and community service activities shall be posted at all Malden Housing Authority offices. The MHA may administer qualifying community service or economic self-sufficiency

activities directly, or may make community service activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions.

The MHA will attempt to provide the broadest choice possible to residents as they choose community service activities.

The MHA's goal is to design a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills. The MHA will work with resident organizations and community organizations to design, implement, assess and recalibrate its community service program.

The MHA will make every effort to identify volunteer opportunities throughout the community, especially those in proximity to public housing developments. To the greatest extent possible, the MHA will provide names and contacts at agencies that can provide opportunities for residents, including persons with disabilities, to fulfill their community service obligations.

Any written agreements or partnerships with contractors and/or qualified organizations, including resident organizations, are described in the MHA Agency Plan.

The MHA will provide in-house opportunities for volunteer work or self-sufficiency programs when possible.

The MHA may not substitute any community service or self-sufficiency activities performed by residents for work ordinarily performed by MHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

NOTE: The MHA will notify its insurance company if residents will be performing community service at the MHA. In addition, the MHA will ensure that the conditions under which the work is to be performed are not hazardous.

If a disabled resident certifies that s/he is able to perform community service, the MHA will ensure that requests for reasonable accommodation are handled in accordance with the policies in Section 4.2.

Exemptions to the Requirement for Community Services and Economic Self-Sufficiency

Generally, exemptions to the Community Service and Self-Sufficiency requirements include adults who are 62 years of age or older, persons with disabilities, persons engaged in work activities for a minimum of 35 hours per week (see below), and persons participating in a welfare to work program, or receiving assistance from and are in compliance with a State program funded under part A, title IV of the Social Security Act. For purposes of the community service requirement, an adult is a person 18 years or older.

Persons eligible for a disability deduction are not necessarily automatically exempt from the community service, economic self-sufficiency requirement. The 1998 Act defines disability very narrowly for the purpose of the community service requirement (see Appendix E of the ACOP). Further, the 1998 Act states that a person is exempt only to the extent the disability makes the person unable to comply with the community service requirement. The Malden Housing Authority shall ensure that the community service and self-sufficiency programs are accessible to persons with disabilities.

Families who pay flat rent, live in public housing units within market rate developments,

or families who are over income when they initially occupy a public housing unit are not automatically exempt.

Those exempt from the community service requirement:

- persons age 62 years or older
- persons blind or disabled (as defined under section 216[i][1] or 1614 of the Social Security Act), and who certifies that because of this disability she/he is unable to comply with the service provisions
- persons who are a primary caretaker of such an individual
- persons engaged in work activities for a minimum of 35 hours per week
- persons who meet the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the MHA is located, including a state-administered welfare-to-work program; or
- persons in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the MHA is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

As it relates to an exemption from the community service requirement, work activities means:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience (including work associated with the refurbishing of 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 12 months with respect to any individual)
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate
- Provision of child care services to an individual who is participating in a community service program

The resident must spend a minimum of 30 hours per week engaged in one or more of the above activities on order to meet the work activity exemption requirement.

Determining and Documenting Exemptions

The Malden Housing Authority shall verify an adult's exemption status upon admissions and annually thereafter. An individual exempt by being over 62 years in age would not need verification. The Malden Housing Authority shall document all exemptions in the resident's file. The Malden Housing Authority shall follow the same standards of documentation for exemptions as it does for other verifications.

At least 60 days prior to lease renewal, the MHA will review and verify the exemption status of all adult family members. This verification will only be done on an annual basis unless the family reports a change or the MHA has reason to believe that an individual's exemption status has changed. For individuals who are exempt because they are 62 years of age and older, verification of exemption status will be done only at the initial examination.

Upon completion of the verification process, the MHA will notify the family of its determination in accordance with the policy in Section 23.2 of the ACOP.

Changing Exemption Status

A resident is permitted to change exemption status during the year if his/her situation changes. Unemployed residents, for example, shall be able to request a determination of exemption if they find work or start a training program. Persons eligible for a disability deduction are not necessarily automatically exempt from the community service and economic self-sufficiency requirement.

Exempt to Non-Exempt Status:

If an exempt individual becomes non-exempt during the twelve month lease term, it is the family's responsibility to report this change to the MHA within 10 business days.

Within 10 business days of a family reporting such a change, or the MHA determining such a change is necessary, the MHA will provide written notice of the effective date of the requirement, a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which the family member may record the activities performed and number of hours contributed.

The effective date of the community service requirement will be the first of the month following 30 day notice.

Non-Exempt to Exempt Status:

If a non-exempt person becomes exempt during the twelve month lease term, it is the family's responsibility to report this change to the MHA within 10 business days. Any claim of exemption will be verified by the MHA in accordance with Section 23.9 of the ACOP.

Within 10 business days of a family reporting such a change, or the MHA determining such a change is necessary, the MHA will provide the family written notice that the family member is no longer subject to the community service requirement, if the MHA is able to verify the exemption.

The exemption will be effective immediately.

Documentation

Documentation must be provided to verify that the resident has met or is exempt from the community service requirements.

Documentation and Verification of Exemption Status

All family members who claim they are exempt from the community service requirement will be required to sign the community service exemption certification form. The MHA will provide a completed copy to the family and will keep a copy in the tenant file.

The MHA will verify that an individual is exempt from the community service requirement by following the verification hierarchy and documentation requirements in Section 6.5 of the ACOP.

The MHA in its discretion makes the final determination whether or not to grant an exemption from the community service requirement. If a resident does not agree with the MHA's determination, she/he can dispute the decision through the MHA's grievance procedures (see Section 12 of the ACOP).

Documentation and Verification of Compliance

If qualifying community service activities are administered by an organization other than the MHA, a family member who is required to fulfill a service requirement must provide certification to the MHA, signed by the organization, that the family member has performed the qualifying activities.

If anyone in the family is subject to the community service requirement, the MHA will provide the family with community service documentation forms at admission, at lease renewal, when a family member becomes subject to the community service requirement during the lease term, or upon request by the family.

Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.

Families will be required to submit the documentation to the MHA, upon request by the MHA.

If the MHA has reasonable cause to believe that the certification provided by the family is false or fraudulent, the MHA has the right to require third-party verification.

Noncompliance

Initial Noncompliance

The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for nonrenewal 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.

If the tenant or another family member has violated the community service requirement, the MHA may not renew the lease upon expiration of the twelve-month term of the lease, unless the tenant and any other noncompliant family member enter into a written agreement with the MHA. Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve-month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently

complying with the service requirement or must no longer be residing in the unit.

Notice of Initial Noncompliance:

If the MHA determines that there is a family member who is required to fulfill a service requirement, but who has failed to comply with this obligation (noncompliant resident), the MHA must notify the tenant of this determination.

The notice to the tenant must briefly describe the noncompliance. The notice must state that the MHA will not renew the lease at the end of the twelve-month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with the MHA to cure the noncompliance, or the family provides written assurance satisfactory to the MHA that the tenant or other noncompliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on the MHA's determination, in accordance with the MHA's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for the MHA's nonrenewal of the lease because of the MHA's determination.

The notice of initial noncompliance will be sent at least 45 days prior to the end of the lease term.

The family will have 10 business days from the date of the notice of noncompliance to enter into a written agreement to cure the noncompliance over the 12 month term of the new lease, provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the MHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the family member that previously resided with them.

If the family does not request a grievance hearing, or does not take either corrective action required by the notice of noncompliance within the required 10 business day timeframe, the MHA will terminate tenancy in accordance with the policies in Section 22 of the ACOP.

Continued Noncompliance:

If, after the 12 month cure period, the family member is still not compliant, the MHA must terminate tenancy of the entire family, according to the MHA's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.

Notices of continued noncompliance will be sent at least 30 days prior to the end of the lease term and will also serve as the family's termination notice. The notice will meet the requirements for termination notices described in Section 22.6 of the ACOP.

The family will have 10 business days from the date of the notice of non-compliance to provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the MHA will agree to continued occupancy of the family. Documentation

must consist of a certification signed by the head of household as well as evidence of the current address of the noncompliant family member that previously resided with them.

If the family does not request a grievance hearing, or provide such documentation within the required 10 business day timeframe, the family's lease and tenancy will automatically terminate at the end of the current lease term without further notice.

Attachment F

PET POLICY

Introduction

Both elderly and non-elderly families are permitted to keep common household pets in their dwelling units in accordance with the terms and conditions of their leases, applicable local laws or regulations governing the owning or keeping of common household pets in dwelling accommodations and the Malden Housing Authority policies, rules and procedures governing the owning and keeping of such pets in dwelling accommodations. No one shall be denied admission to or continued occupancy to housing by reason of the person's ownership of a common household pet or the presence of such in that person's dwelling unit except in instances of refusal or failure to comply with Commonwealth and local laws and rules and the Malden Housing Authority policies, rules and procedures regarding the keeping of such pets.

Rules governing the owning and keeping of such are established for the purpose of providing a decent, safe and sanitary living environment for existing and prospective tenants, protecting the health and safety of the Malden Housing Authority employees and the public, protecting and preserving the physical condition of the tenant units and general premises of properties, and protecting the MHA's financial interest in its properties.

Applicability

The following policies are established to govern the keeping of pets by residents in and on properties owned and operated by the Malden Housing Authority. These requirements will be incorporated as an addendum to the Lease; violation of these requirements shall constitute a violation of the Lease.

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the MHA's pet policies.

For an animal to be excluded from this pet policy and be considered assistance animal, the following conditions must be met:

1. there must be a person with disabilities in the household;
2. there must be a connection between the person's disability and the need for the animal;
3. the family must request and the MHA approve a reasonable accommodation in accordance with the policies contained in Section 4.2 of the ACOP.

While assistance animals are not subject to this Pet Policy, the MHA will insure minimal care standards are met.

- Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.
- Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

- When a resident's care or handling of an assistance animal violates these policies, the MHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If the MHA determines that no such accommodation can be made, the MHA may withdraw the approval of a particular assistance animal.

Definitions

Common household pet - a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes. Common household pet does not include reptiles, rodents, insects, arachnids, wild animals or feral animals, pot-bellied pigs, or animals used for commercial breeding.

If this definition conflicts with any local law or regulations restricting the owning or keeping of pets in dwelling accommodations, the local law or regulations shall apply. This definition shall not include service animals that are used to assist the disabled.

Rules

Pet Registration and Agreement:

Pets must be registered with the appropriate Malden Housing Authority site management office prior to the pet being brought onto the premises. An application to register the pet must be completed and approved in writing by the Malden Housing Authority.

The registration must be updated annually at the time of the annual re-examination of tenant income (or annual update for those tenants paying Flat Rent).

At a minimum, the pet registration will include:

1. Documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free;
2. Documentation that dogs and cats over six months old have been spayed or neutered. If the animal is too young for these medical procedures, the resident must agree to have the pet spayed or neutered within two weeks after the pet attains the prescribed age. Exceptions may be made upon veterinary certification that subjecting the pet to the procedure would be temporarily or permanently medically unsafe or unnecessary;
3. Proof the pet is properly licensed in accordance with Commonwealth or local law.
4. The name, address, and telephone number of two or more responsible parties who will care for the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.
5. Payment of the applicable Pet Deposit (at initial registration only)

The Pet Registration, including veterinarian statements and licenses, must be renewed annually. Renewal of the Pet Registration will be coordinated with the annual reexamination date.

The Pet Registration applies ONLY to the development where the tenant resides.

Registering a pet in multiple developments is not permitted.

A resident who cares for another resident's pet must notify the MHA and sign a statement that they agree to abide by all of the pet rules.

Pets will not be approved to reside in a unit until completion of the registration requirements.

The MHA will refuse to register a pet if:

- The pet is not a common household pet as defined in Section 24.3 above.
- Keeping the pet would violate any pet restrictions listed in this policy.
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually.
- The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order.
- The MHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If the MHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the MHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the MHA's grievance procedures (see Section 12 of the ACOP).

Residents who have been approved to have a pet must enter into a pet agreement with the MHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has submitted the necessary documentation, has received a copy of the MHA's pet policy and applicable house rules, and that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with the MHA's pet policy and applicable house rules may result in the withdrawal of MHA approval of the pet or termination of tenancy.

ELDERLY/DISABLED DEVELOPMENTS – DEPOSITS & FEES

Pet owners in the MHA's elderly/disabled developments are required to pay a pet deposit in addition to any other required deposit. The amount of the deposit is the higher of the family's total tenant payment or \$50.00, and must be paid in full before the pet is brought on the premises.

All reasonable expenses incurred by the MHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit
- Fumigation of the dwelling unit
- Flea extermination in the dwelling unit
- Repairs to common areas of the development
- The cost of an animal care facility in circumstances where the MHA has had to remove the pet to such a facility.

If the resident is in occupancy when such costs are incurred, the resident shall be billed for such costs in accordance with the policies in Section 19 of the ACOP. Pet Deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

The MHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The MHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the MHA will provide an informal settlement of grievance (see Section 12.8 of the ACOP) to discuss the charges.

A separate pet waste removal charge of \$20.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, the MHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

GENERAL OCCUPANCY DEVELOPMENTS – DEPOSITS & FEES

Pet owners in the MHA's general occupancy (family) developments are required to pay a pet deposit in addition to any other required deposit. The pet deposit for general occupancy developments is \$200.00 in addition to any other required deposits and must be paid in full before the pet is brought on the premises.

The pet deposit is not part of rent payable by the resident.

All reasonable expenses incurred by the MHA as a result of damages directly attributable to the presence of the pet in the development will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit
- Fumigation of the dwelling unit
- Flea extermination in the dwelling unit
- Repairs to common areas of the development
- The cost of an animal care facility in circumstances where the MHA has had to remove the pet to such a facility.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 19 of the ACOP. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

The MHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The MHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the MHA will provide a meeting to discuss the charges.

The MHA requires pet owners to pay a non-refundable monthly pet fee of \$10.00. The monthly pet fee will be billed on a monthly basis and payment will be due 14 calendar days after billing. This fee is intended to cover the reasonable operating costs to the development relating to the presence of pets. Reasonable operating costs to the development relating to the presence of pets include, but are not limited to:

- Landscaping costs
- Pest control costs
- Insurance costs
- Clean-up costs

Charges for the non-refundable pet fee are not part of rent payable by the resident.

A separate pet waste removal charge of \$20.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, the MHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

Basic Pet Guidelines

Common Household Pets, as defined above, are permitted with the exception of

- Any animal whose adult weight will exceed 25 pounds;
- Dogs of the pit bull, rottweiler, chow, or boxer breeds;
- Any animal not permitted under state or local law or code.

Only one pet will be permitted per dwelling unit; in the instance of fish only one aquarium (10 gallon maximum) will be permitted per dwelling unit.

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

All pets shall be maintained inside the unit. All pets must be leashed, carried or caged (as appropriate for the pet) and effectively restrained at all times when outside the unit.

Under no circumstances is a pet to roam free in the building or on development grounds.

Under no circumstances is a pet to be chained or tethered inside or outside the dwelling unit.

While the MHA has not designated specific pet/no-pet areas, pets are not permitted in the common areas, except to enter or exit the building. Common areas include community rooms, laundry rooms and office areas of the buildings.

While on development grounds, pets may be exercised in designated areas only. The pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in a trash container.

NOTE: A separate pet waste removal charge of \$20.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy. Such charges will be due and payable 14 calendar days after billing. Charges for pet waste removal are not part of rent payable by the resident.

The tenant owning or keeping the pet is responsible for the control of noise by the pet. Barking, whining, etc. by the pet that disturbs the peace and quiet enjoyment of the neighbors will not be tolerated.

The tenant owning the pet is responsible for any damages to the unit or the Malden Housing Authority property attributable to the pet.

Pets belonging to visitors, guests and invitees (as defined in the Admissions and Continued Occupancy Policy) are NOT permitted on the premises. This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations approved by the MHA.

Residents are prohibited from feeding or harboring stray animals.

The pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a clean and sanitary condition at all times.

Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be kept inside the resident's dwelling unit.

Standards of Pet Care

The tenant owning or keeping a pet is responsible for:

1. providing adequate care, grooming, nutrition, exercise and veterinarian care for the pet. Pets that appear to be poorly cared for will be reported to appropriate authorities;
2. ensuring that the pet does not disturb the peace and quiet enjoyment of the neighbors through noise or action and that the living environment is not adversely affected through odor, damage or destruction caused by the pet;
3. keeping the pet under control at all times so that the pet does not physically annoy or frighten other residents, guests in the development or the Malden Housing Authority staff;
4. making arrangements for care of the pet during any absence of more than twelve (12) hours;
5. exercising common sense and common courtesy with respect to other tenants who may have sensitivities, allergies to, be easily frightened of, or dislike pets; and
6. disposing of pet waste, litter, etc. pursuant to any instructions issued and posted by the MHA.

Protection of the Pet

If the health or safety of the pet is threatened by the death or incapacity of the tenant owning or keeping the pet or by other factors that render the tenant unable to care for the pet, the Malden Housing Authority may contact the responsible party or parties listed in the pet registration. If the responsible party or parties are unwilling or unable to care for the pet, or the MHA, despite reasonable efforts, has been unable to contact the responsible party or parties, the MHA may contact the appropriate local animal control authority and request the removal of the pet.

The MHA will take all necessary steps to ensure pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for the MHA to place the pet in a shelter facility for any reason, the cost will be the responsibility of the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

Inspections

If the Malden Housing Authority has reasonable grounds to believe or has received a signed, written complaint alleging that the conduct or condition of a pet constitutes a nuisance or threat to the health and safety of the occupants of the development, then the Malden Housing Authority may, after reasonable notice and during reasonable hours, enter and inspect the premises. See Section 21 for inspection details.

Violation of the Pet Policy

Violation of these rules regarding the keeping of a pet may be grounds for removal of the pet or termination of the tenancy.

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, written notice will be served.

The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

- That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation
- That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting
- That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy

If the pet owner and the MHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the MHA, the MHA may serve notice to remove the pet.

The notice will contain:

- A brief statement of the factual basis for the MHA's determination of the pet rule that has been violated
- The requirement that the resident/pet owner must remove the pet within 30 calendar days of the notice
- A statement that failure to remove the pet may result in termination of tenancy
- The MHA may initiate procedures for termination of tenancy based on a pet rule violation if:
 - The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and
 - The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease

Attachment G

FY 2008 CAPITAL FUND PROGRAM 5 YEAR ACTION PLAN

Capital Fund Program Five Year Action Plan (HUD-50075.2)

Part I: Summary

PHA Name/Number: Malden Housing Authority	Locality: Malden, Massachusetts	<input checked="" type="checkbox"/> Original 5-Year Plan				<input type="checkbox"/> Revision No:	
A. Development Number and Name MA 22-02 Suffolk Manor, MA 22-03 Salem, MA 22-05 Mountain Avenue, MA 22-06 Pleasant Street, MA 22-09 Pearl	Work Statement for Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5		
	FFY 2008	FFY 2009	FFY 2010	FFY 2011	FFY 2012		
B. Physical Improvements Subtotal	Annual Statement	\$433,743	\$433,743	\$433,743	\$433,743		
C. Management Improvements		\$100,000	\$100,000	\$100,000	\$100,000		
D. PHA-Wide Non-dwelling Structures and Equipment							
E. Administration		\$176,248	\$176,248	\$176,248	\$176,248		
F. Other Fees and Costs		\$100,000	\$100,000	\$100,000	\$100,000		
G. Operations		\$352,496	\$352,496	\$352,496	\$352,496		
H. Demolition							
I. Development		\$100,000	\$100,000	\$100,000	\$100,000		
J. Capital Fund Financing – Debt Service		\$500,000	\$500,000	\$500,000	\$500,000		
K. Total CFP Funds							
L. Total Non-CFP Funds							
M. Grand Total		\$1,762,487	\$1,762,487	\$1,762,487	\$1,762,487		

Attachment H

COMMENTS OF RESIDENT ADVISORY BOARD OR BOARDS

Comments made by RAB members at the MHA's Annual PHA Plan RAB meeting held on June 10, 2008 at 12:00 P.M. in the library of the MHA's 630 Salem Street development addressed the status of previously planned and currently ongoing capital projects, in addition to issues relating to daily administration (trash and parking, in particular). There were no comments from the RAB addressing the current Agency Plan.

Attachment I

MISSION AND GOALS STATEMENT OF PROGRESS

The Malden Housing Authority (“MHA”) continues to fulfill its mission by working with community groups and the City of Malden in order to improve the number and availability of safe, sanitary and affordable housing opportunities for eligible families, the elderly and the disabled.

The MHA is participating in a Centralized Waiting List Program administered by Massachusetts NAHRO. The standardized internet based application allows eligible applicants to apply to any of the participating PHA’s and additionally be entered on each member PHA’s waiting list. This greatly increases the availability of affordable housing opportunities for eligible families both in the City of Malden and throughout the Commonwealth of Massachusetts.

The MHA has helped to create a heightened sense of safety and security in its developments by actively participating in community policing programs and crime reporting agreements with the Malden Police Department (“MPD”). As an example of this continuing commitment to make each development safer and more secure, the MHA has been working closely and cooperatively with MPD’s Elderly Affairs Officer, who has made himself visible and available to MHA’s tenants in order to address and mitigate issues and concerns relating to security.

With the assistance of annual capital funding grants from HUD, the MHA continues to implement a needs assessment based physical improvements program that has greatly benefited residents of all MHA administered developments. Additionally, the MHA has continued efforts both to improve management procedures in order to achieve greater customer satisfaction for tenants, and to upgrade technology which allows the MHA to increase operational efficiencies at the same time.

Attachment J

VOLUNTARY CONVERSION REQUIRED INITIAL ASSESSMENT

The Malden Housing Authority hereby certifies, pursuant to 24 CFR 972.200, that it has reviewed the Newland Street Family Housing (ma022-1) development's operations as public housing; considered the implications of converting the public housing to tenant-based assistance; and concluded that conversion of the development would be inappropriate because removal of the development would not meet the necessary conditions required by said regulation.

In making this determination, the Malden Housing Authority took into account relevant factors concerning this development such as modernization needs, operating cost, ability to occupy the same, FMR levels and/or workability of vouchers in the community, amongst others. The MHA has made available for public review a brief narrative description to document its reasoning with respect to this development.

Component 10 (B) Voluntary Conversion Initial Assessments:

a. How many of the PHA's developments are subject to the Required Initial Assessments?

None Required, however, the MHA did consider Newland Street as a possible conversion.

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)?

Five

c. How many Assessments were conducted for the PHA's covered developments?

None

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

None

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

N/A

Attachment K

MHA SECTION 8 PROJECT BASED VOUCHER STATEMENT

In an effort to increase the number and type of affordable housing units available to Section 8 families, as well as to assure the continued availability of such units, the Malden Housing Authority (“MHA”) has implemented a Section 8 project based voucher program consistent with the requirements of 24 CFR 983. The MHA’s Section 8 Program will assist low income families in accessing and renting safe and sanitary privately owned market rate housing. Project basing of units will ensure that more affordable housing choices will be available for longer periods of time to eligible families selected from the relevant waiting list. Due to the difficulty voucher recipients experience leasing eligible privately owned units in a tight rental market, the MHA has determined that the project basing of units is an appropriate option to ensure continued voucher utilization.

HUD regulations allow PHA’s to project base up to 20% of their total tenant based voucher allocation. The MHA intends to project base up to 20% of its total tenant based voucher allocation, or up to a total of 134 of its present 670 total administered vouchers, 19 of which have previously been awarded to the Cross Street Family Housing Project, and may do so in conjunction with the conversion and redevelopment of the MHA’s Linden State Family Development as a mixed-finance Affordable Housing development. Site-based waiting lists will be established for each such project receiving an MHA PBV award consistent with the MHA’s Section 8 Housing Choice Voucher Administrative Plan. The MHA will not site project based assistance in areas where census tract data reflects a poverty rate of less than 20% unless HUD has approved an exception to this requirement, nor exceed the 25% cap for dwelling units to be assisted under a Housing Assistance Payment (“HAP”) contract in any eligible building without a waiver in writing issued by HUD expressly authorizing the MHA to exceed such requirement.

The MHA will attach project based assistance to new construction, existing units where the owner will be required to invest less than \$1,000 in order to bring the property up to HQS standards and substantial rehabilitation of existing units in order to continue to further expand affordable housing opportunities for eligible families.

The MHA will ensure that the proposed location of all project based units in Malden will comply with HUD’s goal of deconcentrating poverty, expanding affordable housing opportunities, and affirmatively further fair housing. The MHA will advertise the availability of project based assistance as required by HUD regulations. All eligible property owners will be required to respond in full to the relevant advertisement and file a completed application for assistance together with all requested documentation. The MHA will screen and evaluate all applications received in order to determine that each proposal to be considered achieves the goals recited above.

AttachmentL

MHA ENERGY AUDIT STATEMENT

In FY 2006, the MHA completed and filed with the HUD Local Field Office in Boston, Massachusetts, its required 5 Year PHA Energy Audit. The MHA's energy consultant, Perrigrine White of LCI Energy, conducted a Grade A Energy Audit of each of the MHA's 6 federal developments, inclusive of all scattered site units. In completing this audit, Mr. White studied and investigated the MHA's energy infrastructure and analyzed MHA water and energy bills and other relevant data in order to establish both frozen and rolling utility baselines that can be certified to HUD, and from which the MHA intends to generate new temporary revenues through the recapture of savings resulting from the implementation of a comprehensive energy conservation program, utility rate negotiations and the acquisition and application of new power generating technologies (Cogeneration) through the procurement of an energy performance contract with a qualified and nationally recognized energy services company ("ESCO").

Most of the projected energy savings will come from the installation of 1.6 gallon (or less) toilets, low flow showerheads and faucets and other water savings devices and practices for all 987 federal public housing units and all community restrooms and kitchens. The MHA intends to replace 2 roofs, convert 557 Pleasant Street from all electric to gas heat, and install a myriad of new technologies, possibly including 60 kw cogeneration units.

Attachment M

PROPOSED SECTION 32 HOMEOWNERSHIP PROGRAM

The Quality Housing and Work Responsibility Act (QHWRA) permits the MHA, through Section 32 of the U.S. Housing Act of 1937, to make public housing dwelling units available for purchase by low-income families as their principal residence. Under Section 32, the MHA may sell all or a portion of a public housing development to eligible public or non-public housing residents. It is the MHA's intent to partner with the City of Malden and the Malden Redevelopment Authority to provide homeownership opportunities under this program. Over the next six months, the MHA will submit a request to the Department of Housing and Urban Development (HUD) to allow the following public housing scattered site housing to be offer for homeownership:

161 Adams	117 Beachview	124 Beachview
163 Adams	118 Beachview	126 Beachview
20 Spring	120 Beachview	14 Mauriello
22 Spring	121 Beachview	16 Mauriello
131 Converse	123 Beachview	

In selling a public housing unit under a homeownership program, the MHA will initially offer the unit to the resident occupying the unit if they meet the eligibility requirements. The current residents of the public housing units have the option of applying to the program in order to purchase their unit, relocating to another comparable unit, or receiving tenant-based voucher assistance. The MHA will provide the occupants of the above scattered sites with notice 90 days prior to the date of the sale of their unit. The occupants will also be offered counseling, relocation expenses, and comparable replacement housing options. The right of first refusal does not extend to residents in nonpublic housing units.

The eligibility requirements for this program are:

- *Eligible purchasers may earn up to, but not exceed 80% of Area Median Family Income (AMI).* Except in the case where the MHA offer of first refusal to a resident occupying the unit, the MHA will certify that the applicants' income is not over 80% of AMI at the time the contract to purchase the property is executed.
- *Affordability standards must be met for the purchaser.* On an average monthly basis, the estimate of the sum of the applicant's payments for mortgage principal and interest, insurance, real estate taxes, utilities, maintenance and other recurring homeownership costs will not exceed the sum of 35% of the applicant's adjusted income and any subsidy that will be available for such payments.
- *Principal residence requirement.* The dwelling unit sold to an eligible family must be used as the principal residence of the family.
- *The MHA must require purchasers to pay a minimum down payment.* Each household purchasing a home must use its own resources to contribute an amount of the down payment that is not less than one percent (1%) of the purchase price of the housing.

- *Other eligibility restrictions.* The MHA may establish additional limitations for households to purchase housing. Such requirements may include employment, no past criminal activity, participation in homeownership counseling programs, or other requirements.

Recapture and Anti-Speculation Restrictions

The MHA will develop a policy that provides for retaining all or a portion of the gain from appreciation generated by the resale of the property to the extent that there are net proceeds if the house is sold within five years after purchase. The MHA will not recapture gains from appreciation if the home is resold over five years from the initial purchase. Gains from appreciation is defined as financial gain solely attributable to the home's appreciation over time and not attributable to below-market financing or government-provided assistance (recapture of that subsidy is discussed in recapture below). The anti-speculation provision must be recorded as a deed restriction or a restrictive covenant. The recapture amount can be one that the MHA considers appropriate.

The MHA's completed Section 32 Homeownership submission to HUD will be available for review and comment during the week of October 1, 2008. All MHA residents will be notified when the submission is completed.

AttachmentN

**OPEN CAPITAL FUND GRANT PERFORMANCE & EVALUATION
REPORTS**

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

PHA Name: Malden Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06PO2250106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: 7/15/08 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	185,000		185,000	185,000
3	1408 Management Improvements	245,468	130,000	130,000	
4	1410 Administration	140,000	175,870	175,870	24,085
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	65,500	168,600	168,600	97,500
8	1440 Site Acquisition	100,000	258,243	258,243	20,247
9	1450 Site Improvement	359,130	209,130	209,130	
10	1460 Dwelling Structures	68,606	246,402	246,402	246,402
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	520,000	385,459	385,459	245,335
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	75,000	0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,758,704	1,758,704	1,758,704	818,569
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages		Grant Type and Number				Federal FY of Grant:	
PHA Name: Malden Housing Authority		Capital Fund Program Grant No.: MA06PO2250106				2006 Plan Revision	
		Replacement Housing Factor Grant No:					
Development	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
AMPs 1-6, inc.	Operations	1406		185,000	185,000	185,000	185,000
AMPs 1-6, inc.	Management Improvements	1408		245,468	130,000	130,000	0
	Staff Training	1408	20	40,000	15,000	15,000	0
	Project-based transition technical assistance	1408	1	85,000	50,000	50,000	0
	Project-Based Hardware/Installation and Training	1408	1	75,000	40,000	40,000	0
	Update PNA/504 Assessment	1408	1	20,000	20,000	20,000	0
	P & P Development for Project-Based Operations	1408	1	25,468	5,000	5,000	0
COCC	Administration	1410		140,000	175,870	175,870	24,085
		1410		140,000	175,870	175,870	24,085
	Audit	1411		0	0	0	0
	CFP Annual Audit and AMCC Audits	1411		0	0	0	0
	Fees and Costs	1430		65,500	168,600	168,600	97,500
	A&E Services	1430		65,500	97,500	97,500	97,500
03 - Salem	Engineering Analysis of Water Penetration	1430		0	24,500	24,500	0
04 - Mountain	Engineering Analysis of Water Penetration	1430		0	16,450	16,450	0
05 - Pleasant	Engineering Analysis of Water Penetration	1430		0	30,150	30,150	0
06 - Pearl	Engineering Analysis of Water Penetration	1430		0	18,700	18,700	0
	Site Acquisition	1440		100,000	258,243	258,243	20,247
Agency wide	Purchase centrally located site for new office/warehouse	1440		100,000	20,247	20,247	20,247
03 - Salem	630 Salem parking lot expansion	1440		0	237,996	237,996	0
	Site Improvement	1450		359,130	209,130	209,130	0
02 - Suffolk	Install site light along center path	1450	8	9,130	9,130	9,130	0
06 - Pearl	Replace asphalt parking-provide for accessible parking	1450	100%	300,000	0	0	0
03 - Salem	Restore entry bridge	1450	100%	50,000	0	0	0
01 - Newland	Water Service lead abatement and trap replacement	1450		0	200,000	200,000	0
	Dwelling Structures	1460		68,606	246,402	246,402	246,402
04 - Mountain	Install GFI in kitchen and baths	1460		11,606	0	0	0
04 - Mountain	Install firedoor at each exit	1460		12,000	0	0	0
01 - Newland	Replace roofs	1460	1	45,000	38,784	38,784	38,784
06 - Pearl	Kitchen Rehab	1460	99	0	207,618	207,618	207,618
	Non-Dwelling Equipment	1475		520,000	385,459	385,459	245,335
01-Newland	Security Hardware	1475		130,000	51,546	51,546	0
03 - Salem	Security Hardware	1475		130,000	123,396	123,396	123,396
04 - Mountain	Security Hardware	1475		130,000	121,939	121,939	121,939
05 - Pleasant	Security Hardware	1475		130,000	140,124	140,124	0
	1502 Contingency		8%	75,000	0	0	0
	TOTAL			\$1,758,704	\$1,758,704	\$1,758,704	\$818,569

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

PHA Name: Malden Housing Authority		Grant Type and Number Capital Fund Program No: MA06PO2250106 Replacement Housing Factor No:				Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
AMPs 1 – 6, inc. - 1406	7/18/2008	7/15/2008	7/15/2008	7/17/2010			
AMPs 1 – 6, inc. – 1408	7/18/2008	7/15/2008	7/15/2008	7/17/2010			
COCC – 1410	7/18/2008	7/15/2008	7/15/2008	7/17/2010			
AMPs 3-6, inc - 1430	7/18/2008	7/15/2008	7/15/2008	7/17/2010			
HA Wide; AMP 3 - 1440	7/18/2008	7/15/2008	7/15/2008	7/17/2010			
AMPs 1, 2, 3, 6 - 1450	7/18/2008	7/15/2008	7/15/2008	7/17/2010			
AMPs 1, 4, 6 - 1460	7/18/2008	7/15/2008	7/15/2008	7/17/2010			
AMPs 1, 3, 4, 5 - 1475	7/18/2008	7/15/2008	7/15/2008	7/17/2010			

Annual Statement/Performance and Evaluation Report 2007

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

PHA Name: Malden Housing Authority	Grant Type and Number	Federal FY of Grant:
	Capital Fund Program Grant No: MA06PO2250107	2007
	Replacement Housing Factor Grant No:	

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending: June 30, 2008

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	360,000	180,022		
3	1408 Management Improvements	360,000	250,000		
4	1410 Administration	180,022	180,022	180,022	180,022
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	148,000	92,890		
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000	104,520		
10	1460 Dwelling Structures	727,072	449,280		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	0	504,360		
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	122	39,122		
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 1,800,216	1,800,216		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$ 499,280	1,098,160		
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Malden Housing Authority		Grant Type and Number Capital Fund - 2007				Federal FY of Grant: 2007 Agency Plan Revision		
		Capital Fund Program Grant No: MA06PO2250107						
		Replacement Housing Factor Grant No:						
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AMP 1 – 6, inc.	Operations	1406	10%	360,000	180,022	180,022	180,022	Completed
AMP 1 – 6, inc.	Management Improvements	1408	16%	360,000	250,000	0		
	Staff Training			60,000	70,000			
	Project-based transition technical assistance			150,000	80,000			
	Technical Assistance - Project-based			150,000	100,000			
COCC	Administration	1410	10%	180,022	180,022	180,022	180,022	COCC Completed
	CFP Administration			180,000	180,022	180,022	180,022	
	Audit	1411						
	CFP Annual Audit and AMCC Audits							
	Fees and Costs	1430	5%	148,000	92,890	12,250	12,250	
05 - Mountain	A&E Services			90,000	0			
03 - Salem	Engineering Analysis of Building Envelopes , etc.			14,000	22,577	12,250	12,250	
05 - Pleasant	Engineering Analysis of Building Envelopes , etc.			14,000	30,313			
04 - Mountain	Engineering Analysis of Building Envelopes , etc.			14,000	30,000			
06 - Pearl	Engineering Analysis of Building Envelopes , etc.			16,000	10,000			
	Site Acquisition	1440						
	Site Improvement	1450	6%	25,000	104,520			
03 - Salem	Vehicle drop off - install ramps with drop-offs curbs a minimum of 2 inches high on all exposed sides of ramp.				5,460			
03 - Salem	Install international symbols of accessibility to designate the reserved parking spaces that are clearly visible at the entrance to the parking area.				5,460			
03 - Salem	The parking area does not have the minimum number of accessible spaces. Required 5, has 0. Respace and repaint parking to include 5 accessible car spaces and 2 van accessible spaces.				6,240			
03 - Salem	Accessible parking spaces located adjacent to the accessible entrances do not have signage that indicates the direction to these entrances.				5,460			
03 - Salem	Signage is not placed in standardized, appropriate locations throughout the building				7,800			

03 - Salem	Exterior signage is not available or not in compliance at non-accessible entrances and along walks that provides directions to the accessible routes and entrances			23,400	23,400			
04 - Mountain	Vehicle drop off - install ramps with drop-offs curbs a minimum of 2 inches high on all exposed sides of ramp.				4,680			
04 - Mountain	Install international symbols of accessibility to designate the reserved parking spaces that are clearly visible at the entrance to the parking area.			1,600	1,560			
04 - Mountain	The parking area does not have the minimum number of accessible spaces. Required 5, has 2. Respace and repaint parking to include 3 additional accessible spaces.				6,240			
04 - Mountain	Accessible parking spaces located adjacent to the accessible entrances do not have signage that indicates the direction to these entrances.				3,900			
04 - Mountain	Exterior signage is not available or not in compliance at non-accessible entrances and along walks that provides directions to the accessible routes and entrances				7,800			
04 - Mountain	Signage is not placed in standardized, appropriate locations throughout the building				7,800			
05 - Pleasant	Vehicle drop off - install ramps with drop-offs curbs a minimum of 2 inches high on all exposed sides of ramp.				6,240			
05 - Pleasant	Install international symbols of accessibility to designate the reserved parking spaces that are clearly visible at the entrance to the parking area.				6,240			
05 - Pleasant	The parking area does not have the minimum number of accessible spaces? Required 5, has 0. Respace and repaint parking to include 3 additional accessible spaces.				6,240			
	Dwelling Structures	1460	6%	727,072	449,280			
01 - Newland	Window Replacement			277,792	0			
04 - Mountain	Make dwelling units accessible			218,400	218,400			
05 - Pleasant	Make dwelling units accessible			230,880	230,880			
	Non-Dwelling Structures	1470	28%		504,360			
03 - Salem	Restore Footbridge				125,000			
03 - Salem	Provide features in laundry rooms, such as wash sinks, tables. One of each type must be accessible and comply with applicable ansi specifications.				3,900			
04 - Mountain	Provide features in laundry rooms, such as wash sinks, tables. One of each type must be accessible and comply with applicable ansi specifications.				3,900			
04 - Mountain	Reinforced grab bars in public bathrooms.				1,560			
06 - Pearl	Pave and Re-line Parking				370,000			
	Non-Dwelling Equipment	1475						
	Contingency	1502	2%	122	39,122			
	TOTAL			1,800,216	1,800,216	372,294	372,294	

Part III: Implementation Schedule

PHA Name: Malden Housing Authority		Grant Type and Number					Federal FY of Grant: 2007
		Capital Fund Program No: MA06PO2250107					
		Replacement Housing Factor No:					
Development Number	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates
Name/HA-Wide Activities	(Quarter Ending Date)			(Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
05 - Mountain	12-Sep-09			12-Sep-11			
06 - Pleasant	12-Sep-09			12-Sep-11			
03 - Salem	12-Sep-09			12-Sep-11			
02 - Suffolk	12-Sep-09			12-Sep-11			
09 - Pearl	12-Sep-09			12-Sep-11			
01 - Newland	12-Sep-09			12-Sep-11			

CAPITAL FUND FINANCING PROGRAM

The MHA is preparing the CFFP Proposal to be consistent with the schedules which immediately follow. MHA is currently assessing its CFFP Administration capability. This Plan will be revised once the capability assessment is complete.

Planned Capital Fund Finance Program			Source	CFFP	Useful Life	Current Age
Mountain 05	1450	Paving, Re-striping and Accessibility Compliance of Parking Areas. The parking area does not have the minimum number of accessible spaces. Required five, has two. Respace and repaint parking to include three additional accessible spaces. Install international symbols of accessibility to designate the reserved parking spaces that are clearly visible at the entrance to the parking area.	504	\$ 256,795.36	30	New
Mountain 05	1460	Make dwelling units accessible	504	\$ 273,000.00	40	New
Mountain 05	1460	Provide for sight/hearing impaired units	504	\$ 8,775.00	10	New
Mountain 05	1460	Repair building envelop to alleviate water penetration (include caulk & seal windows).	PNA	\$ 500,000.00	40	36
Pearl 09	1450	Paving, Re-striping and Accessibility Compliance of Parking Areas. The parking area does not have the minimum number of accessible spaces. Required five, has zero. Space and paint parking to include five additional accessible spaces.	504	\$ 486,475.00	30	25
Pearl 10	1460	Replace fire doors		\$ 300,000.00	20	25
Pearl 09	1460	504 Bathroom Renovation Project (8 units)	Steve	\$ 120,000.00	40	New
Pearl 09	1460	Repair building envelop to alleviate water penetration (include caulk & seal windows).	Steve	\$ 500,000.00	40	
Pleasant 06	1450	Paving, Re-striping and Accessibility Compliance of Parking Areas. The parking area does not have the minimum number of accessible spaces. Required five, has zero. Respace and repaint parking to include five additional accessible spaces.	504	\$ 250,000.00	30	34
Pleasant 06	1450	Repair building envelop to alleviate water penetration (include caulk & seal windows).	PNA	\$ 500,000.00	40	
Pleasant 07	1461	Replace fire doors		\$ 30,000.00	20	34
Pleasant 06	1460	Increase width doors to 34"	504	\$ 80,000.00	40	New
Pleasant 06	1460	Install emergency power system	PNA	\$ 33,976.80	10	34
Pleasant 06	1460	Install wood blocking for grab bars in dwelling units	504	\$ 43,830.07	40	34
Pleasant 06	1460	Make dwelling units accessible	504	\$ 312,000.00	40	34
Pleasant 06	1460	Paint walls, doors, ceilings	PNA	\$ 400,000.00	5	34
Pleasant 06	1460	Provide for sight/hearing impaired units	504	\$ 8,775.00	10	34
Pleasant 06	1460	Replace bathroom door & frame	PNA	\$ 80,355.13	40	34
Pleasant 06	1460	Replace bathroom door hardware	504	\$ 43,830.07	5	34
Pleasant 06	1460	Replace bedroom door & frame	PNA	\$ 80,355.13	5	34
Pleasant 06	1460	Replace bedroom door hardware	504	\$ 43,830.07	5	34
Pleasant 06	1460	Replace kitchen base cabinets	504	\$ 48,926.59	20	34
Pleasant 06	1460	Replace kitchen counter top	504	\$ 9,785.32	20	34
Pleasant 06	1460	Replace kitchen wall cabinets	504	\$ 48,926.59	20	34
Pleasant 06	1460	Install wet sprinkler system	PNA	\$ 394,787.15	30	34
Pleasant 06	1465	Elevator relocate braille floor designation to 45' max reach	504	\$ 6,000.00	20	34
Salem 03	1450	Paving, Re-striping and Accessibility Compliance of Parking Areas. The parking area does not have the minimum number of accessible spaces. Required five, has zero. Respace and repaint parking to include five accessible car spaces and two van accessible spaces.	504	\$ 507,880.00	30	35
Salem 03	1450	Remove/replace galvanized handrails throughout site	PNA	\$ 60,193.04	15	35

Salem 03	1450	Replace 630 Salem Street Footbridge	PNA	\$ 150,000.00	20	35
Salem 03	1460	Provide for sight/hearing impaired units	504	\$ 14,625.00	10	35
Salem 03	1460	Install wood blocking at grab bars	PNA	\$ 55,042.42	40	New
Salem 03	1460	Install audio visual alarms	PNA	\$ 42,900.00	25	New
Salem 03	1460	Repair building envelop to alleviate water penetration (include caulk & seal windows). Repair balconies.	PNA	\$ 750,000.00	40	
Suffolk 02	1450	Paving, Re-striping and Accessibility Compliance of Parking Areas. The parking area does not have the minimum number of accessible spaces. Required five, has zero. Respace and repaint parking to include five accessible car spaces and two van accessible spaces. Install signage.	504	\$ 312,805.00	30	44
Suffolk 02	1450	Vehicle drop off - install ramps with drop-offs curbs a minimum of two inches high on all exposed sides of ramp.	504	\$ 10,530.00	20	44
Suffolk 02	1460	Install wood blocking at grab bars dus	PNA	\$ 55,042.42	40	44
Suffolk 02	1460	Provide for sight/hearing impaired units	504	\$ 9,750.00	10	New
Suffolk 02	1460	Replace all door hardware (entry and interior) with lever handles.	504	\$ 70,200.00	5	44
Suffolk 02	1470	Install accessible mailboxes	504	\$ 48,750.00	25	44
Suffolk 02	1470	Install audio visual alarms	504	\$ 35,100.00	25	44
				\$ 6,983,241.16		
				Pre-finance costs	\$ 470,000.00	
				CFFP amount to be financed	\$ 7,453,241.16	

Attachment P

Violence Against Women Act of 2005 (VAWA) Statement

The Violence Against Women Act (VAWA) of 2005, requires the MHA to describe any goals, objectives, policies or programs that will enable the MHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault or stalking. (Sec. 603).

The MHA supports the goals of the VAWA and will comply with its requirements.

The MHA will continue to administer its housing programs in ways that support and protect residents (including Section 8 Housing Choice Voucher program participants) and applicants who may be victims of domestic violence, dating violence, sexual assault or stalking.

The MHA will not take any adverse action against a resident/participant or applicant solely on the basis of her or his being a victim of such criminal activity, including threats of such activity. "Adverse action" in this context includes denial or termination of housing assistance.

The MHA will not subject a victim of domestic violence, dating violence, sexual assault or stalking to a more demanding standard for lease compliance than other residents.

The MHA has implemented policies and procedures to meet the requirements of the VAWA.

Attachment Q

Property Management Fee Phase-in

In accordance with PIH Notice 2007-9, issued April 10, 2007, the Malden Housing Authority (MHA) elects to phase-in its management fees through 2011. Currently, the overhead charged to the public housing program is \$80.00 PUM, based on most recent financial statements (FYE 2008). The currently allowable management fees for the MHA are as follows:

HUD Safe Harbor Management Fees -- \$59.38 PUM

Bookkeeping Fee -- \$7.50 PUM

Asset Management Fee -- \$10.00 PUM

Total -- \$76.88 PUM

The difference between the current overhead costs, \$80.00 PUM, and the allowable fee schedules, is \$3.12 PUM. The MHA proposes the following phase-in schedule:

PHASE-IN (Jun, 2008)			
These fees are retroactive to January 1, 2008.			
HUD will consider as reasonable any phase-in schedule of management fees that meets the following:			
1	20% progress towards meeting the fee schedules in Year 2,		
2	40% progress in meeting the fee schedules in Year 3, and		
3	Full compliance by Year 4.		
Schedule of Phased-in Management Fees for NBHA			
2008 (Initial Year)	2009 (Year 2)	2010 (Year 3)	2011 (Year 4)
\$80.00	\$79.38	\$78.38	\$76.88

Although the above phase-in schedule is being submitted to HUD with the MHA's Annual Plan and is considered by HUD to be a reasonable safe harbor, the MHA intends to request an increase in fees that will exceed the safe harbor amounts. This request will be made as soon as HUD defines the "appropriate supporting documentation" is required to approve an increase in fees.

Attachment R

PHA Management Organizational Chart

The following positions are shared between AMPs

	COCC	CM	AMP 1	AMP 2	AMP 3	AMP 4	AMP 5	AMP 6	Sec 8	400-1	689-1	689-2	MRVP
			Newland	Suffolk	Salem	Mountain	Pleasant	Pearl					
ADMINISTRATION													
Executive Director	X									X	X	X	X
Assistant Exec. Director	X												X
Asset Manager	X									X	X	X	X
Executive Secretary	X									X	X	X	X
Director of Finance	X									X	X	X	X
Senior Accounting Clerk	X									X	X	X	X
Junior Accounting Clerk	X									X	X	X	X
Dep. Dir./Property Manager			X	X		X	X						
Human Resource Director	X									X			
Senior Asst PH Manager				X	X								
Dep. Dir./Property Manager					X			X		X	X	X	
PH Specialist								X					
Occ. Dir./System Adm.	X		X	X	X	X	X	X	X	X			X
PH Specialist										X			
Asst PH Manager			X	X									
PH Specialist							X						
PH Specialist				X									
Asst PH Manager						X	X						
Junior Occupancy Clerk	X		X	X	X	X	X	X	X	X			X
Sect. 8 Manager									X				
Section 8 Generalist									X				X
Section 8 Generalist									X				
Section 8 Generalist									X				
Section 8 Receptionist									X				
Section 8 HQS Inspector									X	X			
AMP Clerical Asst.			X	X	X	X	X	X		X			
Jr. PH Specialist								X					
Jr. PH Specialist				X									
Jr. PH Specialist							X						
Jr. PH Specialist									x	X			
Legal Counsel	X									X			
Deputy Director Program Administration	X									X			
Resident Service Coordinator	X		X	X	X	X	X	X		X			
Facilities Manager	X									X	X	X	
Modernization Director	X												

	COCC	CM	AMP 1	AMP 2	AMP 3	AMP 4	AMP 5	AMP 6	Sec 8	400-1	689-1	689-2	MRVP
			Newland	Suffolk	Salem	Mountain	Pleasant	Pearl					
MAINTENANCE													
Maint Engineer HVAC		X								X	X		
Plumber		X								X	X		
Electrician		X								X	X		
Mechanic			X										
Foreman			X										
Foreman				X									
Foreman						X							
Foreman							X						
Foreman								X					
Foreman										X	X	X	
Carpenter/Mechanic			X										
Mechanic										X			
Mechanic										X			
Mechanic					X								
Foreman					X								
Laborer										X			
Laborer			X										
Laborer			X										
Laborer			X										
Laborer			X										
Laborer				X									
Laborer										X			
Laborer								X					
Laborer			X										
Laborer							X						
Laborer										X			
Laborer										X			
Laborer					X								
Laborer					X								
PT Laborer										X			
Junior Maintenance Tech.				X									
Junior Maintenance Tech.							X						
Junior Maintenance Tech.								X					
Junior Maintenance Tech.										X			

Attachment S

504 Transition Plan

Please note that it is planned to use the Capital Fund Finance Program to provide the necessary funding for the following 504 work to provide full accessibility for the Malden Housing Authority properties. The work is anticipated to be started in mid 2009 and completed by mid 2010.

MALDEN HOUSING AUTHORITY ACCESSIBILITY (504) CAPITAL NEEDS

			Cost Estimate
Mountain 05	1450	Accessible parking spaces located adjacent to the accessible entrances do not have signage that indicate the direction to these entrances.	\$ 2,548.26
Mountain 05	1450	Exterior signage is not available or not in compliance at non-accessible entrances and along walks that provide directions to the accessible routes and entrances. Install signs.	\$ 5,850.00
Mountain 05	1450	Paving, Re-stripping and Accessibility Compliance of Parking Areas. The parking area does not have the minimum number of accessible spaces. Required five, has two. Respace and repaint parking to include three additional accessible spaces. Install international symbols of accessibility to designate the reserved parking spaces that are clearly visible at the entrance to the parking area.	\$ 256,795.36
Mountain 05	1450	Vehicle drop off - install ramps with drop-offs curbs a minimum of two inches high on all exposed sides of ramp.	\$ 6,000.00
Mountain 05	1460	Make dwelling units accessible	\$ 273,000.00
Mountain 05	1460	Provide for sight/hearing impaired units	\$ 8,775.00
Mountain 05	1460	Signage is not placed in standardized, appropriate locations throughout the building. Install signs.	\$ 5,850.00
Mountain 05	1470	Provide features in laundry rooms, such as wash sinks and tables. One of each type must be accessible and comply with applicable ANSI specifications.	\$ 5,600.00
Mountain 05	1470	Reinforced grab bars in public bathrooms.	\$ 6,170.00
NEWLAND			
Newland 01	1450	Repair Pedestrian Walkway and Fence	
Newland 01	1450	Accessible parking spaces located adjacent to the accessible entrances do not have signage that indicate the direction to these entrances.	\$ 2,925.00
Newland 01	1450	Exterior signage is not available or not in compliance at non-accessible entrances and along walks that provide directions to the accessible routes and entrances.	\$ 5,850.00
Newland 01	1450	Make playgrounds accessible	\$ 48,750.00
Newland 01	1450	Paving, Re-stripping and Accessibility Compliance of Parking Areas. The parking area does not have the minimum number of accessible spaces. Required five, has zero. Respace and repaint parking to include three additional accessible spaces. Install international symbols of accessibility to designate the reserved parking spaces that are clearly visible at the entrance to the parking area.	\$ 377,800.00
Newland 01	1450	Vehicle drop off - install ramps with drop-offs curbs a minimum of two inches high on all exposed sides of ramp.	\$ 3,510.00
Newland 01	1460	Make dwelling units accessible	\$ 507,000.00
Newland 01	1460	Provide for sight/hearing impaired units	\$ 14,625.00
Newland 01	1460	Signage is not placed in standardized, appropriate locations throughout the building. Install signs.	\$ 5,850.00
Newland 01	1470	Provide features in laundry rooms, such as wash sinks and tables. One of each type must be accessible and comply with applicable ANSI specifications.	\$ 2,925.00
Newland 01	1470	Reinforced grab bars in public bathrooms.	\$ 6,170.00
PEARL			
Pearl 09	1450	Accessible parking spaces located adjacent to the accessible entrances do not have signage that indicates the direction to these entrances.	\$ 2,925.00
Pearl 09	1450	Install international symbols of accessibility to designate the reserved parking spaces that are clearly visible at the entrance to the parking area.	\$ 1,170.00
Pearl 09	1450	Paving, Re-stripping and Accessibility Compliance of Parking Areas. The parking area does not have the minimum number of accessible spaces. Required five, has zero. Space and paint parking to include five additional accessible spaces.	\$ 486,475.00
Pearl 10	1460	Replace fire doors	\$ 400,000.00
Pearl 09	1450	Vehicle drop off - install ramps with drop-offs curbs a minimum of two inches high on all exposed sides of ramp.	\$ 3,510.00
Pearl 09	1460	504 Bathroom Renovation Project (8 units)	\$ 120,000.00
Pearl 09	1460	Exterior signage is not available or not in compliance at non-accessible entrances and along walks that provide directions to the accessible routes and entrances.	\$ 5,850.00
Pearl 09	1460	Provide for sight/hearing impaired units	\$ 5,850.00
Pearl 09	1460	Signage is not placed in standardized, appropriate locations throughout the building. Install signs.	\$ 5,850.00
Pearl 09	1460	Wrap all exposed plumbing pipes	\$ 3,624.00
Pearl 09	1470	Provide features in laundry rooms, such as wash sinks and tables. One of each type must be accessible and comply with applicable ANSI specifications.	\$ 2,925.00

Pleasant 06	1450	Accessible parking spaces located adjacent to the accessible entrances do not have signage that indicates the direction to these entrances.	\$ 4,680.00
Pleasant 06	1450	Exterior signage is not available or not in compliance at non-accessible entrances and along walks that provide directions to the accessible routes and entrances.	\$ 5,850.00
Pleasant 06	1450	Install international symbols of accessibility to designate the reserved parking spaces that are clearly visible at the entrance to the parking area.	\$ 4,680.00
Pleasant 06	1450	Paving, Re-stripping and Accessibility Compliance of Parking Areas. The parking area does not have the minimum number of accessible spaces. Required five, has zero. Respace and repaint parking to include five additional accessible spaces.	\$ 300,000.00
Pleasant 06	1450	Signage is not placed in standardized, appropriate locations throughout the building. Install signs.	\$ 5,850.00
Pleasant 06	1450	Vehicle drop off - install ramps with drop-offs curbs a minimum of two inches high on all exposed sides of ramp.	\$ 4,680.00
Pleasant 06	1460	Duct wrap (1-1/2") hw Tank	\$ 1,672.74
Pleasant 07	1461	Replace fire doors	\$ 30,000.00
Pleasant 06	1460	Increase width doors to 34"	\$ 80,000.00
Pleasant 06	1460	Install emergency power system	\$ 33,976.80
Pleasant 06	1460	Install wood blocking for grab bars in dwelling units	\$ 43,830.07
Pleasant 06	1460	Make dwelling units accessible	\$ 312,000.00
Pleasant 06	1460	Paint walls, doors, ceilings	\$ 400,000.00
Pleasant 06	1460	Provide for sight/hearing impaired units	\$ 8,775.00
Pleasant 06	1460	Replace bathroom door & frame	\$ 80,355.13
Pleasant 06	1460	Replace bathroom door hardware	\$ 43,830.07
Pleasant 06	1460	Replace bedroom door & frame	\$ 80,355.13
Pleasant 06	1460	Replace bedroom door hardware	\$ 43,830.07
Pleasant 06	1460	Replace front entry door hardware	\$ 5,945.94
Pleasant 06	1460	Replace kitchen base cabinets	\$ 48,926.59
Pleasant 06	1460	Replace kitchen counter top	\$ 9,785.32
Pleasant 06	1460	Replace kitchen wall cabinets	\$ 48,926.59
Pleasant 06	1460	Wrap all exposed plumbing pipes	\$ 6,624.00
Pleasant 06	1465	Elevator relocate braille floor designation to 45' max reach	\$ 3,000.00
Pleasant 06	1465	Install no-skid flooring in elevators	\$ 9,750.00
Pleasant 06	1470	Build ramp to TV room	\$ 10,247.10
Pleasant 06	1470	Provide features in laundry rooms, such as wash sinks and tables. One of each type must be accessible and comply with applicable ANSI specifications.	\$ 7,925.00
Pleasant 06	1470	Reinforced grab bars in public bathrooms.	\$ 6,170.00
Salem 03	1440	630 Salem parking lot expansion property purchase	\$ 150,000.00
Salem 03	1450	Vehicle drop off - install ramps with drop-offs curbs a minimum of two inches high on all exposed sides of ramp.	\$ 4,095.00
Salem 03	1450	Install international symbols of accessibility to designate the reserved parking spaces that are clearly visible at the entrance to the parking area.	\$ 4,095.00
Salem 03	1450	Paving, Re-stripping and Accessibility Compliance of Parking Areas. The parking area does not have the minimum number of accessible spaces. Required five, has zero. Respace and repaint parking to include five accessible car spaces and two van accessible spaces.	\$ 507,880.00
Salem 03	1450	Accessible parking spaces located adjacent to the accessible entrances do not have signage that indicate the direction to these entrances.	\$ 4,095.00
Salem 03	1450	Exterior signage is not available or not in compliance at non-accessible entrances and along walks that provide directions to the accessible routes and entrances.	\$ 17,550.00
Salem 03	1450	Remove/replace galvanized handrails throughout site	\$ 60,193.04
Salem 03	1450	Replace 630 Salem Street Footbridge	\$ 150,000.00
Salem 03	1460	Signage is not placed in standardized, appropriate locations throughout the building. Install signs.	\$ 5,096.52
Salem 03	1460	Provide for sight/hearing impaired units	\$ 14,625.00
Salem 03	1460	Install wood blocking at grab bars	\$ 55,042.42
Salem 03	1460	Install emergency exit signs	\$ 37,374.48
Salem 03	1460	Install audio visual alarms	\$ 42,900.00
Salem 03	1470	Provide features in laundry rooms, such as wash sinks and tables. One of each type must be accessible and comply with applicable ANSI specifications.	\$ 2,925.00

Salem 03	1470	Reinforced grab bars in public bathrooms.	\$ 6,170.00
Suffolk 02	1450	Exterior signage is not available or not in compliance at non-accessible entrances and along walks that provide directions to the accessible routes and entrances.	\$ 10,530.00
Suffolk 02	1450	Install international symbols of accessibility to designate the reserved parking spaces that are clearly visible at the entrance to the parking area.	\$ 10,530.00
Suffolk 02	1450	Install site light along center path	\$ 60,000.00
Suffolk 02	1450	Paving, Re-striping and Accessibility Compliance of Parking Areas. The parking area does not have the minimum number of accessible spaces. Required five, has zero. Respace and repaint parking to include five accessible car spaces and two van accessible spaces. Install signage.	\$ 312,805.00
Suffolk 02	1450	Vehicle drop off - install ramps with drop-offs curbs a minimum of two inches high on all exposed sides of ramp.	\$ 10,530.00
Suffolk 02	1460	Install wood blocking at grab bars dus	\$ 55,042.42
Suffolk 02	1460	Provide for sight/hearing impaired units	\$ 9,750.00
Suffolk 02	1460	Replace all door hardware (entry and interior) with lever handles.	\$ 70,200.00
Suffolk 02	1460	Signage is not placed in standardized, appropriate locations throughout the building (s). Install signs and include emergency exit signs.	\$ 65,000.00
Suffolk 02	1470	Install accessible mailboxes	\$ 48,750.00
Suffolk 02	1470	Install audio visual alarms	\$ 35,100.00
Suffolk 02	1470	Make all public space accessible	\$ 200,000.00
Suffolk 02	1470	Provide features in laundry rooms, such as wash sinks and tables. One of each type must be accessible and comply with applicable ANSI specifications.	\$ 6,925.00
Suffolk 02	1470	Reinforced grab bars in public bathrooms.	\$ 6,170.00
Total			\$ 6,189,212.06

Attachment T

Homeownership Capacity Statement

CAVEAT: The MHA is also currently assessing the economic and administrative viability of creating and administering a Voucher Homeownership program to be operated in conjunction with the City of Malden and the Malden Redevelopment Authority (“MRA”). Impediments to the establishment of such a program appear to be local area housing market value and reductions in Community Development Block Grant funding awarded to and administered by the MRA, significantly reducing that agency’s ability to contribute requisite down-payment assistance funding. The MHA anticipates making a determination as to the viability of undertaking a Voucher Homeownership program during the FY 2008 Annual Plan year.

The intent of the Plan is to develop specific local homeownership policies within program regulations designed to allow HCV program participants to become homeowners, while including adequate safeguards to protect program integrity, the Malden Housing Authority and program participants.

Prior to providing details of the Administrative Plan, the MHA feels it is important to note that it is committed to operating an on going Homeownership Program. The Program will be operated pursuant to federal, Commonwealth of Massachusetts, and City of Malden regulations and shall be open to qualified households. The Administrative Plan has been developed in compliance with all known HUD regulations and with knowledge gained from past experience derived from other PHA’s existing Homeownership Programs.

1. HUD REQUIREMENTS

Program participants will be selected from the current base of HCV participants. Additionally, in addition to recognizing all other preferences adopted by the MHA Board of Commissioners, if the agency operates a Family Self-Sufficiency Program (FSS), a preference for current participants of any FSS Program will be granted. All participants must meet the following minimum requirements as mandated by HUD.

- Must be a first time homeowner as defined by HUD. Specifically, applicants cannot have owned a home within the past three years.
- Both the family and the adult members who will own the home must be able to document a minimum annual income (excluding welfare) of \$10,300.
- One or more adult family members must be able to document that he or she has been continually employed (at least 30 hours per week) during the prior year. An interruption of 4 weeks or less is not considered a break in continuity. Considerations will be given for longer breaks in employment if the adult family members were working an average of 20 hours per week and attending school or job training for 10 hours a week or more. Exemptions shall be granted to elderly and disabled participants.

- Must complete a HUD certified homeownership counseling program authorized or provided by the Malden Housing Authority.
- Must not have defaulted previously on HCV Homeownership Assistance.
- Program participant(s) must determine and document whether or not the unit is located in an airport runway clear zone or an airfield clear zone.
- Program participants must determine and document whether or not the unit is located in a flood hazard area. Units in flood hazard areas must retain flood insurance.

2. MHA BRIEFING AND HOMEOWNERSHIP COUNSELING

While the Malden Housing Authority realizes that not all HCV tenants are ready, willing and able to purchase a home, once the program is officially adopted by the MHA Board of Commissioners, the MHA plans to notify all current HCV program participants in writing of the newly enacted Homeownership Option and provide a brief description of the program and the possible benefits thereof.

If a tenant responds to the initial letter, the tenant will be mailed an application for entry into the Homeownership Option Program. Once the application has been completed and returned, the Malden Housing Authority will order and pay for a credit report in the name(s) of the applicant(s), perform an employment verification for all applicant(s) and determine the applicant's ability to qualify for financing and the amount of said financing. At this point, an individual briefing session will be scheduled.

At the briefing session, the applicant(s) and at least one Malden Housing Authority staff person currently involved with the Authority's Homeownership Program will be in attendance. The Malden Housing Authority will provide the program participant(s) with information regarding geographic choice, portability and benefits of purchasing in low poverty areas. Additionally the participant's application, including their verified employment history and their current credit report, will be discussed and a determination of participant readiness to purchase will be made.

In creating an active Homeownership Program, Malden Housing Authority staff will work closely with officials of the City of Malden, the Malden Redevelopment Authority and local banks who are familiar with qualifying ratios and bank formulas used for evaluating home loan applications. Using income information supplied and verified by the applicant(s) employer and credit information taken from the applicant(s) credit report, Malden Housing Authority staff will determine if the applicant(s) income, credit history and current monthly installment debt are such that said applicant(s) is likely to qualify for a home loan and, if so, the approximate amount of the loan.

Assuming the applicant(s) is likely to qualify for a home loan in an amount sufficient to purchase a suitable home, the Malden Housing Authority will proceed to enroll the applicant in any HUD certified and approved homebuyer counseling program.

Homebuyer counseling will include the following elements:

1. Home maintenance

2. Budgeting and money management
3. Credit Counseling
4. Negotiate purchase price
5. Financing
6. Home search
7. Advantages of purchasing in areas that do not have high concentrations of low income families
8. Information regarding fair housing
9. Information relative to settlement procedures, truth in lending laws and loan terms

The Malden Housing Authority will strongly consider local circumstances and the needs of individual families when providing briefing and counseling. The Malden Housing Authority plans to require that program participants enroll in and complete post purchase counseling for a period of one year. The one-year local requirement may be extended at the discretion of the Malden Housing Authority.

3. SEARCH TIME / OPTIONS FOR HOUSEHOLDS UNABLE TO BUY

The Malden Housing Authority has chosen not to establish a minimum/maximum search time for program participants to select and purchase a home. Also, the Malden Housing Authority will not require program participants to provide periodic reports regarding the home search process.

4. UNIT ELIGIBILITY / INSPECTION REQUIREMENTS

In terms of unit eligibility, the Malden Housing Authority is required to enforce specific unit eligibility standards. One such standard is the type of unit a program participant may purchase. Under program guidelines, participants are restricted to purchasing existing or new single-family homes, condominiums and cooperatives units. The purchase of multi unit structures, including two family dwellings, is prohibited.

In terms of unit inspections, the Homeownership Option requires two pre-purchase inspections. One will be performed by a qualified Malden Housing Authority employee, while the second inspection is to be performed by a privately employed qualified professional Home Inspector. There will be no fee associated with the Malden Housing Authority inspection. However, the program participant must pay for the cost of the inspection done by a professional Home Inspector. The Malden Housing Authority will review the inspection performed by the professional Home Inspector and determine if the dwelling is suitable for purchase and eligible for sale to a program participant. The Malden Housing Authority may disapprove a unit based on information provided in the Inspection Reports.

The Malden Housing Authority plans to utilize the same procedure for unit inspection as it now uses for HCV rental units. Currently, the Malden Housing Authority has qualified staff persons designated to perform unit inspections prior to occupancy. The inspection conducted by the Authority will be used to determine compliance with Housing Quality Standards.

When a HCV unit is ready for inspection, the Malden Housing Authority inspector will gain access to the unit by coordinating with the property owner. The Malden Housing

Authority inspector then conducts a thorough room-by-room inspection of the premises, including the basement and any and all mechanical systems, all common areas and the exterior. The inspection results are written on the Malden Housing Authority standard unit inspection form and maintained on file. The unit must meet the inspection criteria of Housing Quality Standards in order to qualify for the Homeownership Program.

If the unit fails the inspection, the owner of the property will be required to make needed repairs in order to bring the unit into compliance with Housing Quality Standards.

As part of its homebuyer program, the Malden Housing Authority will require a home inspection by a qualified home inspector. In an effort to provide potential HCV buyers with a choice of qualified home inspectors, the Malden Housing Authority will develop a list of local qualified home inspectors. Each applicant will be given a copy of the list and the potential homebuyer(s) may select whomever they want. It should also be mentioned that prior to placing a home inspector's name on the list, the Malden Housing Authority will require said home inspector to provide their qualifications to the Malden Housing Authority.

If the applicant wishes to utilize a home inspector who is not on the list the Malden Housing Authority will permit the applicant to do so. However, the Malden Housing Authority will require that the selected home inspector provide the Malden Housing Authority and the applicant with qualifications that are acceptable to the Malden Housing Authority.

5. CONTRACT OF SALE / BUYER PROTECTION

In terms of the contract for sale, the Malden Housing Authority will utilize a revised Greater Boston Realtor's Purchase and Sales Agreement for its ongoing homebuyer program.

The contract for sale will contain an additional list of provisions including the following:

- The price and other terms of sale.
- The purchaser will arrange for a pre-purchase inspection to be performed by an independent inspector selected and paid for by the purchaser.
- The purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser and the Malden Housing Authority.
- The purchaser is not obligated to pay for any repairs.
- The seller certifies that he or she has not been debarred, suspended, or subject to a limited denial of participation under part 24 of this title.

6. FINANCING

The Malden Housing Authority plans to develop financing programs appropriate to the program.

The financing package is as follows:

First mortgage --- Balance of purchase price after items 2,3,4 and 5

Second mortgage --- As determined by the HAP payment purchase price

Third mortgage --- (only if public subsidy is involved)

Subordinate mortgage --- As may be appropriate

Buyer cash --- Minimum 3% of purchase price

The Malden Housing Authority plans to utilize a "Soft Second" Mortgage financing program funded through funds administered by the Malden Redevelopment Authority. Basically, the "Soft Second" Program will offer borrowers a reduced percent rate of interest over a 15-year period, without charging points and will use the HAP payment to service the debt. HCV Homeownership Program participants will apply for both first and second mortgages as desired. If there is another public subsidy involved, a third mortgage will be required. The MHA may arrange for or provide subordinate mortgage financing to secure its down payment assistance and closing costs loans.

The aforementioned financing package has several positive aspects, which work to the advantage of the purchaser including the following:

1. Minimum buyer cash down (3%)
2. Second mortgage requires no payments from the HCV participant
3. Purchaser not required to pay private mortgage insurance

The program participant will be required to have adequate funds (buyer cash) to meet the 3% down payment amount. Through its Downpayment Assistance Program, the MHA will provide financing for all or a portion of the closing costs. Assessments of costs involved will be completed on a case-by-case basis.

In addition to the financing package previously described, the Malden Housing Authority plans to implement the following requirements as per HUD regulations:

1. Prohibit balloon payments
2. The Malden Housing Authority reserves the right to approve or reject financing terms and conditions
3. Allow seller financing on a case by case basis
4. Purchasers may not exceed qualifying ratios and must meet all other financing requirements established by the first mortgage lender.

7. AMOUNT OF ASSISTANCE

The amount of the Homeownership Assistance Payment shall be a sum equal to the lower of:

1. The payment standard minus the total tenant payment
2. The family's monthly homeownership expenses minus the total tenant payment

The payment standard for a family is the lower of:

1. The payment standard for the family unit size
2. The payment standard for the size of the home

The Malden Housing Authority will use the same payment schedule, payment standard amounts and subsidy standards for the Homeownership Option as for the Rental Voucher Program. The Malden Housing Authority will conduct an annual reexamination of program participants in order to update income, family size and other relevant data and adjust the payment standard accordingly.

The Malden Housing Authority will adopt for each participant an estimate of homeownership expenses in accordance with HUD requirements:

1. Principal and interest on initial mortgage(s) debt including refinancing if any
2. Real estate taxes
3. Sewer and water fees
4. Trash pick up and disposal fees
5. Homeowners insurance costs
6. Allowance for maintenance expenses
7. Allowance for costs of major repairs and replacements
8. Utility allowance
9. Principal and interest on debt incurred to finance major repairs or handicap accessible modifications.

If the home is a cooperative or condominium unit, homeownership expenses will include maintenance fees assessed by the condominium or cooperative homeowner association. Additionally, if a Housing Trust is established to provide second mortgages for homebuyers, the Malden Housing Authority will make its HAP payment directly to the second mortgage lender. If the HAP exceeds the amount due the second mortgage lender, the Malden Housing Authority will pay the difference directly to the homeowner. If the HAP is less than the second mortgage payment, the homeowner will pay the difference to the second mortgage lender from their own funds. If the Housing Trust is not established or designated by the MHA, the preferred payment approach will be to make the HAP directly to the first mortgage lender on behalf of the homeowner.

The term of homeowner assistance (HAP) shall be fifteen (15) years if the term of the first mortgage is twenty (20) years or longer, except in the case of elderly and disabled program participants where the maximum term of fifteen (15) years does not apply. In all other cases, the term shall be ten (10) years.

8. POST PURCHASE REQUIREMENTS FOR FAMILIES

The family must sign a statement of homeowner obligations before the start of homeownership assistance agreeing to comply with all obligations under the program. In keeping with HUD regulations, the Malden Housing Authority has imposed the following post purchase requirements:

- The family must reside in the home. If the family moves out of the home, the Malden Housing Authority will not continue homeownership assistance payments following the month during which the family moves out.
- The Malden Housing Authority will require each family receiving homeownership assistance to attend and participate in post purchase counseling. The counseling sessions will be administered by either Malden Housing Authority staff or a certified post purchase counseling agent and will focus on home maintenance issues, family finances and budgeting and maintaining good credit by ensuring that the family is paying off its credit card and other monthly debt in a timely fashion.
- The family must comply with the terms of all mortgage(s) securing debt incurred to purchase the home and any refinancing debt, if applicable.
- The family must not convey or transfer ownership of the home while receiving homeownership assistance.

- The family may grant a mortgage on the home for debt incurred to finance the purchase of the home or any refinancing of such debt.
- After the death of a family member who holds title to the home, homeownership assistance will continue pending settlement of the estate provided that the family continues to occupy the home.
- The family must comply with all requirements of the Homeownership Program or be subject to termination of assistance.
- The family must allow the Malden Housing Authority access to the home for the purpose of performing inspections, if so required.

The family must supply the Malden Housing Authority with the following information upon request:

- Information relative to any mortgage(s) secured by the property.
- Any sale or transfer of any interest in the home.
- The family must provide the Malden Housing Authority with its homeownership expenses.
- The family must notify the Malden Housing Authority before moving out of the home.
- The family must notify the Malden Housing Authority if it defaults on any mortgage securing debt incurred to purchase the home. If the family defaults on the mortgage, the Malden Housing Authority may choose to issue a Voucher to the family to facilitate a move to a rental unit and continue rental assistance. However, the determination will be at the Malden Housing Authority's discretion, based on the good faith efforts of the family to meet its obligations and prevent default.
- Proof that no family member has an ownership interest in other real estate while receiving homeownership assistance.

9. PORTABILITY

The Malden Housing Authority will recognize the doctrine of Portability as the same has been established by current federal regulation, and will accept portable voucher holders into the program, to the extent required by HUD. If a family currently participating in the Malden Housing Authority's HCV Rental Voucher Program wants to purchase a home outside of the Malden Housing Authority's jurisdiction under the Homeownership Option, the family may do so provided that the receiving PHA is accepting new homeownership families and provided that the family meets all the requirements of the receiving PHA. The MHA will not recognize Portability as being applicable to its Program in the future should current federal regulation be amended or revised to so allow.

10. RECAPTURE OF HOMEOWNERSHIP ASSISTANCE

The MHA has adopted the certain recapture restrictions which may affect HCV Program recipients who participate in the Homeownership Option. Such families may be subject to recapture provisions if they sell their unit within five (5) years of initially purchasing the unit. In accordance with HUD regulations, the following restrictions cannot be applied to

the HAP assistance:

At the time of sale of a unit by a family participating in the Homeownership Option occurring on or within five (5) years of the family's initial purchase of the unit, the Malden Housing Authority will place a lien on the property in accordance with HUD regulations. The lien will be drawn up in such a way that it is consistent with State and local law. The amount of homeownership assistance subject to recapture will be the lesser of the following two recapture options:

1. The amount of homeownership assistance (other than HAP payments), subject to recapture will automatically be reduced over a five-year period, beginning from the purchase date, in annual increments of twenty percent. At the end of the five-year period, the amount of homeownership assistance subject to recapture will be zero.
2. The difference between the sales price and the purchase price of the home minus the costs of any capital expenditures, the costs incurred by the family in the sale of the home, the amount of the difference between the sales price and purchase price that is being used, upon sale, towards the purchase of a new home under the HCV Homeownership Option and any amounts that have been previously recaptured.

In the case of a refinancing of the home, the recapture will be an amount equaling the lesser of:

1. The amount of homeownership assistance (other than HAP payments) subject to recapture will automatically be reduced over a five-year period, beginning from the purchase date, in annual increments of twenty percent. At the end of the five-year period, the amount of homeownership assistance subject to recapture will be zero.
2. The difference between the current mortgage debt and the new mortgage debt minus the costs of any capital expenditures, the costs incurred by the family in the refinancing of the home and any amounts that have been previously recaptured.

In the case of identity-of-interest transactions, the Malden Housing Authority will establish a sales price based on fair market value.

11. ELIGIBLE UNITS

The units which can be purchased under this program can be a single family house (attached or detached), a condominium unit or a cooperative share. A manufactured home is also eligible under certain conditions.

12. OTHER PROVISIONS

The MHA will administer its Voucher Homeownership Program in a manner consistent with current federal regulation. A family receiving homeownership assistance will be allowed to move to a new unit with homeownership assistance as long as the family is in compliance with program requirements, no family member has any ownership interest in the prior unit, and the Malden Housing Authority has sufficient funds. To move with continued homeowner assistance, families must again meet all eligibility requirements. A family may not move more than one time per year. Such portability may not be recognized in the future if to do so would be inconsistent with applicable regulation, as the same may be amended or revised.