

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005- 2009

Annual Plan for Fiscal Year 2008

**MA023v06**

**Submitted to HUD**

**LHAND Calendar Year**

**4/1/08-3/31/09**

**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:** Lynn Housing Authority

**PHA Number:** MA023

**PHA Fiscal Year Beginning: (04/2008)**

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units: 454   
 Number of S8 units:   
 Number of public housing units:  
 Number of S8 units: 1242

**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 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The Lynn Housing Authority's Mission is to assist low and moderate income families and/or individuals with safe, decent, adequate, and affordable housing with an emphasis on fostering economic independence and homeownership opportunities, without discrimination, and addressing housing impediments for the special needs population. Additionally, the Lynn Housing Authority is committed to enhancing the quality of our community and building better neighborhoods by providing comprehensive neighborhoods services and funding a range of loan and grant activities that address the needs of renters, owners, homebuyers, and non-profit housing providers.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)

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

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

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

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

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

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

Objectives:

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

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

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

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

***\*\*Any goals and or representations made in this PHA Plan may be amended and/or removed as a result of Federal funding reductions. Funding reductions to the Capital Fund Operating budget or a reduction in the Section 8 Administrative Fees will result in the loss of services, staffing, and physical improvements\*\*.***

**Goal 1 – Manage the LHA’s existing public housing program in an efficient and effective manner to achieve PHAS High Performer designation from HUD.**

- Maintain acceptable levels on the Resident Satisfaction PHAS Indicator including the submission of a follow-up plan.
- Maintain all properties to UPCS standards and receive acceptable inspections in accordance with PHAS.
- The LHA shall be in full compliance with all applicable City ordinances and laws, and the LHA will seek full cooperation from the city in making its properties litter free.

**Goal 2 – To continue to identify available Federal and State funds to maintain Curwin Circle as an affordable public housing development.**

**Goal 3 – Provide high quality tenant and project based rental assistance programs by achieving and maintaining a “High Performer” designation under SEMAP.**

**Goal 4 – Develop and implement a citywide housing strategy responsive to the broad range of community needs and the special needs population.**

- The LHA shall continue as lead agency of Lynn PACT, a consortium of social service agencies that work collaboratively to provide high quality care to homeless persons and will work to continue to build the Continuum of Care System.
- The LHA shall complete an annual GAPS analysis in order to identify the specific needs of the community's homeless.
- Assist with the implementation of the City's 10-Year Plan to End Chronic Homelessness
- Implement our Neighborhood Revitalization Strategy Initiative.
- In conjunction with Lynn's Office of Economic and Community Development, LHAND will complete an Annual Action Plan, update an Analysis of Impediments to Fair Housing (completed April 2005) and complete a Ten-Year Plan to End Chronic Homelessness.
- Participate in the development of a strategy to revitalize the city's Downtown neighborhood, with a focus on the Washington Street Gateway area.

**Goal 5 – Expand affordable housing opportunities, both rental and homeownership, to serve low and moderate-income families and individuals.**

- The LHA shall provide mobility counseling to help reduce the concentration of voucher holders within the LHA jurisdiction.
- Expand permanent housing options for families and individuals by ten units per year through the Infill Housing Program and various neighborhood revitalization projects.
- Continue the Section 8 Homeownership Program including applying for additional vouchers when available for use as homeownership opportunities.
- As available, the LHA will apply for additional vouchers to be used for possible relocation efforts and, as available, apply for Special Purpose Use Vouchers
- The LHA shall assist 30 HCV families move from renting to homeownership by March 31, 2008.
- The LHA shall assist 30 public housing families from renting to homeownership by March 31, 2008
- The LHA shall provide 50 families with home buying counseling by March 31, 2008

**Goal 6 - Utilize Project Based Rental Assistance Program**

- The LHA will utilize the Project Based Rental Assistance Program in order to expand housing opportunities for low and moderate income families and individuals – including homeless veterans and homeless teens
- The LHA will utilize the Project Based Rental Assistance Program to leverage funds for privately financed housing developments such as the Andrew Street Supportive Housing Project, the St. Jean's Neighborhood Revitalization, the YMCA SRO Expansion Project and the Normandy Permanent Housing program
- The LHA will utilize the Project Based Rental Assistance Program in order to achieve and maintain a HUD acceptable utilization rate for the Housing Choice Voucher Program.

**Goal 7 – Identify and secure sufficient funding to continue the agency's present mission and to possibly expand the agency's mission and role in the community given the present financial constraints.**

- The LHA will continue to maintain its operating reserves at a level prescribed by HUD.
- The LHA will make every attempt to increase or maintain the amount of revenue received from federal, state and local sources.
- To develop an increased and positive revenue stream from entrepreneurial housing endeavors.
- To maintain a positive revenue stream from non-housing sources.
- Use the city's CDBG & HOME funds as seed money to attract additional public and private capital for the creation of affordable housing opportunities.

**Goal 8 – Implement supportive service programs to assist residents to maximize their potential for independent living and/or economic self-sufficiency.**

- The LHA shall maintain a public housing and Section 8 Family Self Sufficiency Program.
- LHAND Supportive Service and Management Staffs will continue to identify residents in need of services. Whenever possible the LHAND staffs will assist the resident in seeking needed services and/or benefits.
- Provide economic opportunities for the youth of Curwin Circle.
- Provide a variety of social, educational and recreational programs and services to all residents.

**Goal 9- Lynn Housing Authority & Neighborhood Development  
Violence Against Women Act Provision.**

The LHAND has adopted all requirements to implement applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). LHAND's goals, objectives and policies are to enable LHAND to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA, and stated in the LHAND VAWA Brochure, a copy of which is distributed to all program participants. In addition, LHAND shall operate programs to serve the needs of child and adult victims of domestic violence, dating violence and stalking as and to the extent such programs are described from time to time in LHAND's Annual Public Housing Agency Plan.

**Annual PHA Plan**  
**PHA Fiscal Year 2007**  
 [24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

*The Lynn Housing Authority and the Resident Advisory Board met on numerous occasions to formulate the PHA Plan. All the goals and policies are designed and implemented to meet local need within the LHA's financial ability.*

**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
- FY 2008 Capital Fund Program Annual Statement **MA023k06**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X Performance and Evaluation Forms**

- MA023c06**
- MA023d06**
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- MA023k06**
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- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart *MA023mo6*
- FY 2005 Capital Fund Program 5 Year Action Plan *MA023b06*
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XX	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
XX	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
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	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
XX	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
	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
XX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	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
XX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
XX	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
XX	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
XX	Approved or submitted applications for designation of public	Annual Plan: Designation of

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

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	8,346	5	4	5	3	4	3
Income >30% but <=50% of AMI	19,566	4	3	5	3	4	3
Income >50% but <80% of AMI	(com-bined with # above)	3	3	5	2	3	3
Elderly	3,620	4	2	5	5	2	4
Families with Disabilities	3,630	4	3	5	5	4	4
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2002/ 2008 Annual 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: 2004
- Other sources: (list and indicate year of information)  
2000 Census Data

## ***Statement of Housing Need***

*Lynn is an older city with an aged housing stock reflective of its industrial heritage, which has become a bedroom community. Current conditions in Lynn's residential real estate market are at their best in the last twelve years. However, despite strong revitalization efforts and recent investment, LHAND and the City still have many challenges ahead of them. While Lynn remains the most populated community on the North Shore, its prominence as an economic center has diminished and the City ranks below regional, statewide and national indicators. For example, the City's tax base, on a comparative basis, increased by only 11% between 1990 and 2002 while statewide the increase was 50%. Lynn's home ownership rate also declined during the 1990s contrary to trends elsewhere.*

*One major issue facing Lynn, that also creates future opportunities, is that nearly two-thirds of its housing is contained in multi-unit structures. In addition, more than 20% of the City's housing is affordable, including Chapter 40B units (13%) or Section 8 certificates (7%). Lynn exceeds the statewide goal of Chapter 40B and appears to be a major supplier of low-income housing in the region. Lynn should continue initiatives to revitalize its neighborhoods including its under-performing urban core, and encourage more owner occupancy and market rate rentals, if the City wants to maintain a balance within all its market sectors.*

*Since the most recent Housing Market Study was completed in Lynn, the city, as well as the state of Massachusetts, has been hit hard by the increased number of home foreclosures. In fact, Essex County, which includes Lynn, ranks third in the state in total number of foreclosures with Lynn accounting for approximately 20% of the foreclosures included in the top 10 zip codes. What the total impact this issue will have on the city is still unknown. However, there is great cause for concern that many of Lynn's inner-city neighborhoods will destabilize as disinvestment in the housing stock takes place. The city, in conjunction with LHAND, needs to determine a course of action to prevent destabilization from occurring which may include facilitating housing counseling assistance and working with current and future property owners to ensure continued investment in Lynn's housing stock. LHAND will continue to work with neighborhood groups around quality of life issues and track the number of foreclosed properties by neighborhoods.*

## **Considerations for Improvement**

As part of the most recent Housing Market and Comparability Studies conducted for Lynn by RKG Associates, the firm offered a number of general recommendations for LHAND and the City to consider for the future. These updated statistics indicate continued work is required to improve the quality of the living and working environment in the city, as well as the tax base, and were considered in the city's most recent preparation of its 5-Year Consolidated Plan.

1. Lynn needs to focus on its residential tax base: Residential property values in Lynn are at historic high levels, and the City needs to maintain its focus on this asset since it is a very important source of municipal revenue. As identified in the updated Housing Study, Lynn still has quite a few neighborhoods in and around the urban core that are underperforming and likely negatively impacting overall values. LHAND and Lynn should continue with revitalization efforts in these areas by reducing density where appropriate, eliminate conflicting uses, improve

- residential amenities, and increase the rate of owner occupancy.
2. Lynn needs to strengthen and improve its non-residential tax base: While this is easy to say it is difficult to accomplish in a weak economic climate, especially in light of employment declines over the last decade. Lynn should continue to work with its leaders (municipal, business, college, etc.) to explore additional opportunities in the downtown such as new cultural and commercial activity to complement the recent investment in residential condominiums. Allowing additional market rate housing in the downtown will also help strengthen the downtown commercial core. A long-term economic development strategy should also be developed. Long term, if Lynn is able to secure an MBTA subway line this may play an important role in the transition of its economic base.
  3. Lynn needs to review and update its zoning: Lynn's housing density per acre was among the highest of the comparative cities, especially if the acreage at Lynn Woods was taken into account. This creates challenges for some neighborhoods that may lack residential amenities, such as parking and green space. Other neighborhoods have conflicting land uses that may affect the quality of the living environment, and be detrimental to property values. Increased traffic may also be problematic for some neighborhoods, since more Lynn residents are commuting out of town for work. Incentive zoning can also create opportunities in other areas such as the downtown and its waterfront where high density is considered more appropriate. The recent zoning change in the downtown was successful as it attracted new investment and market rate housing.
  4. Lynn and LHAND should continue with its home ownership program: While the statistics indicated a nominal increase in owner occupancy, continued efforts in this direction will help to improve neighborhoods. Median condominium values are within reach of households at the median income level, but the amount of the down payment may be difficult, placing ownership out of reach for some households.
  5. Lynn and LHAND should continue to work and strengthen its Code Enforcement, Education and Public Safety departments for the benefit of all its residents: Updated statistics indicate continual challenges in this regard, and future budget constraints will place additional burdens on these departments.
  6. Continue with strong code enforcement to ensure that minimum conditions and living standards are maintained.
  7. Continue to strengthen educational programs and workforce training opportunities for all students and residents.
  8. Continue with strong public safety in all of Lynn's neighborhoods.
  9. Lynn and LHAND should continue to be strategic in regards to the amount of rental assisted housing in the City, while balancing the needs of all its residents and improving its tax base: Statistics indicate that Lynn will always have a need for permanent affordable housing, but Lynn and LHAND may have already done its fair share in this regard. Balancing future needs with expiring-use contracts at Chapter 40B developments should be considered, while encouraging new investment to increase the overall owner occupancy rate in the city.

### **Program Priorities for Annual Action Plan**

As a result of the information gathered from the above planning efforts, as well as through a number of focus group and ongoing neighborhood meetings held during the past few years, the following FY' 2006 Annual Action Plan Program Priorities were updated as part of the Consolidated Plan planning and submission process.

The City has identified seven (7) specific program objectives for next year that are described below. Each of these objectives focuses on addressing the priority needs of Lynn's low and moderate-income residents:

1. Preserve existing affordable homeownership and rental opportunities for low and moderate income households
2. Expand the supply of affordable homeownership and rental opportunities for low and moderate income households
3. Secure funding to support revitalization and preservation of existing public housing resources including Curwin Circle
4. Assist first time homebuyers through down payment assistance, IDA and other equity building activities
5. Target limited public resources to achieve high impact including continuation of Neighborhood Revitalization Strategy Area
6. Coordinate housing activities with other public sector economic development and infrastructure investments
7. Coordinate housing initiatives with economic self-sufficiency and supportive service programs

In the area of Homelessness and Special Needs populations, the City will continue on-going efforts to end chronic homelessness, provide emergency and transitional housing services to needy families and individuals, and to address the needs of special needs populations including those with HIV/AIDS and seniors. Annual Plan objectives for the homeless and special needs population include:

1. Reduce chronic homelessness,
2. Create additional, and sustain existing, permanent housing, job training, employment and supportive service opportunities for the chronic and other homeless populations,
3. Provide emergency and transitional housing and supportive services,

4. Facilitate access to housing, health care, nutrition and other supportive services to persons with HIV/AIDS,
5. Facilitate access by seniors to home care, nutrition, housing, transportation, recreational and medical services,
6. Facilitate access to emergency services, counseling, support and permanent housing services to abused women and their children,
7. Promote access to housing, jobs and services by Lynn's multi-linguistic populations

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing <b>Curwin Circle 23-1</b>			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	616		124
Extremely low income <=30% AMI	546	88 %	
Very low income (>30% but <=50% AMI)	59	9 %	
Low income (>50% but <80% AMI)	11	3 %	

<b>Housing Needs of Families on the Waiting List</b>			
Families with children	347	56 %	
Elderly families	22	3%	
Families with Disabilities	115	19 %	
White/Hispanic	293	43	
White/Non Hispanic	189	28	
Black/ Hispanic	86	13	
Black/Non Hispanic	71	10	
American Indian	2	1	
Asian	35	5	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	139	22%	15
2 BR	292	46%	65
3 BR	152	24%	33
4 BR	41	7%	10
5 BR	6	1%	1
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 5 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing M. Henry Wall Plaza 23-2 <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list total	367		20
Extremely low income <=30% AMI	349	95 %	
Very low income (>30% but <=50% AMI)	16	4 %	
Low income (>50% but <80% AMI)	2	1 %	
Families with children	4	1%	
Elderly families	135	37%	
Families with Disabilities	172	47%	
White/Hispanic	59	15%	
White/Non Hispanic	239	62%	
Black/Hispanic	34	9%	
Black/Non Hispanic	42	11%	
American Indian	4	1%	
Asian	10	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	194	100 %	20
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 checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	595		
Extremely low income <=30% AMI	546	92%	
Very low income (>30% but <=50% AMI)	41	7%	
Low income (>50% but <80% AMI)	8	1%	
Families with children	341	57%	
Elderly families	36	6%	
Families with Disabilities	60	10%	
White/Hispanic	184	32%	
White/Non Hispanic	235	40%	
Black/Hispanic	58	10%	
Black/ Non Hispanic	77	13%	
American Indian	0	0%	
Asian	27	5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

## Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 12

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

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

### 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)

**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)

*The LHA shall continue to encourage and promote the Family Self Sufficiency Program.*

**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)

*The LHA shall continue to encourage and promote the Family Self Sufficiency Program.*

**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)

*Continue to provide tenant based rental assistance for the elderly.*

**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)

*Pursue housing resources other than public housing or Section 8 Tenant Based Assistance.*

*In order to house families that are homeless (including chronic) and disabled under the SHP programs, LHAND will look at using a higher rent structure to make units available.*

**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)

***\*\*Any goals and/or representations made in this PHA Plan may be amended and/or removed as a result of Federal funding reductions. Funding reductions to the Capital Fund Operating budget or a reduction in the Section 8 Administrative Fees will result in the loss of services, staffing, and physical improvements. \*\****

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>	\$15,189,000.00	
a) Public Housing Operating Fund	\$1,884,747.00	
b) Public Housing Capital Fund	\$747,262.00	
c) HOPE VI Revitalization	\$0.00	
d) HOPE VI Demolition	\$0.00	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$12,556,991.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0.00	
g) Resident Opportunity and Self-Sufficiency Grants	\$0.00	
h) Community Development Block Grant	\$0.00	
i) HOME	\$0.00	
Other Federal Grants (list below)		
Law Enforcement	\$0.00	Public Housing Safety/ Security
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
PHDEP	\$0.00	
ROSS	\$336,668.00	
FFY 2004, FFY 2005, FFY 2006, FFY 2007 Capital Fund	\$1,559,875.00	Public Housing Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	\$1,703,263.00	Public Housing Operations
<b>4. Other income (list below)</b>		
Investment Interest	\$9,500.00	Other
Entrepreneurial Act	\$95,388.00	Public Housing Supportive Services
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$18,893,694.00	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

*When they apply and as they near the top of the 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)

*The LHA makes requests (SORI Requests) to the Commonwealth of Massachusetts Sex Offender Registry Board to determine an applicant's sexual offender status.*

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists

Other (describe)

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

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

**Lynn Housing Authority Admissions Office located at 174 South Common Street, Lynn, MA 01905.**

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

**The Lynn Housing Authority operates one Federal Family Development (Curwin Circle 23-1) and one Federal /Elderly/Disabled Development (M. Henry Wall Plaza 23-2). The LHA maintains separate waiting lists for these developments.**

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? 2

*If eligible, a family may be on both waiting lists for public housing as well as the Section 8 list.*

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)

***Lynn Housing Authority Admissions Office located at 174 South Common Street, Lynn, MA 01905.***

### **(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 This ***Transfer Policy includes transfers to address overhoused situations in the 667 and 705 State Public Housing Programs.***  
 Under housed  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)  
 Resident choice: (state circumstances below)  
 Other: (list below)

- ***Resident Choice*** – *If an elderly individual or couple wishes to transfer from Curwin Circle (23-1 Federal Family), they may apply for a transfer to M. Henry Wall Plaza (23-2 Federal Elderly/Disabled).*
- ***Other*** - *Transfers at the Curwin Circle Housing Development will be made in accordance with the LHAND Transfer Policy (please see Section 18 for full text on the Transfer Policy).*

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)

*In order to address a number of housing situations, the LHAND will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, for families and individuals meeting the criteria listed below. Those programs are to be implemented in support of the LHAND's activities as the city of Lynn's relocation agent and in support of the HUD approved Designated Housing Initial Allocation Plan.*

- A. As referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the Lynn Housing Authority (LHA) will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, to any authorized occupant, displaced through no fault of their own, by action of the Lynn Housing Authority, the City of Lynn, or by a non-profit community development corporation, working within the Consolidated Plan, other than through an eviction action. To be eligible, applicants must meet Lynn Housing Authority standards of minimum eligibility and all relocation activities must be presented to the LHA in writing and must be pre-approved by the LHA prior to any displacement. Activities must be consistent with the City of Lynn's Consolidated Plan and must enhance the quality and increase the supply of affordable housing in the City. It is the responsibility of the City of Lynn's Relocation Agent, the LHA, at its sole discretion to verify the circumstances surrounding the displacement and to approve the offer of housing.*

- B.** *As referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the LHA will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, to any authorized occupant who, with the consent of the owner of the premises, seeks to voluntarily relocate from a dwelling unit due to overcrowding or substandard conditions. To be eligible the applicant must meet Lynn Housing Authority standards of minimum eligibility and; (1) the owner must be the LHA, the City of Lynn, or a non-profit community development corporation; (2) the qualifying conditions must be verified by the LHA; and (3) the unit must be located within a target area identified in the City of Lynn’s Consolidated Plan.*
- C.** *As referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the Lynn Housing Authority (LHA) will allow placement on the Federal Public Housing waiting lists, even if the lists are closed, to any authorized occupant, displaced due to a dwelling fire, through no fault of their own. To be eligible the applicant must meet Lynn Housing Authority standards of minimum eligibility and; (1) the applicant must prove they legally resided in the affected unit (2) Verification will include an effective lease listing all legal occupants and (3) a report by the Lynn Fire Department.*
- D.** *The LHA will allow a one-for-one set aside of one bedroom unit offers at the Federal Family Public Housing Development (Curwin Circle 23-1), not to exceed four units annually. The LHA will make every other unit offer for one bedroom units at Curwin Circle to applicants affected by the Designated Housing Initial Allocation Plan.*

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

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

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)

**The Lynn Housing Authority Conditions of Occupancy**

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)

***The LHA makes requests (SORI Requests) to the Commonwealth of Massachusetts Sex Offender Registry Board to determine an applicant's sexual offender status.***

- 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)

***Names and addresses of past and present landlords, if requested by potential landlord and if known.***

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (Select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)

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

- PHA main administrative office  
 Other (list below)

***The Lynn Housing Authority Admissions office located at 174 South Common st., Lynn, MA 01905.***

### **(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 LHA may grant, upon proper documentation of housing search or other good causes as determined by the LHAND, a one-time extension of 60 days upon written request by the applicant. Any extension beyond 60 days will be reviewed on a case-by-case basis and efforts must be made to obtain housing search assistance for the applicant. Extensions may be given after 120 days to provide reasonable accommodations.***

### **(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)

***Overcrowded families residing in the LHAND's Public Housing developments will receive a preference on the Federal Housing Choice Voucher waiting list, if they are on the waiting list or if they apply to the waiting list when applications are available.***

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

Former Federal preferences

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

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

Other preferences (select all that apply)

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

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

***Overcrowded families residing in the LHAND's Public Housing developments will receive a preference on the Federal Housing Choice Voucher waiting list, if they are on the waiting list or if they apply to the waiting list when applications are available.***

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)

*In order to address a number of housing situations, the LHAND will allow placement on the Federal Housing Choice Voucher waiting list, even if the list is closed, for families and individuals meeting the criteria listed below. Those programs are to be implemented in support of the LHAND's activities as the City of Lynn's Relocation Agent and in support of the HUD approved Designated Housing Initial Allocation Plan. These situations are included in the LHAND's Section 8 Administrative Plan.*

- A. The Lynn Housing Authority (LHA) will offer a Housing Choice Voucher (HCV), if available, for any authorized occupant, displaced through no fault of their own, by action of the Lynn Housing Authority, the City of Lynn, or by a non-profit community development corporation, working within the Consolidated Plan, other than through an eviction action. To be eligible, all relocation activities must be presented to the LHA in writing and must be pre-approved by the LHA prior to any displacement. Activities must be consistent with the City of Lynn's Consolidated Plan and must enhance the quality and increase the supply of affordable housing in the City. It is the responsibility of the City of Lynn's Relocation Agent, the LHA, at its sole discretion to verify the circumstances surrounding the displacement and to approve the issuance of any and all vouchers.*
- B. The LHA will offer a Housing Choice Voucher (HCV), if available, for any authorized occupant who, with the consent of the owner of the premises, seeks to voluntarily relocate from a dwelling unit due to overcrowding or substandard conditions. To be eligible; (1) the owner must be the LHA, the City of Lynn, or a non-profit community development corporation; (2) the qualifying conditions must be verified by the LHA; and (3) the unit must be located within a target area identified in the City of Lynn's Consolidated Plan or in support of the Curwin Circle Federal Family Development Revitalization/Rehabilitation efforts. In order to receive a voucher, the voucher must facilitate the relocation of families in support of modernization, rehabilitation or demolition activities of identified units at the Curwin Circle Federal Family Development.*
- C. Referenced in the Housing Needs of Families on the Waiting List section of the PHA Template, the Lynn Housing Authority (LHA) will allow placement on the Housing Choice Voucher waiting list, even if it is closed, to any authorized occupant, displaced due to a dwelling fire, through no fault of their own. To be eligible the applicant must meet Lynn Housing Authority standards of minimum eligibility and; (1) the applicant must prove they legally resided in the affected unit (2) Verification will include an effective lease listing all legal occupants and (3) a report by the Lynn Fire Department.*
- D. The LHA will allow an annual set aside of ten (10) Housing Choice Vouchers (HCV, if available, for use by non-elderly, disabled, M. Henry Wall Plaza applicants affected by the Initial Allocation Plan (IAP).*
- E. The LHA will allow an annual set aside of ten (10) Housing Choice Vouchers, if available, for use by the Independent Living Center of the North Shore and Cape Ann, in order to promote housing opportunities among the disabled population.*

#### **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:

*For federal public housing programs, in accordance with QHwRA of 1998, the LHA will offer two rent determination options to public housing families.*

*Option #1 – Income Based Rent – A public housing resident/family may choose to have their rent determined as a percentage of their family’s monthly adjusted income. The total tenant payment will not exceed 30% of the family’s monthly adjusted income. In determining rents, the LHA will factor in all HUD mandatory deductions. Tenants who directly pay utilities will have a Utility Allowance factored into their rent determination.*

*Option #2 – Flat Rent – A public housing resident/family may choose to pay a flat rent. The following flat rents have been adopted by the LHA. Flat rents were determined by utilizing information from the most recent Section 8 Rent Reasonableness Survey completed by the LHA and by comparing rents of comparable unassisted units in the City. The Flat rents as determined by the sources are as follows:*

<i>One Bedroom</i>	<i>\$812.00</i>
<i>Two Bedroom</i>	<i>\$935.00</i>
<i>Three Bedroom</i>	<i>\$1099.00</i>
<i>Four Bedroom</i>	<i>\$1250.00</i>
<i>Five Bedroom</i>	<i>\$1313.00</i>

*In regards to Family Choice, the LHA will consider “switching” the choice of rents for financial hardships. Financial hardship situations will/can include the following situations; income of the family has decreased because of loss or reduction of employment, death in family or loss of assistance, increase in family’s expenses for medical costs, child care, transportation or education.*

*In regards to minimum rents, the LHA will grant a financial hardship, as mandated by HUD regulations, for the following HUD mandated hardships;*

- 1. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;*
- 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;*
- 3. When the income of a family has decreased because of changed circumstances including loss of employment;*
- 4. When a death in the family has occurred; and*
- 5. Other circumstances determined by the responsible entity or HUD.*

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)

***Medical Insurance Expenses*** – A maximum annual income deduction of \$1,500.00 for single persons or for families shall be applied to any resident for un-reimbursed medical insurance premium payments made by a member of the family for the coverage of only legal family members residing in the unit.

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **10%**
- Other (list below)

a. *At time of change in family composition.*

b. *Any time a tenant can verify a change in his/her circumstances (i.e. a decline in or loss of income that would justify a reduction in rent).*

c. *Any time rent formulas or Federal law/regulation changes rent determination procedures. These changes will be implemented effective the first month after a thirty-day notice period to tenants of the changes unless the law/regulations specify different phase-in periods.*

d. *At any time it is found that a tenant has misrepresented the facts upon which rent is based so that the rent tenant is paying is less than the rent that he/she should have been charged. The LHA may then apply an increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred.*

e. *(Re: the 49 C Welfare Benefit Reduction) – Pursuant to the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the LHA will not reduce the tenant’s rent if the tenant’s income from a Federal, State or local cash assistance program is terminated or reduced as a result of fraud or intentional program violation (IPV). Failure to comply with the work program requirements or failure to comply with the employment development plan (EDP).*

- 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)

*Survey of similar privately owned publicly assisted units.*

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

***Payments standards are evaluated on an on-going basis to address market fluctuations.***

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(Select one)

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

**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	454	75
Section 8 Vouchers	1242	
Section 8 Certificates		
Section 8 Mod Rehab	443	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

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

Public Housing Application & Occupancy Manual

- PHA Plan
- Preventative Maintenance Schedules
- Designated Housing Allocation Plan
- 24 Code of Federal Regulations
- HUD's Public Housing Occupancy Guidebook

2. **Section 8 Management: (list below)**

Section 8 Administrative Plan

- PHA Plan
- 24 Code of Federal Regulations
- HUD's Housing Choice Guidebook

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

*Issues of a policy nature may be directly addressed to the Management of the Authority whose decisions may be appealed to the Board of Commissioners*

*(Federal Public (elderly/disabled housing): M. Henry Wall Plaza, 95 Tremont St., Lynn, MA 01902*

*Federal Public (family housing): Curwin Circle, 29 Curwin Terrace, Lynn, MA 01905.)*

**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)

To initiate an informal review or hearing process, all requests must be sent to the appropriate management office for the program in question.

*Leased Housing (Section 8): 174 South Common St. Lynn, MA 01905*

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **MA023k06**

-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 (state name) **MA023a06**

-or-

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

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

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

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

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

Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Curwin Circle
1b. Development (project) number: MA023-1
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 checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>10/1/2006</u>

(submitted)
5. Number of units affected: 10
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: N/A Pending Approval b. Projected end date of activity: N/A Pending Approval

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: M. Henry Wall Plaza
1b. Development (project) number: MA023-2
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one)

Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (07/18/2002)
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: 176 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)

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

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

**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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Curwin Circle 1b. Development (project) number: 23-1
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 checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (10/07/2002)
5. Number of units affected: 278 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" 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 Attached (page 58)**

## **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 entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

**a. Self-Sufficiency Policies**

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

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

**b. Economic and Social self-sufficiency programs**

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

		criteria/other)		
<i>Computer Training</i>	9	<i>First Come First Served</i>	<i>Curwin Circle Management</i>	<i>Both</i>
Employment Preparation & Education	50	First Come First Served	Curwin Circle Development	Both
Financial Literacy	10	Waiting List	Curwin Circle Development	Both
Human Services Agency Referrals	Unlimited	Specific Criteria	Curwin Circle Development	Both

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants (As of: 10/31/2006)
Public Housing	25	25
Section 8	25	24

- 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**

*Lynn Housing Authority's  
Policy on Community Service and  
Economic Self Sufficiency*

***Program Components***

*Each adult public housing resident determined eligible for community service activities will be referred to LHAND's Curwin Circle Management Office for an interview by a Management staff person. The Management staff person will explain the service requirements to the residents as well as the available economic self-sufficiency and volunteer options offered by LHAND.*

*In addition, residents will be referred to the local workforce and training agency, the Southern Essex Regional Employment Board (SEREB), which offers a full range of skills assessment, job training and employment placement services. (Please note that LHAND and SEREB have entered into a Memorandum of Agreement concerning the provision of economic empowerment services to public housing residents.) If the resident is not interested in any of the above activities, they will be referred to a number of local non-profit agencies, such as food pantries and the city's soup kitchen, to complete their volunteer services.*

*The LHAND has entered into Memorandum's of Understanding (MOU) with a non-profit organization, the Sacred Heart Tree of Life Pantry. The participant may volunteer with this organization to fulfill their Community Service requirements. Another option available to the participant is to work with their Resident Council on ways to improve their development. The Community Service participant is a volunteer and may fulfill this requirement by volunteering at the above-mentioned site, or at other sites with prior approval of the LHA.*

**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)

***Curwin Circle & M. Henry Wall Plaza***

**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)

***Curwin Circle & M. Henry Wall Plaza***

**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)

***Curwin Circle & M. Henry Wall Plaza***

**D. Additional information as required by PHDEP/PHDEP Plan**

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

***The Lynn Housing Authority will adopt the following Pet Policy.***

1. *Any resident interested in owning and / or maintaining a common household pet in his/her unit will be required to obtain written approval from the Authority prior to housing a pet on the Authority's property. Management reserves the right to check references for previous pet ownership. If management feels a pet is inappropriate, management will inform resident. Permission for a specific pet will not be unreasonably withheld. To obtain approval, a resident must first submit an "Application for Pet Waiver" at the local management office, which will include among other things, information concerning the size and type of pet intended for ownership by the resident. The manager will provide the resident with a copy of the Authority's Pet Policy and will review all of the rules and regulations listed therein with*

*the resident. Upon reviewing these requirements, the resident will be requested to sign the Pet Rider and agree to abide by all the rules listed in the Pet Policy and those city/town ordinances applicable to the ownership and care of a pet.*

2. *A companion animal will be defined as a common household pet such as a dog, cat, bird, guinea pig, gerbil, hamster, rabbit, or fish. Reptiles, iguanas, snakes, ferrets and birds of prey are not household pets. Pets, other than cats and dogs, shall have suitable housing, e.g. cages or aquariums.*
3. *There will be no more than one cat, dog, caged mammal or bird per apartment. In the case of a fish, no more than one aquarium with a 20-gallon capacity shall be allowed.*
4. *The mature size of newly acquired dogs is limited to a weight not to exceed 25 pounds. The size of the dog is not directly related to its desirability as a resident. Each animal shall be taken into consideration for its individual merit, based upon the facilities available.*
5. *Dogs of vicious or aggressive disposition will not be permitted. Due to age and behavioral activities of puppies and kittens, applications for ownership of such young animals shall be more closely reviewed prior to approval.*
6. *All female dogs over the age of six months and all female cats over the age of five months must be spayed. All male dogs over the age of eight months all male cats over the age of ten months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development and the exception will be at the Assistant Federal Public Housing Manager's discretion.*
7. *Management reserves the right to require dog owners to be relocated to a comparable unit on the ground floor of their building or specific areas of a development based upon written complaints concerning: 1) the behavior of the dog in the elevator or hallways; or 2) the documented medical conditions of residents affected by the presence of the dog.*
8. *Residents are expressly prohibited from feeding or harboring stray animals. The feeding or harboring of a stray animal shall constitute having a pet without the approval of the Authority.*

### **RESIDENT OBLIGATIONS**

1. *The pet owner will be responsible for proper pet care; good nutrition, grooming, exercise, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification tags and collars when outside the unit.*
2. *The pet owner is responsible for cleaning up after the pet inside an apartment and anywhere on development property. Owners should carry a "pooper scooper" and disposable plastic bags. All waste will be bagged and disposed of in a receptacle determined by management. Toilets are not designed to handle pet litter. Under no circumstances should any pet debris be deposited in a toilet, as blockages will occur. Tenants will be responsible for the cost of repairs or replacements of any damaged toilets or pipes.*
3. *Pet blankets and bedding are not to be cleaned or washed in the laundry room for hygienic reasons.*
4. *The pet owner will keep the unit and its patio, if any, clean and free of pet odors, insect infestation, waste and litter and maintain the unit in a sanitary condition at all times.*

5. *The pet owner will restrain and prevent pet from gnawing, chewing, scratching or otherwise defacing doors, walls, windows and floor covering of the unit, other units and common areas, as well as shrubs and landscaping of the facility.*
6. *Pets are not to be tied outside or left unattended on a patio or porch.*
7. *Residents will not alter their unit, patio or other outside area to create an enclosure for an animal.*
8. *Pets will be restrained at all times, when outside an apartment on development property. No pet shall be loose in hallways, elevators, community rooms, dining rooms or other common areas. All pet owners must be able to control their pet via leash, pet carrier or cage.*
9. *No visitors with pets will be allowed, except for disabled visitors requiring seeing eye dogs or other needed animals for assistance.*
10. *Pets will not be allowed to disturb the health, safety, rights, comfort or quiet enjoyment of other residents. A pet will not create a nuisance to neighbors with excessive barking, whining, chirping, or other unruly behavior.*
11. *Resident pet owners must provide litter boxes for cat waste, which must be kept in the owner's unit. Litter boxes shall be kept clean and odor free.*
12. *Pet owners will agree to quarterly apartment inspections to be sure pets and units are being cared for properly. These inspections may be reduced or increased in time periods at the manager's discretion. Pet owners further agree to apartment inspections when, in the opinion of the Authority, there is a reasonable basis to believe that pets and/or units are not being cared for properly or that a pet has done undue damage to the apartment.*
13. *The resident is responsible for providing management with the following information and documents which are to be kept on file in the tenant's folder:*
  - a) *A color photo and identifying description of the pet;*
  - b) *Attending veterinarian's name, address and telephone number;*
  - c) *Veterinary certificates of spaying or neutering, rabies, distemper combination, parvovirus, feline VRC, feline leukemia testing and other inoculations, when applicable;*
  - d) *Dog licensing certificates in accordance with local and state law*
  - e) *Two (2) alternate caretakers, their names, addresses and telephone numbers, who will assume immediate responsibility for the care of the pet should the owner become incapacitated; these caretakers must be verified in writing by signing the Lease Pet Rider, acknowledge their responsibilities as specified;*
  - f) *Emergency boarding accommodations;*
  - g) *Temporary ownership (overnight or short term) shall be registered with management under the pet rules and regulations;*
  - h) *The resident is responsible for keeping management informed of any changes of information.*

**PET PARTICIPATION FEE**

1. *A pet deposit of \$200.00 or one month's rent, whichever is less, is required of each pet owner. This amount may be payable over a reasonable time period determined by Executive Director. The Authority cannot require a tenant to pay all of the deposit before bringing in a pet. This payment will be implemented as a security deposit.*
2. *The deposit will be refunded at the time the resident vacates or no longer has ownership of the pet, provided that no pet-related damage has been done to the property. Sums necessary to repair such damage will be deducted from the deposit.*
3. *A fee of \$10.00, shall be collected from pet owners for failing to clean up after their animals. This fee is a recurring non-refundable maintenance fee for each offense. This is a separate fee from the Pet Deposit to cover the reasonable operating costs to the development relating to the presence of pets.*

**LIABILITY OF PET OWNER FOR DAMAGE OR INJURY**

1. *Repairing or replacing damaged areas of the exterior, interior, doors, walls, floor coverings and fixtures in the unit, common areas or other areas damaged by tenant's pet.*
2. *Cleaning, deodorizing and sanitizing carpeting and other floor coverings in the unit as necessitated by presence of a pet.*
3. *Charges of damage will include materials and labor. Payment plans will be negotiated between management and the pet owner not to exceed three times. Disputes concerning amount of damages are subject to the grievance procedures provided for in HUD regulations.*

*LHAs may require pet owners to secure renters insurance, which includes personal liability, and indemnify the LHA against pet related litigation or attorney's fees as a condition of pet ownership.*

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (File name)
  - Provided below:
  
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: Lynn, Massachusetts
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
- Other: (list below)

*The Lynn Housing Authority is the managing agent for the City of Lynn for all CDBG, HOME and HOPWA Funds as they relate to housing programs. As such, the LHA works jointly with the City of Lynn each year in the preparation of the Consolidated Plan.*

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

As previously mentioned, LHAND participates directly in the formulation of the City's Annual Action Plan and 5-Year Consolidated Plan. LHAND's Office of Planning & Development works closely with the city's Office of Economic & Community Development through all stages of the plan. This includes staff meetings and meetings with city officials and the consultants hired to prepare the plan. Frequently, community meetings are held to discuss new ideas for the CDBG and HOME funds as they relate to neighborhood revitalization. Before final presentation of the plan, several steps need to be taken – such as the updating of the Analysis of Impediments to Fair Housing; and updating the Priorities / Goals for the various programs. Before finalization of the Plan, a Public Hearing is conducted and the Plan then moves to the City Council and Mayor for approval prior to submission to HUD.

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

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

## Attachments

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

### **Attachment 1 – Section 8 Homeownership Program Capacity Statement**

#### **Section 8 Homeownership Program**

The Lynn Housing Authority & Neighborhood Development (LHAND) has established a Section 8 Homeownership Program which permits eligible participants in the Section 8 Housing Choice Voucher Program the option of purchasing a home with their Section 8 assistance rather than renting.

##### Eligibility Requirements:

Each Section 8 Homeownership participant must meet HUD's general requirements for admission to the Section 8 Housing Choice Voucher Program and requirements as set forth in LHAND's Administrative Plan. Additional requirements in the Section 8 Homeownership Program include that the family must:

- (A) be a first-time homeowner or have a member who is a person with disabilities;
- (B) with the exception of elderly and disabled households, meet a minimum income requirement without counting income from "welfare assistance" sources;
- (C) with the exception of elderly and disabled households, meet the requisite employment criteria;
- (D) have completed an initial lease term in the Section 8 Housing Choice Voucher Program;
- (E) have fully repaid any outstanding debt owed to LHAND or any other PHA;
- (F) not defaulted on a mortgage securing debt to purchase a home under the Home Ownership option;
- (G) not have any member who has a present ownership interest in a residence at the commencement of Home Ownership assistance.

##### Financing Requirements:

The proposed financing terms must be submitted to and reviewed by LHAND prior to close of escrow. Certain types of financing, including but not limited to balloon payment mortgages, unless convertible to a variable rate mortgage, are prohibited and will not be acceptable by LHAND. Seller-financing mortgages shall be considered by LHAND on a case-by-case basis. If a mortgage is not FHA-insured, LHAND will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/FHA, Ginnie Mae, Fannie Mae, Freddie Mac, Massachusetts Housing Finance Agency (MHFA), State Soft Second Mortgage Program, or The Lynn Housing Authority & Neighborhood Development (LHAND) is committed to establishing and implementing a Section 8 Homeownership Program to help families who receive Section 8 housing assistance achieve economic independence by utilizing an array of public and private resources through the Family Self-Sufficiency (FSS) Program. By coordinating housing assistance with needed services such as child care, education and job training/development, LHAND will assist Section 8 participants and their families to reach their goals of independence and home ownership.

### **Attachment 2 – Resident Membership of the PHA Governing Board**

Martha Green  
250 Curwin Circle  
Lynn MA 01905  
Term expires 5/ 2007

### **Attachment 3 – Membership of the Resident Advisory Board**

M. Henry Wall Plaza (23-2, Federal Elderly/Disabled)

Thomas Calef  
95 Tremont Street, #909  
Lynn MA 01902

Dolores Walcott  
18 Bond Street, #504  
Lynn MA 01902

Gladys Nelson  
95 Tremont Street, #510  
Lynn MA 01902

Curwin Circle (23-1 Federal Family Development)

Joyce Byrd  
222 Curwin Circle  
Lynn MA 01905

Debbie Perez  
18 Curwin Circle  
Lynn, MA 01905

Section 8 Rental Assistance

Lauren Pelusi  
8 Reed Street  
Lynn, Ma 01902

Brian Ahearn  
14 Oak St.  
Lynn, MA 01902

**Attachment 4 – Brief Statement of Progress in Meeting 5-year Plan Mission and Goals**

*The LHAND received satisfactory scores on its Resident Satisfaction survey and has maintained its units to UPCS standards. The LHAND will complete a Follow-up Plan for the communication and Neighborhood appearance indicators. The LHAND continues to work to ensure the federal public housing developments are maintained in decent and sanitary conditions. The LHAND was designated as a Standard Performer.*

*All goals relating to Section 8 Rental Assistance (#5, 6 and 7) are being met and/or progressing forward. We developed a corrective action plan that instrumented a more stringent Quality Control component and the latest SEMAP score graded the LHAND a High Performer. The LHAND expects to maintain compliance with all SEMAP indicators. The LHAND has implemented a new monitoring component to evaluate case rep and inspector performance. This is regulated weekly. The quality of housing under lease is holding steady at a “B” rating overall.*

*Our Housing Choice Voucher (HCV) Homeownership Program continues to place first-time homebuyers into affordable homes. Currently, there are 19 homeowners using HCV assistance at this time. The LHAND has used Project Based Assistance to increase utilization rates that has been very successful in expanding opportunities.*

*Progress was made on all goals relating to Planning & Development initiatives (#'s 4, 5, 6, & 8). P & D staff still participate with management staff in looking for alternative funding sources for the revitalization of Curwin Circle, including the possible submission of a HOPE VI grant application and/or a Low Income Housing Tax Credit application (s). P & D staff developed and implemented a citywide housing strategy included in the city's 5-Year Consolidated Plan and Annual Action Plan for Housing that focuses on Lynn's inner-city neighborhoods, public and assisted housing tenants and the homeless. The agency continued offering a number of housing grant and loan programs in the city's established Neighborhood Revitalization Strategy Area where the majority of LHAND's assisted housing tenants reside.*

*As lead agency for the city's "continuum of care" partnership, LHAND completed the annual "one night census count" and Gaps Analysis that captures the specific needs of the Lynn's homeless. This information served as the basis for LHAND to apply for a number of successful Supportive Housing Program grants providing both housing and supportive services to Lynn's neediest citizens. Additionally, LHAND assisted the Mayor's office in completing a draft 10-Year Plan to End Chronic Homelessness and is awaiting final approval of the plan.*

*Regarding homeownership activities, to date, 34 public housing families and 73 Section 8 participants, for a total of 107, have bought homes through the agency's FSS Program. In addition, over 1,600 families have participated in LHAND's CHAPA certified First Time Homebuyer Class.*

*LHAND utilized Project Based Rental Assistance to expand housing opportunities in three affordable housing developments: the YMCA's SRO expansion project (10 units), the St. Jean's Redevelopment and Neighborhood Revitalization project (5 units) and the Normandy Permanent Housing Program (4 units).*

*Planning & Development, in conjunction with Public Housing Management staff, identified and secured additional funding for the agency's resident initiative programs.*

*The LHAND has met its goal of maximizing the amount of revenue received from, state, federal and local sources. Although the LHAND has indeed maximized its available revenue, actual revenue from these sources continues to decline. The federal operating subsidy has been funded at 89% of what it should be and the 2005 Capital Fund has been cut a similar amount. Funding for the HCV program has also been decreased as HUD has basically redesigned the inner-workings of the program, changing from a voucher funded based system to a lumps sum cash based system. In addition state funding has re remained stagnant.*

*The LHAND has continued to increase its revenue sources from entrepreneurial accounts. These endeavors have enabled the authority to maintain local police patrols and youth activities at the family development as well as supplant the lost operating revenues for both federal developments.*

## **Attachment # 5 – Meeting Minutes and Public Comment**

### ***RAB Meeting I***

#### ***Minutes***

***Tuesday, November 27, 2007***

***5:30 p.m., 10 Church Street***

**RAB Attendance: Gladys Nelson, Lauren Pelusi, Brian Ahearn, Thomas Calef, Delores Walcott, Joyce Byrd**

*Absent: Debbie Perez*

*LHAND Staff: Charles Mihos, Paul Gaudet, Brenda Womack*

*Mr. Gaudet opened the meeting at 5:30 p.m. by welcoming everyone and thanking them for attending the meeting. He invited everyone to introduce themselves and state who they were representing. Mr. Gaudet then began to explain the PHA Plan.*

*Mr. Gaudet opened his explanation by reminding the RAB of its importance and how vital its participation in the PHA process is. He explained that although many of the policies the Lynn Housing*

*Authority and Neighborhood Development (LHAND) have not changed, there were some things that had to be brought to the RAB's attention.*

*Mr. Gaudet briefly went through the different sections of the plan and informed the RAB of potential changes as well as new additions. Next Mr. Gaudet opened the floor to the RAB members and discussed various matters with the members. Mr. Gaudet followed with a brief explanation of the Capital fund and the Energy Service Contract the LHAND entered into at Curwin Circle.*

*The meeting came to a close at 6:30 p.m.*

**RAB Meeting II**  
**Minutes**  
**Tuesday, January 16, 2008**  
**5:30 p.m., 10 Church Street**

**RAB Attendance: Gladys Nelson, Lauren Pelusi, Joyce Byrd, Debbie Perez**

*Absent: Delores Walcott, Brian Ahearn, Thomas Calef*

*LHAND Staff: Charles Mihos, Paul Gaudet, Brenda Womack*

*The meeting opened at 5:30 with an introduction of Debbie Perez, the RAB's newest member from the LHAND's Curwin Circle development.*

*Mr. Gaudet then went through the PHA plan by section addressing each change the Housing Authority had made this year. Mr. Gaudet then discussed the changes and opened to floor to any questions the RAB had.*

*The areas covered by Mr. Gaudet were:*

- *The LHAND's goals and objectives*
- *The LHAND's statement of housing needs*
- *Waiting list numbers for Curwin Circle, Wall Plaza, and Section 8*
- *Statement of Financial Resources*
- *LHAND screening factors*
- *Flat Rents*
- *The Violence Against Women Act*
- *Capital Fund*

*After a discussion on the aforementioned topics the RAB members discussed the Curwin Circle Energy Service Contract with Mr. Gaudet as well as various potential improvements at Wall Plaza.*

*The meeting came to a close at 6:45 p.m.*

**PHA Public Hearing**  
**Tuesday, January 8, 2008, 5:30 p.m.**

**10 Church Street, LHAND Community Room**

**Sign in: Charles Mihos LHAND, Paul Gaudet LHAND, Dave Raymond LHAND, and Joe Scanlon LHAND.**

The hearing was opened at 5:30 p.m. No members of the public attended the meeting and the LHAND closed the hearing at 6:00 p.m.

**Attachment #6 – RASS Follow Up Plan**

**RESIDENT ASSESSMENT SUB SYSTEM (RASS)  
FOLLOW UP PLAN**

*The Lynn Housing Authority and Neighborhood Development (LHAND) continuously strives to improve the overall operations of its public housing developments. To do this, the LHAND responds to its residents needs in an appropriate manner.*

*The LHAND received an overall score of 67.7% on the section of the RASS survey titled Communication.*

*The LHAND managers make it a point to offer the tenant a thorough explanation of the lease at the initial orientation. At this time, the tenant is provided a tenant handbook, which describes in detail the Development Rules that all tenants must adhere to. This ensures that tenants will be fully capable of complying with the LHAND's policies. In addition, the LHAND conducts a recertification with the tenant on an annual basis. This recertification is for the purpose of renewing their lease and to guarantee that management and tenants are in cooperation with each other. At this time, the tenants are provided with another copy of their lease for reference purposes.*

*The LHAND responds to all maintenance related problems. The management personnel will inform residents of any problems on the development as they occur. Unless it is an emergency, anytime repairs need to be made to water systems, boilers, etc., the manager is given notification of when this work will be performed by the maintenance staff. The managers, upon receiving notification from maintenance, will issue flyers to all tenants (usually 24-48 hours in advance) explaining what will be performed and how long the work will be in progress. The LHAND is committed to make this process as efficient and timely as possible.*

*In addition, the LHAND provides translation services to all of its tenants when requested. The LHAND is committed to translate information to tenants in flyers and at community meetings. The LHAND provides all of its tenants with as much information in the language of the tenants choice if available. However, the LHAND has found that information and forms that are available on HUD's website are not translated and this has created difficulty in disseminating important information to our tenants. It would be effective and beneficial if HUD could provide all of its forms in various languages so that public housing authorities could communicate more efficiently with its tenants.*

*The LHAND received an overall score of 69.8 % on the section of the RASS survey titled Neighborhood Appearance.*

*Neighborhood appearance is important to the Lynn Housing Authority and Neighborhood Development (LHAND) as it is to its residents. LHAND has aggressively addressed all complaints regarding neighborhood appearances at the Curwin Circle Development (MA 23-1) and the M. Henry Wall Plaza Development (MA 23-2).*

*The LHAND completes over 2000 work orders on an annual basis at the Curwin Circle Family Development and the M. Henry Wall Plaza Development. The M. Henry Wall Plaza Development consists of one hundred and seventy-six (176) units of elderly and disabled residents consisting of two nine-story high rise buildings. Curwin Circle is a two hundred and eighty-three unit family development with row house style housing with tenants having exclusive use of the front and rear entrances. The residents are responsible for the upkeep of their front and rear yards. The LHAND staff continuously informs residents of their responsibility to keep these areas clean. Tenants who fail to maintain these areas are constantly reminded of their responsibility to do so by both the LHAND staff, as well as, members of the Curwin Resident Council, Inc. (CRC). In the past, the CRC with the cooperation of the LHAND has conducted numerous meetings to ensure all residents were aware of their responsibility to maintain the cleanliness of the development. In addition to the LHAND notices, which are routinely sent out regarding trash, the CRC has also sent out reminders of their own to the residents.*

*The LHAND is addressing resident concerns regarding the trash disposal of other residents in the development. The Lynn Housing Authority and Neighborhood Development has and will continue to implement resident programs to address trash and litter issues and annually conducts neighborhood "clean-up days" in conjunction with the Curwin Resident Council (CRC), Inc. The most recent LHAND/CRC clean-up day was held May 6, 2006. Volunteers for the day included members of the CRC, as well as, ten (10) LHAND employees. The event was well publicized and held in good weather. The adult residents sparsely attended it, though the LHAND and CRC with the help of over twenty-five (25) youth volunteers removed numerous truckloads of trash from the development and surrounding areas. The LHAND will implement another clean-up day this fall to generate resident awareness of the litter problems and their responsibilities.*

*The LHAND also serves as a community service site through the Lynn District Court. Participants work once a week to help maintain an acceptable appearance of the LHAND's properties. All of the LHAND developments are cleaned weekly by these participants. The Lynn District Court and the LHAND supervises the participants to ensure that the program runs smoothly and the LHAND developments preserve a clean appearance during the summer months.*

*In addition to the efforts of the LHAND staff and CRC members, the LHAND has solicited assistance from various agencies and contractors to improve the appearance of its neighborhood. All of these activities were negotiated with the local laborers union to allow the LHAND to perform work, which has been previously collectively bargained through the union. The Lynn Housing Authority and Neighborhood Development sponsors a summer/fall Landscaping program to improve upon its appearances by planting flowers, mulching, trimming trees and bushes. The majority of participants are subsidized housing residents. The summer youth maintenance staff assists in keeping the grounds clean among other duties such as repainting speed bumps, fences, and bollards throughout the development.*

*The Department of Public Works (DPW) also donates flowers annually to the LHAND and individually to the residents of the M. Henry Wall Plaza Development and the Curwin Circle Development. LHAND contracts with the city of Lynn for trash removal services on a weekly basis and street sweeping services on a weekly basis in the spring, summer, and fall months. The LHAND will continue to work with the City of Lynn DPW to have the streets swept on a regular basis.*

*The LHAND has revitalized the Tot Lots at Curwin Circle. The LHAND has repaired the slides, painted, and replaced all of the tiles of the Tot Lots. The LHAND has implemented a graffiti removal product and process to remove graffiti from the plastic tot lot material and graffiti removal from the playground equipment. This has enhanced the appearance of the Curwin Circle Development.*

The LHAND is also committed to informing residents of any occupancy or maintenance related issues. The LHAND will make all possible efforts to inform residents of these issues by letter, telephone, or even by knocking on a resident's door. The Management staff has an open door policy for all tenants. Managers are available to communicate with these tenants when an issue may arise.

#### **Attachment # 7 – Substantial Deviation from the 5-Year Plan and Significant Amendment to the Annual Plan Definitions**

A “Substantial Deviation” shall reflect a change in the Lynn Housing Authority & Neighborhood Development’s 5-Year Plan. The following changes shall be considered a “substantial deviation”.

- Any change in the Five-Year Action Plan which includes the addition of a non-emergency work item or removal of such line items.

The time frame for when a change is considered a “substantial deviation” from the original PHA Plan will be from the time the PHA plan has been approved by HUD until the day before the next Plan is due. Each year the LHAND’s plan is due the second week of January. An item will not be considered a substantial deviation if it is changed as a result of the planning process for an upcoming submission of a PHA Plan. Only changes that fit the definition that are made to the approved and current PHA Plan will be considered a substantial deviation.

A “Significant Amendment” shall reflect a change in the Lynn Housing Authority & Neighborhood Development Annual Plan. The following changes shall be considered a “significant amendment”

- Changes to rent or admissions policies or organization of the waiting list
- Any change in regards to demolition or disposition, designation, homeownership programs or conversion activities.

The time frame for when a change is considered a “significant amendment” from the original PHA Plan will be from the time the PHA plan has been approved by HUD until the day before the next Plan is due. Each year the LHAND’s plan is due the second week of January. An item will not be considered a significant amendment if it is changed as a result of the planning process for an upcoming submission of a PHA Plan. Only changes that fit the definition that are made to the approved and current PHA Plan will be considered a significant amendment.

As required via HUD regulations, any substantial deviation or significant amendment shall be subject to the same public process requirements as the Public Housing Agency Plan. This will include all time frames.

#### **Attachment # 8 - Revised Template Question/Section 3(A)(6) (PHA Policies Governing Eligibility, Selection, and Admissions, Public Housing, Deconcentration and Income Mixing**

##### Component 3, (6) Deconcentration and Income Mixing

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

### **Attachment # 9 – Substantial Deviation from the 5-Year Plan and Significant Amendment to the Annual Plan Definitions**

A “Substantial Deviation” shall reflect a change in the Lynn Housing Authority & Neighborhood Development’s 5-Year Plan. The following changes shall be considered a “substantial deviation”.

- Any change in the Five-Year Action Plan which includes the addition of a non-emergency work item or removal of such line items.

The time frame for when a change is considered a “substantial deviation” from the original PHA Plan will be from the time the PHA plan has been approved by HUD until the day before the next Plan is due. Each year the LHAND’s plan is due the second week of January. An item will not be considered a substantial deviation if it is changed as a result of the planning process for an upcoming submission of a PHA Plan. Only changes that fit the definition that are made to the approved and current PHA Plan will be considered a substantial deviation.

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- Any change in regards to demolition or disposition, designation, homeownership programs or conversion activities.

The time frame for when a change is considered a “significant amendment” from the original PHA Plan will be from the time the PHA plan has been approved by HUD until the day before the next Plan is due. Each year the LHAND’s plan is due the second week of January. An item will not be considered a significant amendment if it is changed as a result of the planning process for an upcoming submission of a PHA Plan. Only changes that fit the definition that are made to the approved and current PHA Plan will be considered a significant amendment.

*As required via HUD regulations, any substantial deviation or significant amendment shall be subject to the same public process requirements as the Public Housing Agency Plan. This will include all time frames.*

### **Attachment # 10- Summary of the requested Management Improvement expenditures**

#### **1) Elder Program and Services**

This line item represents funding for resident activities that go beyond the scope of allowable expenditures covered by Resident Participation Funds. These activities include cultural and recreational events, which were previously funded through the Public Housing Drug Elimination (PHDEP) grant. LHAND’s commitment to quality of life programs for its residents lead to a shift in the funding for these activities to Management Improvements when the PHDEP grant ended.

#### **2) Youth Programs**

This line item represents funding for resident activities that go beyond the scope of allowable expenditures covered by Resident Participation Funds. These activities include cultural and recreational events, which were previously funded through the Public Housing Drug Elimination (PHDEP) grant. LHAND’s commitment to quality of life programs for its residents lead to a shift

in the funding for these activities to Management Improvements when the PHDEP grant and Youth Sports Grants ended.

### **3) Security**

This line item represents funding to hire a private security company, North Shore Celadon Security Services, Inc., to provide an on site uniformed guard at the M. Henry Wall Plaza five days per week, at the request of the residents of Wall Plaza.

### **4) Youth Worker**

This line item was created to insure that funds were available for a staff person to implement the previously mentioned Youth Programs. This staff position was also previously funded through a PHDEP grant and Youth Sports Grant.

### **5) Resident Landscape**

This line item was created to sustain another successful program previously funded through PHDEP. The Resident Landscape Training Program is a youth unemployment prevention program, which provides summer employment for resident youth, enhances the physical appearance of Federal Public Housing sites, and eliminates the cost of sub-contracting certain landscaping/horticultural activities that LHAND staff are not trained to perform.

## **Attachment #11**

### **Domestic Violence, Dating Violence, Sexual Assault, Stalking**

The LHAND has adopted all requirements to implement applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). LHAND's goals, objectives and policies are to enable LHAND to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA, and stated in the LHAND VAWA Brochure, a copy of which is attached to this Plan.

In addition:

A. The following activities, services, or programs are provided by LHAND, directly or in partnership with other service providers, to child and adult victims of domestic violence, dating violence, sexual assault or stalking.

The LHAND informed all applicable federal housing programs residents, tenants, and landlords of the VAWA provisions beginning in 2006 with a brochure. Currently all new applicable federal housing program participants are informed of VAWA and receive a VAWA brochure at the time of admission.

B The following activities, services, or programs are provided by LHAND to help child and adult victims of domestic violence, dating violence, sexual assault, or stalking maintain housing.

The LHAND will not terminate assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of abuse. The LHAND is allowed to request that victims attest to their victim status by completing, signing and submitting the Certification of Domestic Violence, Dating Violence or Stalking form HUD-50066.

C. The following activities, services, or programs are provided by LHAND to prevent domestic violence, dating violence, sexual assault and stalking, or to enhance victim safety in assisted families.



# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Lynn Housing Authority							<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY:	Estimated Cost	Work Statement for Year 3 FFY Grant: 2010 PHA FY:	Estimated Cost	Work Statement for Year 4 FFY Grant: 2011 PHA FY:	Estimated Cost	Work Statement for Year 5 FFY Grant: 2012 PHA FY:	Estimated Cost
	Annual Statement								
		1406 Operations	\$40,000.00	1406 Operations	\$40,000.00	1406 Operations	\$40,000.00	1406 Operations	\$40,000.00
		1408 Mgmt Improvements	\$74,396.00	1408 Mgmt Improvements	\$74,396.00	1408 Mgmt Improvements	\$74,396.00	1408 Mgmt Improvements	\$74,396.00
		1410 Administration	\$71,599.00	1410 Administration	\$71,599.00	1410 Administration	\$71,599.00	1410 Administration	\$71,599.00
		1430 Fees & Costs	\$47,500.00	1430 Fees & Costs	\$50,000.00	1430 Fees & Costs	\$85,000.00	1430 Fees & Costs	\$40,000.00
		1450 Site Improvements	\$75,000.00	1450 Site Improvements	\$125,000.00	1450 Site Improvements	\$75,000.00	1450 Site Improvements	\$175,000.00
		1460 Dwelling Structures	\$176,000.00	1460 Dwelling Structures	\$161,000.00	1460 Dwelling Structures	\$251,000.00	1460 Dwelling Structures	\$301,000.00
		1465 Dwelling Equipment	\$40,000.00	1465.1 Dwelling Equipment	\$65,000.00	1465.1 Dwelling Equipment	\$20,000.00	1465.1 Dwelling Equipment	\$20,000.00
		1470 Non Dwelling Structures	\$180,000.00	1470 Non Dwelling Structures	\$50,000.00	1470 Non Dwelling Structures	\$200,000.00	1470 Non Dwelling Structures	\$100,000.00
		1475 Non Dwelling Equipment	\$110,000.00	1475 Non Dwelling Equipment	\$175,000.00			1475 Non Dwelling Equipment	
CFP Funds Listed for 5 year Planning			\$701,896.00		\$699,396.00		\$704,396.00		\$719,396.00



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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2009 PHA FY:			Activities for Year: <u>3</u> FFY Grant: 2010 PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>SEE</b>	PHA Wide 1408	Security	\$20,000.00	PHA Wide 1408	Security	\$20,000.00
	PHA Wide 1408	Elderly Programs	\$5,000.00	PHA Wide 1408	Elderly Programs	\$5,000.00
	PHA Wide 1408	Resident Landscaping	\$10,000.00	PHA Wide 1408	Resident Landscaping	\$10,000.00
	PHA Wide 1408	Youth Worker	\$20,000.00	PHA Wide 1408	Youth Worker	\$20,000.00
	PHA Wide 1408	Workforce	\$10,000.00	PHA Wide 1408	Workforce	\$10,000.00
	PHA Wide 1408	Youth Program	\$9,396.00	PHA Wide 1408	Youth Program	\$9,396.00
	PHA Wide 1460	Asbestos Removal	\$20,000.00	PHA Wide 1460	Asbestos Removal	\$20,000.00
<b>Annual Statement</b>	PHA Wide 1460	Unit Painting	\$10,000.00	PHA Wide 1460	Unit Painting	\$40,000.00
	PHA Wide 1465	Appliance Replacement	\$40,000.00	PHA Wide 1465	Appliance Replacement	\$40,000.00
	23-1 C. Circle 1430	Technical Assistance CFP	\$7,500.00	23-1 C. Circle 1430	Central Mailbox A/E	\$10,000.00
	23-1 C. Circle 1430	Housing Inspector	\$25,000.00	23-1 C. Circle 1430	Technical Assistance CFP	\$7,500.00
	23-1 C. Circle 1450	Utility & Infrastructure Repairs	\$25,000.00	23-1 C. Circle 1430	Housing Inspector	\$25,000.00
	23-1 C. Circle 1450	Sidewalk,Fencing & Landscaping	\$50,000.00	23-1 C. Circle 1450	Utility & Infrastructure Repairs	\$25,000.00
	23-1 C. Circle 1460	Unit Rehab	\$50,000.00	23-1 C. Circle 1450	Sidewalk,Fencing & Landscaping	\$50,000.00
	23-1 C. Circle 1460	Storm Door Replacement	\$40,000.00	23-1 C. Circle 1460	Unit Rehab	\$50,000.00
	23-1 C. Circle 1460	Flooring Repairs	\$40,000.00	23-1 C. Circle 1460	Flooring Repairs	\$40,000.00
	23-1 C. Circle 1470	Siding Replacement	\$50,000.00	23-1 C. Circle 1470	Siding Replacement	\$50,000.00
	23-1 C. Circle 1470	Building Exterior Repairs	\$20,000.00	23-1 C. Circle 1475	Central Mailbox Construction	\$100,000.00



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

Activities for Year : <u>4</u> FFY Grant: 2011 PHA FY:			Activities for Year <u>5</u> FFY Grant: 2012 PHA FY:		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Costs</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
PHA Wide 1408	Security	\$20,000.00	PHA Wide 1408	Security	\$20,000.00
PHA Wide 1408	Elderly Programs	\$5,000.00	PHA Wide 1408	Elderly Programs	\$5,000.00
PHA Wide 1408	Resident Landscaping	\$10,000.00	PHA Wide 1408	Resident Landscaping	\$10,000.00
PHA Wide 1408	Youth Worker	\$20,000.00	PHA Wide 1408	Youth Worker	\$20,000.00
PHA Wide 1408	Workforce	\$10,000.00	PHA Wide 1408	Workforce	\$10,000.00
PHA Wide 1408	Youth Program	\$9,396.00	PHA Wide 1408	Youth Program	\$9,396.00
PHA Wide 1460	Asbestos Removal	\$20,000.00	PHA Wide 1460	Asbestos Removal	\$20,000.00
PHA Wide 1460	Unit Painting	\$40,000.00	PHA Wide 1460	Unit Painting	\$10,000.00
PHA Wide 1465	Appliance Replacement	\$20,000.00	PHA Wide 1465	Appliance Replacement	\$20,000.00
23-1 C. Circle 1430	Technical Assistance CFP	\$7,500.00	23-1 C. Circle 1430	Technical Assistance CFP	\$7,500.00
23-1 C. Circle 1430	Housing Inspector	\$25,000.00	23-1 C. Circle 1430	Housing Inspector	\$25,000.00
23-1 C. Circle 1450	A/E Maint. Roof	\$15,000.00	23-1 C. Circle 1450	Utility & Infrastructure Repairs	\$25,000.00
23-1 C. Circle 1450	Utility & Infrastructure Repairs	\$25,000.00	23-1 C. Circle 1450	Sidewalk,Fencing & Landscaping	\$50,000.00
23-1 C. Circle 1460	Sidewalk,Fencing & Landscaping	\$50,000.00	23-1 C. Circle 1450	Repaving Parking Area	\$140,000.00
23-1 C. Circle 1460	Unit Rehab	\$50,000.00	23-1 C. Circle 1460	Unit Rehab	\$100,000.00

23-1 C. Circle 1460	Flooring Repairs	\$40,000.00	23-1 C. Circle 1460	Flooring Repairs	\$40,000.00
23-1 C. Circle 1470	Roof Replacement	\$100,000.000			
			23-2 Wall Plaza 1430	Technical Assistance CFP	\$7500.00
23-2 Wall Plaza 1430	Technical Assistance CFP	\$7,500.00	23-2 Wall Plaza 1460	504 Unit Conversion Const.	\$100,000.00
23-2 Wall Plaza 1430	504 Unit Conversion A/E	\$15,000.00	23-2 Wall Plaza 1470	Exterior Envelope Repairs	\$100,000.00
23-2 Wall Plaza 1430	Exterior Envelope Repairs A/E	\$15,000.00			
23-2 Wall Plaza 1460	504 Unit Conversion Const.	\$100,000.00			
23-2 Wall Plaza 1470	Exterior Envelope Repairs	\$100,00.00			
<b>Total CFP Estimated Cost</b>		<b>704,396.00</b>			<b>\$719,396.00</b>

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name Lynn, MA Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-01 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 2001</b>
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Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report 09/30/2005

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	144,492.18	149,152.00	149,152.00	149,152.00
4	1410 Administration	91,001.00	91,001.00	91,001.00	91,001.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	15,000.00	59,478.84	59,478.84	59,478.84
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	113,648.00	65,997.62	65,997.62	65,997.62
10	1460 Dwelling Structures	438,667.83	534,673.15	534,673.15	534,673.15
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	107,202.99	9,707.39	9,707.39	9,707.39
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	0.00	0.00	0.00	0.00
		910,012.00	910,010.00	910,010.00	910,010.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

**Part II: Supporting Pages**

PHA Name: Lynn, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501- Replacement Housing Factor Grant No:		Federal FY of Grant: 2001			
Development No.  Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Total Estimated Cost		Total Actual Cost		Status of Work
			Original	Revised	Obligated	Expended	
PHA-wide	Operations	1406	0.00	0.00	0.00	0.00	Complete
	Management Improvements						
PHA-wide	Computer Upgrade	1408	10,000.00	1,241.20	1,241.20	1,241.20	Complete
PHA-wide	Drug Task Force	1408	10,000.00	10,000.00	10,000.00	10,000.00	Complete
PHA-wide	Elderly Programs	1408	5,000.00	1,435.40	1,435.40	1,435.40	Complete
PHA-wide	Family Investment Center	1408	25,000.00	0.00	0.00	0.00	Postponed
PHA-wide	Resident Landscaping	1408	30,000.00	30,000.00	30,000.00	30,000.00	Complete
PHA-wide	Curwin Consultant	1408	15,000.00	15,000.00	15,000.00	15,000.00	Complete
PHA-wide	Security	1408	32,000.00	32,000.00	32,000.00	32,000.00	Complete
PHA-wide	Staff Taining	1408	2,000.00	0.00	0.00	0.00	Postponed
PHA-wide	Tech Assistance Capital Fund	1408	5,000.00	16,296.75	16,296.75	16,296.75	Complete
PHA-wide	Workforce	1408	10,000.00	19,242.25	19,242.25	19,242.25	Complete
PHA-wide	Youth Programs	1408	5,152.00	5,414.19	5,414.19	5,414.19	Complete
PHA-wide	Housing Inspector	1408	-4,659.82	18,522.21	18,522.21	18,522.21	Complete
PHA-wide	Administration	1410	91,001.00	91,001.00	91,001.00	91,001.00	Complete
	Fess & Costs						
23-1 C. Circle	A/E Roof Replacement	1430	0.00	13,605.10	13,605.10	13,605.10	Complete
23-1 C. Circle	A/E Fans	1430	15,000.00	0.00	0.00	0.00	Moved to
23-1 C. Circle	A/E Boiler	1430	0.00	4,042.73	4,042.73	4,042.73	Complete
23-1 C. Circle	Curwin Master plan	1430	0.00	41,831.01	41,831.01	41,831.01	Complete
23-1 C. Circle	Oil Tank Removal	1430	0.00	0.00	0.00	0.00	Postponed
	Site Improvements						
23-1 C. Circle	Heat/Utility Repair	1450	113,648.00	65,997.62	65,997.62	65,997.62	Complete
23-1 C. Circle	Parking Lot	1450			0.00	0.00	Postponed
	Dwelling Structures						
23-1 C. Circle	Carpet Installation	1460	41,209.00	41,209.00	41,209.00	41,209.00	Complete
23-1 C. Circle	Phase I Roof Replacement	1460	300,000.00	0.00	0.00	0.00	Postponed
23-2 Wall Plaza	Common Area 504 Accessible Units	1460	100,000.00	29,899.71	29,899.71	29,899.71	Complete
23-2 Wall Plaza	Building Envelope Repair	1460	-7,200.99	243,484.87	243,484.87	243,484.87	Complete
23-1 C. Circle	Basement Fans	1460	0.00	137,495.49	137,495.49	137,495.49	Complete
PHA Wide	Vacancy Turnaround Painter	1460	4,659.82	82,584.08	82,584.08	82,584.08	Complete
	Non Dwelling Structures						
23-2 Wall Plaza	Compactor Installation	1470	100,000.00	0.00	0.00	0.00	Postponed
23-2 Wall Plaza	Sidewalk Installation	1470	7,202.99	9,707.39	9,707.39	9,707.39	Complete





**Annual Statement/Performance and Evaluation Report**

cfp05aug05.xls

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name Lynn, MA Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2007		<input checked="" type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	34,299.19	34,299.19	34,299.19	34,299.19
3	1408 Management Improvements Soft Costs	165,423.54	165,423.54	165,423.54	165,423.54
4	1410 Administration	87,033.00	87,033.00	87,033.00	87,033.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	140,921.83	140,921.83	140,921.83	140,921.83
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	211,836.89	211,836.89	211,836.89	211,836.89
10	1460 Dwelling Structures	178,015.80	178,015.80	178,015.80	178,015.80
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	49,807.75	49,807.75	49,807.75	49,807.75
13	1475 Non-dwelling Equipment	3,000.00	3,000.00	3,000.00	3,000.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	0.00	0.00	0.00	0.00
		870,338.00	870,338.00	870,338.00	870,338.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	42,000.00	42,000.00	42,000.00	42,000.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation	362,733.95	362,733.95	362,733.95	362,733.95
	Measures	0.00	0.00	0.00	0.00

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

**Part II: Supporting Pages**

PHA Name: Lynn, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023- Replacement Housing Factor Grant No:		Federal FY of Grant: 2002 MA06-P023-501-02			
Development No.  Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Total Estimated Cost		Total Actual Cost		Status of Work
			Original	Revised	Obligated	Expended	
PHA-wide	<u>Operations</u>	1406	34,299.19	34,299.19	34,299.19	34,299.19	Complete
	<u>Management Improvements</u>						
PHA-wide	Computer Upgrade	1408	0.00	0.00	0.00	0.00	Moved To 1475
PHA-wide	Drug Task Force	1408	10,000.00	10,000.00	10,000.00	10,000.00	Complete
PHA-wide	Elderly Programs	1408	0.00	0.00	0.00	0.00	
PHA-wide	Resident Landscaping	1408	12,942.94	12,942.94	12,942.94	12,942.94	Complete
PHA-wide	Summer Youth	1408	0.00	0.00	0.00	0.00	Postponed
PHA-wide	Transpportation (Senior & Group Activities)	1408	0.00	0.00	0.00	0.00	Postponed
PHA-wide	Security	1408	32,000.00	32,000.00	32,000.00	32,000.00	Complete
PHA-wide	Staff Taining	1408	0.00	0.00	0.00	0.00	Postponed
PHA-wide	Tech Assistance Capital Fund	1408	0.00	0.00	0.00	0.00	Postponed
PHA-wide	Workforce	1408	0.00	0.00	0.00	0.00	Postponed
PHA-wide	Youth Programs	1408	5,438.00	5,438.00	5,438.00	5,438.00	Complete
PHA-wide	Curwin Consultant	1408	16,897.40	16,897.40	16,897.40	16,897.40	Complete
PHA-wide	Housing Inspector	1408	33,253.96	33,253.96	33,253.96	33,253.96	Complete
PHA-wide	Vacancy Turnaround	1408	51,117.43	51,117.43	51,117.43	51,117.43	Complete
PHA-wide	Youth Worker	1408	3,773.81	3,773.81	3,773.81	3,773.81	Complete
PHA-wide	Administration	1410	87,033.00	87,033.00	87,033.00	87,033.00	Complete
	<u>Fess &amp; Costs</u>						
PHA-wide	Housing Inspector	1430	6,825.02	6,825.02	6,825.02	6,825.02	Complete
23-1 C. Circle	A/E Sewer Separator	1430	0.00	0.00	0.00	0.00	Postponed
23-1 C. Circle	A/E Boiler Repair	1430	0.00	0.00	0.00	0.00	Postponed
23-1 C. Circle	A/E Air Make up	1430	0.00	0.00	0.00	0.00	Postponed
23-1 C. Circle	Curwin Master plan	1430	100,195.91	100,195.91	100,195.91	100,195.91	Complete
23-1 C. Circle	Oil Tank Removal	1430	33,900.90	33,900.90	33,900.90	33,900.90	Complete
	<u>Site Improvements</u>						
23-1 C. Circle	Heat/Utility Repair	1450	211,836.89	211,836.89	211,836.89	211,836.89	Complete
23-1 C. Circle	Parking Lot	1450	0.00	0.00	0.00	0.00	Postponed

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

**Part II: Supporting Pages**

PHA Name: Lynn, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023- Replacement Housing Factor Grant No:		Federal FY of Grant: 2002 MA06-P023-501-02			
Development No.  Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Total Estimated Cost		Total Actual Cost		Status of Work
			Original	Revised	Obligated	Expended	
PHA-wide	<u>Operations</u>	1406	34,299.19	34,299.19	34,299.19	34,299.19	Complete
	<u>Dwelling Structures</u>						
23-1 C. Circle	Basement Fans	1460	30,118.74	30,118.74	30,118.74	30,118.74	Complete
23-1 C. Circle	Bathroom Tub Surrounds	1460	0.00	0.00	0.00	0.00	Postponed
23-1 C. Circle	Roof Replacement Phase I	1460	0.00	0.00	0.00	0.00	Postponed
23-1 C. Circle	Drip Pans	1460	0.00	0.00	0.00	0.00	Postponed
23-1 C. Circle	Storm Doors	1460	0.00	0.00	0.00	0.00	Postponed
Wall Plaza 23-2	Roof Maintenance	1460	0.00	0.00	0.00	0.00	Postponed
Wall Plaza 23-2	Wall Plaza Heat	1460	147,897.06	147,897.06	147,897.06	147,897.06	Complete
	<u>Non Dwelling Structures</u>						
23-1 C. Circle	Boiler Repairs	1470	11,925.00	11,925.00	11,925.00	11,925.00	Complete
23-2 Wall Plaza	Air Makeup Construction	1470	0.00	0.00	0.00	0.00	Postponed
23-2 Wall Plaza	Church Street Snowguards	1470	10,295.00	10,295.00	10,295.00	10,295.00	Complete
23-1 C. Circle	Oil Tank Removal	1470	27,587.75	27,587.75	27,587.75	27,587.75	Complete
23-1 C. Circle	Refractor Boiler	1475	3,000.00	3,000.00	3,000.00	3,000.00	Complete
PHA-wide	Computer Upgrade	1475	0.00	0.00	0.00	0.00	Postponed

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

**Part II: Supporting Pages**

PHA Name: Lynn, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023- Replacement Housing Factor Grant No:		Federal FY of Grant: 2002 <b>MA06-P023-501-02</b>			
Development No.  Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Total Estimated Cost		Total Actual Cost		Status of Work
			Original	Revised	Obligated	Expended	
PHA-wide	Operations	1406	34,299.19	34,299.19	34,299.19	34,299.19	Complete

					<u>loccs</u>	
1406	34,299.19	<b>34,299.19</b>	<b>34,299.19</b>	34,299.19		34,299.19
1408	165,423.54	165,423.54	<b>165,423.54</b>	165,423.54		<b>165,423.54</b>
1410	87,033.00	<b>87,033.00</b>	<b>87,033.00</b>	87,033.00		87,033.00
1430	140,921.83	<b>140,921.83</b>	<b>140,921.83</b>	140,921.83		140,921.83
1450	211,836.89	<b>211,836.89</b>	<b>211,836.89</b>	211,836.89		211,836.89
1460	178,015.80	<b>178,015.80</b>	<b>178,015.80</b>	178,015.80		178,015.80
1470	49,807.75	<b>49,807.75</b>	<b>49,807.75</b>	49,807.75		49,807.75
1475	<u>3,000.00</u>	<b><u>3,000.00</u></b>	<b><u>3,000.00</u></b>	<u>3,000.00</u>		<u>3,000.00</u>
	870,338.00	<b>870,338.00</b>	<b>870,338.00</b>	870,338.00		870,338.00
	0.00			0.00		0.00
			10.00%			
			19.01%			
					31762.39	0.00



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name Lynn, MA Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement

Performance and Evaluation Report for Period Ending: 9/30/2007     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	0.00	0.00	0.00	0.00
2	1406 Operations	32,485.18	32,485.18	32,485.18	32,485.18
3	1408 Management Improvements Soft Costs	71,902.10	61,017.55	61,017.55	61,017.55
4	1410 Administration	72,510.32	72,510.32	72,510.32	72,510.32
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	14,053.92	14,053.92	14,053.92	14,053.92
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	245,718.79	246,250.06	246,250.06	246,250.06
10	1460 Dwelling Structures	274,675.25	285,028.53	285,028.53	285,028.53
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	4,218.94	4,218.94	4,218.94	4,218.94
13	1475 Non-dwelling Equipment	532.50	532.50	532.50	532.50
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	0.00	0.00	0.00	0.00
		716,097.00	716,097.00	716,097.00	716,097.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	32,000.00	32,000.00	32,000.00	32,000.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	369,378.48	401,463.03	401,463.03	401,463.03
		0.00	0.00	0.00	0.00



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

**Part II: Supporting Pages**

PHA Name: Lynn, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003			
Development No.  Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Total Estimated Cost		Total Actual Cost		Status of Work
			Original	Revised	Obligated	Expended	
	<u>Dwelling Structures</u>						
23-1 C. Circle	Basement Fans	1460	119,451.45	119,451.45	119,451.45	119,451.45	Complete
23-1 C. Circle	Floor Replacement	1460	15,000.51	15,000.51	15,000.51	15,000.51	Complete
23-1 C. Circle	Storm Doors	1460	0.00	0.00	0.00	0.00	Postponed
23-1 C. Circle	Tot Lot	1460	0.00	0.00	0.00	0.00	Postponed
23-1 C. Circle	Moisture Repairs	1460	0.00	0.00	0.00	0.00	Postponed
23-1 C. Circle	Roof Replacement	1460	3,736.00	3,736.00	3,736.00	3,736.00	Complete
23-2 Wall Plaza	Mail Box Construction	1460	0.00	0.00	0.00	0.00	Postponed
23-2 Wall Plaza	Bathroom Sink & Faucet	1460	0.00	0.00	0.00	0.00	Postponed
23-2 Wall Plaza	Wall Plaza Canopy	1460	21,200.00	0.00	0.00	0.00	Complete
23-2 Wall Plaza	Wall Plaza Heat Repairs	1460	111,805.00	111,805.00	111,805.00	111,805.00	Complete
23-2 Wall Plaza	Church Street Window Improvements	1460	800.00	800.00	800.00	800.00	Complete
23-2 Wall Plaza	Emergency Oil Tank Replacement	1460	2,682.29	34,235.57	34,235.57	34,235.57	Complete
	<u>Non Dwelling Structures</u>						
23-1 C. Circle	Boiler Repairs	1470	4,218.94	4,218.94	4,218.94	4,218.94	Complete
23-1 C. Circle	Oil Tank Construction	1470	0.00	0.00	0.00	0.00	Postponed
PHA-wide	Computer Upgrade	1475	532.50	532.50	532.50	532.50	Complete

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

**Part II: Supporting Pages**

PHA Name: Lynn, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003			
Development No.  Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Total Estimated Cost		Total Actual Cost		Status of Work
			Original	Revised	Obligated	Expended	



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name	Lynn, MA Housing Authority	Grant Type and Number		Federal FY of Grant: 2003
		Capital Fund Program Grant No:	MA06-P023-502-03	
		Replacement Housing Factor Grant No:		

Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement

Performance and Evaluation Report for Period Ending: 9/30/2007     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	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	0.00	0.00	0.00	0.00
4	1410 Administration	14,271.60	14,271.60	14,271.60	14,271.60
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	34,422.15	35,126.14	35,126.14	35,126.14
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	94,022.25	93,318.26	93,318.26	93,318.26
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	0.00	0.00	0.00	0.00
		142,716.00	142,716.00	142,716.00	142,716.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation	128,444.40	0.00	128,444.40	128,444.40
	Measures	0.00	0.00	0.00	0.00

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

**Part II: Supporting Pages**

PHA Name: Lynn, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023- Replacement Housing Factor Grant No:		Federal FY of Grant: 2003 9/30/2007			
Development No.  Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Total Estimated Cost		Total Actual Cost		Status of Work
			Original	Revised	Obligated	Expended	
	Management Improvements						
PHA-wide	Administration	1410	14,271.60	14,271.60	14,271.60	14,271.60	Complete
	<u>Fess &amp; Costs</u>						
Wall Plaza 23-2	A/E Heat Repair	1430	34,422.15	35,126.14	35,126.14	35,126.14	Complete
	<u>Dwelling Structures</u>						
23-2 Wall Plaza	Heat Repair	1460	83,444.40	83,444.40	83,444.40	83,444.40	Complete
23-1 Curwin	Vacancy Rehab Program	1460	10,577.85	0.00			Postponed
23-1 Curwin	Siding Repairs	1460	0.00	9,873.86	9,873.86	9,873.86	Complete



**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name	Lynn, MA Housing Authority	Grant Type and Number		Federal FY of Grant: 2004
		Capital Fund Program Grant No:	MA06-P023-501-04	
		Replacement Housing Factor Grant No:		

Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement

Performance and Evaluation Report for Period Ending: **9/30/2007**     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	0.00	0.00	0.00	0.00
2	1406 Operations	43,781.23	43,781.23	43,781.23	43,781.23
3	1408 Management Improvements Soft Costs	98,219.00	90,806.00	90,806.00	86,964.50
4	1410 Administration	82,932.00	82,932.00	82,932.00	82,932.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	20,550.90	24,640.81	24,640.81	18,928.22
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	188,906.41	230,545.25	230,545.25	184,408.05
10	1460 Dwelling Structures	342,678.46	344,505.66	344,505.66	330,172.51
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	52,250.00	12,107.05	12,107.05	12,107.05
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	829,318.00	829,318.00	829,318.00	759,293.56
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	45,000.00	45,000.00	45,000.00	45,000.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation	357,659.05	330,095.70	330,095.70	330,095.70
	Measures	0.00	0.00	0.00	0.00



	<u>Budget</u>	<u>Revisions</u>	<u>obligated</u>	<u>expended</u>	<u>loccs</u>
1406	43,781.23	43,781.23	43,781.23	43,781.23	43,781.23
1408	98,219.00	90,806.00	90,806.00	86,964.50	86,964.50
1410	82,932.00	82,932.00	82,932.00	82,932.00	82,932.00
1430	20,550.90	24,640.81	24,640.81	18,928.22	18,928.22
1450	188,906.41	230,545.25	230,545.25	184,408.05	184,408.05
1460	342,678.46	344,505.66	344,505.66	330,172.51	330,172.51
1470	52,250.00	12,107.05	12,107.05	12,107.05	12,107.07
1475	0.00	0.00	0.00	0.00	0.00
	829,318.00	829,318.00	829,318.00	759,293.56	759,293.58
	0.00	0.00	629,318.00	0.02	
			0.00		
	-113,221.00				



**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name	Lynn, MA Housing Authority	Grant Type and Number		Federal FY of Grant: 2005
		Capital Fund Program Grant No:	MA06-P023-501-05	
		Replacement Housing Factor Grant No:		

Original Annual Statement   
  Reserve for Disasters/ Emergencies   
  Revised Annual Statement  
 Performance and Evaluation Report for Period Ending: **9/30/2007**   
  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	0.00	0.00	0.00	0.00
2	1406 Operations	40,500.00	40,500.00	40,500.00	40,500.00
3	1408 Management Improvements Soft Costs	72,000.00	82,606.60	82,606.60	34,717.63
4	1410 Administration	74,283.00	74,283.00	74,283.00	74,283.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	30,500.00	22,952.50	22,952.50	22,952.50
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	22,500.00	40,842.25	24,693.25	19,703.08
10	1460 Dwelling Structures	453,748.30	438,187.35	438,187.35	117,647.10
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	26,802.70	20,962.30	20,962.30	20,962.30
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	22,500.00	22,500.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	0.00	0.00	0.00	0.00
		742,834.00	742,834.00	704,185.00	330,765.61
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	40,034.43	40,034.43	40,034.43	40,034.43
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation	67,248.30	52,804.55	39,304.55	39,304.55
	Measures	0.00	0.00	0.00	0.00

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

**Part II: Supporting Pages**

PHA Name: Lynn, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023- Replacement Housing Factor Grant No:		Federal FY of Grant: 2005 9/30/2007			
Development No.  Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Total Estimated Cost		Total Actual Cost		Status of Work
			Original	Revised	Obligated	Expended	
PHA-wide	Operations	1406	40,500.00	40,500.00	40,500.00	40,500.00	Complete
	Management Improvements	1408					
PHA-wide	Security &n Protective Services	1408	40,034.43	40,034.43	40,034.43	16,632.59	In Process
PHA-wide	Elderly Programs & Services	1408	4,500.00	4,500.00	4,500.00	0.00	In Process
PHA-wide	Tech Assist CFP	1408	4,500.00	15,106.60	15,106.60	7,775.64	In Process
PHA-wide	Vacancy Turnaround	1408	0.00	0.00	0.00	0.00	Postponed
23-1 C. Circle	Youth Programs	1408	4,965.57	4,965.57	4,965.57	4,500.00	In Process
23-1 C. Circle	Curwin Consultant	1408	0.00	0.00	0.00	0.00	Postponed
23-1 C. Circle	Youth Worker	1408	18,000.00	18,000.00	18,000.00	5,809.40	In Process
PHA-wide	Administration	1410	74,283.00	74,283.00	74,283.00	74,283.00	Complete
PHA-wide	Housing Inspector	1430	18,000.00	21,059.10	21,059.10	21,059.10	Complete
23-1 C. Circle	Curwin Circle Needs Asseesment & Dewatering	1430	12,500.00	1,893.40	1,893.40	1,893.40	Complete
23-1 C. Circle	Unit Rehab Program	1460	400,000.00	231,240.61	231,240.61	0.00	In Process
PHA-wide	Baseboard Replacement	1460	53,748.30	0.00	0.00	0.00	Postponed
23-1 C. Circle	Roof Replacement	1460	0.00	206,946.74	206,946.74	117,647.10	In Process
23-1 C. Circle	Utility & Infrastructure Repairs	1450	0.00	18,342.25	18,342.25	18,342.25	In Process
23-1 C. Circle	Heat Line Re-Routing	1450	13,500.00	13,500.00	0.00	0.00	
23-1 C. Circle	Asbestos Removal	1450	9,000.00	9,000.00	6,351.00	1,360.83	
23-1 C. Circle	Basement Cleanouts	1470	26,802.70	0.00	0.00	0.00	Postponed
23-1 C. Circle	Siding Repairs	1470	0.00	20,962.30	20,962.30	20,962.30	Complete
23-1 C. Circle	Demo (2) Units	1485	22,500.00	22,500.00	0.00	0.00	
23-2 Wall Plaza	504 Unit Conversion A/E	1430	0.00	0.00	0.00	0.00	
23-2 Wall Plaza	504 Unit Conversion Construction	1460	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	
				82,606.60			
				825,440.60	704,185.00	330,765.61	



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name	Lynn, MA Housing Authority	Grant Type and Number		Federal FY of Grant: 2006
		Capital Fund Program Grant No:	MA06-P023-501-06	
		Replacement Housing Factor Grant No:		

Original Annual Statement   
  Reserve for Disasters/ Emergencies   
  Revised Annual Statement  
 Performance and Evaluation Report for Period Ending:   
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	40,000.00	40,000.00	40,000.00	40,000.00
3	1408 Management Improvements Soft Costs	90,631.00	86,400.00	1,763.02	1,793.02
4	1410 Administration	73,714.00	73,714.00	71,599.00	71,599.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	36,494.40	36,494.40	1,304.25	1,217.84
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	226,114.56	226,114.56	16,846.69	16,846.69
11	1465.1 Dwelling Equipment—Nonexpendable	57,600.00	57,600.00	0.00	0.00
12	1470 Non-dwelling Structures	116,187.04	135,225.04	135,187.04	102,184.16
13	1475 Non-dwelling Equipment	24,000.00	24,000.00	0.00	0.00
14	1485 Demolition	57,600.00	57,600.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	0.00	0.00	0.00	0.00
		722,341.00	737,148.00	266,700.00	233,640.71
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	180,000.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	45,000.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	266,700.00	233,640.71
26	Amount of line 21 Related to Energy Conservation	120,000.00	0.00	0.00	0.00
	Measures	0.00	0.00	0.00	0.00

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

**Part II: Supporting Pages**

PHA Name: Lynn, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023- Replacement Housing Factor Grant No:			Federal FY of Grant: 2006		
Development No.  Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Total Estimated Cost		Total Actual Cost		Status of Work
			Original	Revised	Obligated	Expended	
PHA-wide	Operations	1406	40,000.00	40,000.00	40,000.00	40,000.00	
	Management Improvements						
PHA-wide	Security &n Protective Services	1408	43,200.00	43,200.00	0.00	0.00	
PHA-wide	Elderly Programs & Services	1408	4,800.00	4,800.00	0.00	0.00	
PHA-wide	Tech Assist CFP	1408	4,800.00	4,800.00	1,003.55	1,033.55	
PHA-wide	Vacancy Turnaround	1408	0.00	0.00	0.00	0.00	
23-1 C. Circle	Youth Programs	1408	4,800.00	4,800.00	759.47	759.47	
23-1 C. Circle	Curwin Consultant	1408	4,231.00	0.00	0.00	0.00	
23-1 C. Circle	Youth Worker	1408	19,200.00	19,200.00	0.00	0.00	
PHA-wide	Resident Landscape	1408	9,600.00	9,600.00	0.00	0.00	
PHA-wide	Administration	1410	73,714.00	73,714.00	71,599.00	71,599.00	
PHA-wide	Housing Inspector	1430	19,200.00	19,200.00	1,304.25	1,217.84	
PHA-wide	Appliance Replacements	1465.1	9,600.00	9,600.00	0.00	0.00	
PHA-wide	Unit Painting	1460	9,600.00	9,600.00	0.00	0.00	
23-1 C. Circle	Baseboard Replacement	1460	178,114.56	178,114.56	0.00	0.00	
23-1 C. Circle	Bathroom Repairs	1430	17,294.40	17,294.40	0.00	0.00	
23-1 C. Circle	Utility & Infracstructure Repairs	1450	0.00	0.00	0.00	0.00	
23-1 C. Circle	Heat Line Re-Routing	1485	14,400.00	14,400.00	0.00	0.00	
23-1 C. Circle	Asbestos Removal	1485	9,600.00	9,600.00	0.00	0.00	
23-1 C. Circle	Floor Repairs	1460	38,400.00	38,400.00	16,846.69	16,846.69	
23-1 C. Circle	Demo (10units)	1485	33,600.00	33,600.00	0.00	0.00	
23-1 C. Circle	Boiler Sections Replacement	1475	24,000.00	24,000.00			
23-1 C. Circle	Exterior Siding Repairs	1470	116,187.04	135,225.04	135,187.04	102,184.16	
23-2 Wall Plaza	Radiator Repairs	1465.1	43,200.00	43,200.00	0.00	0.00	
23-2 Wall Plaza	Faucett & Sink Repairs	1465.1	4,800.00	4,800.00	0.00	0.00	
				0.00			
				0.00			

		<u>original</u>	<u>revised</u>	<u>obligation</u>	<u>expended</u>	<u>LOCCS</u>
1406		40,000.00	40,000.00	40,000.00	40,000.00	\$6,857.03
1408	12.20%	90,631.00	86,400.00	1,763.02	1,793.02	0.00
1410	9.92%	73,714.00	73,714.00	71,599.00	71,599.00	30,697.08
1430		36,494.40	36,494.40	1,304.25	1,217.84	0.00
1450		0.00	0.00	0.00	0.00	0.00
1460		226,114.56	226,114.56	16,846.69	16,846.69	0.00
1465.1		57,600.00	57,600.00			
1470		116,187.04	135,225.04	135,187.04	102,184.16	201.78
1475		24,000.00	24,000.00			
1485		<u>57,600.00</u>	<u>57,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	742,834.00	722,341.00	737,148.00	266,700.00	233,640.71	30,898.86 #
		20,493.00				
		-14,807.00	0.00	0.00		



**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name Lynn, MA Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-07 Replacement Housing Factor Grant No:	<b>Federal FY of Grant: 2007</b>
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Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement

Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	74,396.00	62,396.00	45,654.99	16,258.99
4	1410 Administration	74,726.00	74,726.00	74,726.00	74,726.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	70,000.00	67,000.00	13,912.37	5,002.26
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	80,140.00	115,140.00	27,175.39	27,175.39
10	1460 Dwelling Structures	433,000.00	295,000.00	16,094.00	16,094.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	118,000.00	117,437.25	117,437.25
13	1475 Non-dwelling Equipment	15,000.00	15,000.00	5,000.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	0.00	0.00	0.00	0.00
		747,262.00	747,262.00	300,000.00	256,693.89
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	20,000.00	20,000.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	300,000.00	256,693.89
26	Amount of line 21 Related to Energy Conservation Measures	355,000.00	318,906.00	0.00	0.00
		0.00	0.00	0.00	0.00



					300,000.00	256,693.89	





**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name Lynn, MA Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-08 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement

Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	40,000.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	76,360.00	0.00	0.00	0.00
4	1410 Administration	74,843.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	45,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	55,000.00	0.00	0.00	0.00
10	1460 Dwelling Structures	85,000.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	327,140.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	45,000.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization Expense Or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2-20)	748,343.00	0.00	0.00	0.00
			0.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security –Soft Costs	290,000.00	0.00	0.00	0.00
25	Amount of Line 21 related to Security-- Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation	320,000.00	0.00	0.00	0.00
	Measures	0.00	0.00	0.00	0.00



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

**Part II: Supporting Pages**

PHA Name: Lynn, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-08 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008			
Development No.  Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Original numbers	Adjustments	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
	<u>Wall Plaza MA23-2</u>								
23-2 Wall Plaza	Elderly Programs & Services	1408	5,000.00	\$0.00	5,000.00	0.00	0.00	0.00	
23-2 Wall Plaza	A& E Waterproofing	1430	5,000.00	\$0.00	5,000.00	0.00	0.00	0.00	
23-2 Wall Plaza	Unit Painting	1460	5,000.00	\$0.00	5,000.00	0.00	0.00	0.00	
23-2 Wall Plaza	Energy Conservation	1460	10,000.00	(\$10,000.00)	0.00	0.00	0.00	0.00	
23-2 Wall Plaza	Asbestos Removal	1460	10,000.00	\$0.00	10,000.00	0.00	0.00	0.00	
23-2 Wall Plaza	Dumpster Enclosure	1470	10,000.00	\$0.00	10,000.00	0.00	0.00	0.00	
23-2 Wall Plaza	Waterproofing	1470	50,000.00	(\$2,860.00)	47,140.00	0.00	0.00	0.00	
							0.00	0.00	
			0.00	0.00	0.00				

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

**Part II: Supporting Pages**

PHA Name: Lynn, MA Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06-P023-501-08 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008			
Development No.  Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct Number	Original numbers	Adjustme nts	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	

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

PHA Name: Lynn, MA Housing Authority			Grant Type and Number			Federal FY of Grant: 2008	
			Capital Fund Program Grant No: MA06-P023-501-08				
			Replacement Housing Factor Grant No:				
Development Number Name/HA-Wide	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Administration	6/12/2010			6/12/2012			
Operations	6/12/2010			6/12/2012			
<b><u>MA-23-1 Curwin Circle</u></b>							
Youth Programs	6/12/2010			6/12/2012			
Youth Worker	6/12/2010			6/12/2012			
Workforce	6/12/2010			6/12/2012			
Housing Inspector	6/12/2010			6/12/2012			
A&E Laundry Facilities	6/12/2010			6/12/2012			
Utility & Infrastructure Repairs	6/12/2010			6/12/2012			
Site & Grounds Improvements	6/12/2010			6/12/2012			
Unit Painting	6/12/2010			6/12/2012			
Floor Repairs	6/12/2010			6/12/2012			
Storm Door Replacement	6/12/2010			6/12/2012			
Porch/Steps	6/12/2010			6/12/2012			
Energy Conservation	6/12/2010			6/12/2012			
Asbestos Removal	6/12/2010			6/12/2012			
Siding Replacement	6/12/2010			6/12/2012			
Roof Replacement	6/12/2010			6/12/2012			
Basement Cleanout	6/12/2010			6/12/2012			
Boiler Section	6/12/2010			6/12/2012			
<b><u>Wall Plaza MA23-2</u></b>							
Elderly Programs & Services	6/12/2010			6/12/2012			
A& E Waterproofing	6/12/2010			6/12/2012			
Unit Painting	6/12/2010			6/12/2012			
Energy Conservation	6/12/2010			6/12/2012			
Asbestos Removal	6/12/2010			6/12/2012			
Dumpster Enclosure	6/12/2010			6/12/2012			
Waterproofing	6/12/2010			6/12/2012			

**-LHAND EMPLOYEE TITLES AND NAMES**

*Updated 11-27-07*

***Executive Office***

Executive Director	Charles Gaeta
Assistant Manager for Resident and Executive Services	Lisa Newhall
Executive Manager for Executive Office	Charles Mihos
Human Resource Representative	Sue Sullivan
Administrative Office Assistant/part-time	Mary Wall

***Management and Facilities***

Director of Housing Management	Paul Gaudet
Housing Policies/ Internal Audits Coordinator	Michelle Lyons
Quality Control Auditor/part-time	Martha Marquis
Management Information Systems Coordinator	Greg Matheson
Housing Integrity Program Coordinator	Barbara Morrison

***Curwin Circle Management & Resident Assistant Program***

Curwin Circle Manager	Dave Raymond
Federal Housing Inspector	Raymond Buckland
Public Housing Program Specialist	Susan Alfonsi
Public Housing Representative	Annette Oates
Economic Job Placement Coord. /FSS Case Manager	Damaris Rivera
Youth Worker/Mgmt Support part-time	Victor Canaan
Part-time Youth Development Asst	Catherine Rowe

***State Housing Management***

State Housing Operations Manager/Modernization Mgr	Ronald Dupuis
State Housing Program Representative	Kathy Byrne
P/T Senior Resident Service Coordinator	Michelle D'Amico

***Wall Plaza***

Wall Plaza Manager	Brenda Womack
Resident Service Coordinator	Adelle Abdallah

***Facilities & Construction***

Facilities Manager/ Assistant Chief Procurement Officer	Tim Leonard
Maintenance Superintendent	Peter Olson
Facilities & Construction Administrative Assistant	Donna Davis
Carpenter	John Wright
Carpenter	Robert Small
Electrician	William Finnigan
Painter	Tim Fila
Painter	John Sims
Plumber/Steamfitter	James Gately
Maintenance Working Foreman	Barry Bertwell
Laborer	Michael Feeley
Laborer	Patrick Barry
Laborer	Chris Russell
Laborer	Shawn Bresnahan
Laborer	James O'Laughlin
Maintenance Aide part-time	Brian Burnett
Maintenance Aide part-time (temp)	Ryan Small

***Fiscal Department***

Director of Policy & Finance  
Housing Finance Manager  
Accounts Payable Clerk /Part-time  
Fiscal Office Assistant/Mobility Program Rep  
Neighborhood Services Financial Manager  
Accountant  
Administrative Asst. for Fiscal + Communications

Joseph Scanlon  
Mary Meechin  
Sue Mageary  
Jill Marston  
Patricia Jackson  
Rosario Fresco  
Erin Ford

***Planning & Neighborhood Development***

Director of Planning & Development  
Planning & Development Grants Manager  
Supportive Housing /Neighborhood Revitalization Specialist  
Neighborhood Development Manager  
Neighborhood Housing Services Coord.  
Program Coordinator  
P/T Administrative Asst.  
Neighborhood Services Rep/Receptionist

Norm Cole  
Olivia Lyons  
Don Werner  
Peggy Phelps  
Brandi Walker  
Pamela Freeman  
Sarah Leaman  
Daisy Reyes

***Housing Services Programs***

Director of Admissions  
Housing Admissions Case Representative  
Housing Admissions Case Representative

Lisa Tobin  
Patricia Costa  
Brooke Davis

***Rental Assistance***

Rental Assistance Programs Manager  
Rental Assistance Programs Senior Representative  
Rental Assistance Compliance Representative  
Bilingual Administrative Case Representative  
Rental Assistance Office Manager/Program Compliance  
Chief Rental Assistance Housing Specialist  
Housing Quality Standards Specialist  
Housing Quality Standards Specialist  
Rental Assistance Case Representative  
Rental Assistance Case Representative  
R.A Regulatory Compliance Specialist/Case Representative  
Program + Grant Representative  
Rental Assistance Case Representative  
Rental Assistance Case Representative  
Rental Assistance Receptionist

David Moore  
Elaine Reardon  
Karin Luongo  
Karen Perez  
James Finigan  
Acie Avery  
Christopher Rowe  
Charlene Chagnon  
Stephanie Blaney  
Susan Faia  
Sara Johnson  
Harry MacCabe  
Carina Brador  
Maria Lannon  
Dianna O'Neil

**BOARD OF COMMISSIONERS**

**LHAND EXECUTIVE OFFICE**  
Executive Director

Assistant Manager for Resident and Executive Services  
Executive Manager for Executive Office  
Human Resource Representative  
Administrative Assistant/ p.t

**MANAGEMENT & OPERATIONS OFFICE**

Director of Housing Management

MIS Coordinator  
Housing Integrity Program Coordinator  
Housing Policies/Internal Audits Coordinator  
Quality Control Auditor

**Public Housing**

Curwin Circle Manager  
Public Housing Program Specialist  
Federal Housing Inspector  
Public Housing Representative  
Economic Job Placement Coord/ FSS Case Manager  
State Housing Manager  
State Housing Program Representative  
Senior Resident Service Coordinator  
Wall Plaza Manager  
Resident Service Coordinator

**Resident Assistance**

Youth Worker/ Management Assistant  
Youth Worker/ Management Support

**Facilities + Construction**

Facilities Manager/ Assistant Chief Procurement Officer  
Maintenance Superintendent  
Facilities + Construction Administrative Asst  
Working Foreman  
Laborers  
Tradesmen  
Maintenance Aide

**Admissions**

Director of Admissions  
Housing Admissions Case Representatives (2)

**FISCAL OFFICE**

Director of Policy + Finance

Housing Finance Manager  
Accountant  
Fiscal Office Assistant  
Accounts Payable Clerk  
Neighborhood Services Financial Manager  
Mobility Program Representative  
Admin Asst. for Communication and Fiscal

**RENTAL ASSISTANCE OFFICE**

Rental Assistance Program Manager

Rental Assistance Office Manager  
Rental Assistance Program Compliance  
Rental Assistance Senior Programs Representative  
Program + Grant Representative  
R.A Regulatory Compliance Specialist/Case Rep  
Rental Assistance Case Representative 6  
Chief Rental Assistance Housing Specialist  
Housing Quality Standards Specialist 2  
Rental Assistance Receptionist/ Assistant

**PLANNING + DEVELOPMENT OFFICE + GRANTS**

Director of Planning + Development

Planning + Development Grants Manager  
Neighborhood Rehabilitation Development Specialist  
Homeownership Program Coordinator  
Neighborhood Development Manager  
Neighborhood Housing Services Coordinator  
Neighborhood Services Rep/Receptionist  
Program Coordinator  
Administrative Assistant p/t  
(Sub-Grantee City of Lynn)  
(CD + Home Funds)