

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

BHA Plan / MA033v04

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year **2008**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Brookline Housing

PHA Number: MA033

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: **438**
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: **619**

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 BHA @ 90 Longwood Ave., Brookline, MA
- 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 BHA @ 90 Longwood Ave., Brookline, MA
- 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 BHA @ 90 Longwood Ave., Brookline, MA

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)

Brookline Housing Authority
Mission Statement

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

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

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

To achieve our mission we challenge ourselves to these goals:

- To manage the agency in full compliance with all applicable laws, regulations and statutes.
- To manage the agency to be HUD High Performer under Public Housing Management Assessment & Section Eight Management Assessment and other Regulatory Compliance Audits.
- To increase availability of affordable options and safe homes for eligible families, seniors, and persons with disabilities.
- To develop service components for residents in need so they may maintain their apartment or Rental Assistance Certificate.
- To promote participant self-sufficiency and program integrity
- To advocate for sufficient resources with responsible housing and supportive services policies on a local level, state and national level.

- To achieve public efficiency in property management that preserves existing public housing as a resource for future decades.
- Through quality affordable housing improve the quality of life for low-income seniors, families and persons.
- To encourage residents to participate in building and neighborhood activities and support the development of community and neighborhoods.

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

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households**
 - Objectives:
 - Increase the number and percentage of employed persons in assisted families:**
 - Provide or attract supportive services to improve assistance recipients' employability:**
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.**
 - Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:

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

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

BHA 2008 Annual Plan Executive Summary

Introduction, in accordance with the requirements of Quality Housing and Work Responsibility Act of 1998, the Brookline Housing Authority releases this summary of the Plan for 45 day public comment. In developing this Plan, the BHA has consulted with the 2008 Resident Advisory Board comprised of residents living in federally subsidized apartments, participants in the Section 8 program, BHA staff and BHA resident commissioner. Two meetings were held to outline the proposed elements of the Plan.

As simple requirements of the plan, as a matter of public responsibility, the BHA does not intend to demolish, dispose, and sell any of the existing housing owned by the BHAA in 2008.

The BHA is in compliance with the requirement of a resident being on the BHA Board. Ms. Barbara Dugan is elected at large and is a resident of MA 33-01.

Policies

Applications

The BHA owns 361 units of elderly housing, 76 units of multi bedroom family housing and 619 section 8 housing choice vouchers. The wait list for elderly and family units remains strong, with approximately 1,000 applicants on the family list, 400 applicants on the elderly/disabled list. The BHA participates in a "shared centralized list" for section 8 vouchers with 70 Mass housing authorities. This list has approximately 82,000 applicants.

The BHA will contemplate opening the 2 and 3 bedroom family list closed since September 2006. BHA will analyze present list and consider a conventional centralized list being developed by DHCD.

Consistent with federal regulations, the BHA has a preference for Brookline residents and employees within preferences based on applicant housing need. No changes are being contemplated in 2008 for changing preferences or priorities. The BHA does have an approved HUD waiver to prioritize applicants 62 and over for the Senior and disabled residents.

Rent

The BHA establishes rent levels that are affordable based on family income. Primarily, rents are set at 30% of income. BHA also offers a flat rent, for the occurrences when 30% exceeds the Brookline Fair Market Rent. BHA also establishes a \$50.00 per month minimum rent, and a phased-in rent for employees completing training programs and finding employment. No changes are being considered to rent calculations and deductions in 2008.

Financial

The BHA anticipates sufficient section 8 allocation to utilize 100% of the Section 8 Housing Choice Vouchers-619. BHA anticipates a <2% increase in Section 8 Program Administration fees. BHA anticipates for the fiscal year starting April 1, 2008 that public housing operating subsidy will be 84% of the formula. This underfunding of subsidy results in approximately \$275,000 loss. BHA anticipates Capital Funding at \$566,322.00. As an eligible expense from Capital Grants, BHA anticipates utilizing 20% (~\$110,000) of Capital funds for operations normally covered by subsidy.

Leased Housing

The BHA has an approved by HUD to establish the Payment standard at 120% of the published FMR.

The BHA would like to expand the project basing of Section 8 in Brookline.

The BHA will solicit proposals over the coming year to increase the percentage of vouchers project based to 10% (62)

Capital Improvements

In the 2008 Capital Improvement Program, the BHA expects to complete modernizing and bringing in compliance all elevators at federal high rise buildings. New items for 2008 will include engineering for heat and smoke detector replacements at 90 Longwood (MA33-5) and an engineering study for masonry and façade issues at Sussman O'Shea, Morse and Kickham. The scope of work shall include investigation of all facades, caulking, windows, and balconies for assurances of structural integrity.

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**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members (ma033a01)**
- List of Resident Board Member (ma033b01)**
- Community Service Description of Implementation (ma033c01)**
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart (ma033d01)**
- FY 2008 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)**
 - BHA Section 8 Resident Advisory Member (ma033e01)**
 - BHA 5-Year Action Plan for FY08 (ma033f01)**
 - BHA Annual Statement /Performance & Evaluation Report for FY05 (ma033g01)**
 - BHA Annual Statement /Performance & Evaluation Report for FY06 (ma033h01)**
 - BHA Annual Statement /Performance & Evaluation Report for FY07 (ma033i01)**
 - BHA Substantial Modifications to the Annual Plan (ma033j01)**
 - BHA Annual Progress Statement (ma033k01)**
 - BHA VAWA (ma033l01)**

Supporting Documents Available for Review

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

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
✓	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	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
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

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

- Consolidated Plan of the Jurisdiction/s**
Indicate year: **2000**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information) General knowledge from applicant disclosure.**

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance / Pre-existing list			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	209		3
Extremely low income <=30% AMI	187	87%	
Very low income (>30% but <=50% AMI)	20	10%	
Low income (>50% but <80% AMI)	2	1%	
Families with children	30	14%	
Elderly families	18	9%	
Families with Disabilities	13	6%	
Race/ white	117	56%	
Race/ black	75	36%	
Race/ asian	17	8%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	75	36%	
2 BR	84	41%	
3 BR	44	21%	
4 BR	2	1%	
5 BR	4	1%	
5+ BR	N/A		

Housing Needs of Families on the Waiting List	
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) 43	
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance /CWL			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	81931		30
Extremely low income <=30% AMI	79259	96.74%	
Very low income (>30% but <=50% AMI)	2989	3.65%	
Low income (>50% but <80% AMI)	169	.21%	
Families with children	29175	35.61%	
Elderly families	4699	5.74%	
Families with Disabilities	27075	33.05%	
Race/ white	37953	46.32%	
Race/ black	15437	18.84%	
Race/ asian	2479	3.03%	
Race/ other	1727	2.21%	
Race/ hispanic	26694	32.58%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2040		35
Extremely low income <=30% AMI	1827	90%	
Very low income (>30% but <=50% AMI)	148	7%	
Low income (>50% but <80% AMI)	65	3%	
Families with children	1045	51%	
Elderly families	600	29%	
Families with Disabilities	395	20%	
Race/ white	995	49%	
Race/ black	857	42%	
Race/ asian	165	8%	

Housing Needs of Families on the Waiting List			
Race/ other	23	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	666	33%	
2 BR	858	42%	
3 BR	426	20%	
4 BR	79	3%	
5 BR	11	1%	
5+ BR	N/A		
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)? 22			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes / Elderly Disabled, 1&4 Bedroom are open			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units**
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction**

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below) To project base 25 housing choice vouchers with priorities for family housing units and housing for persons with disabilities with /or without in service component.

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below) To project base 25 housing choice vouchers with priorities for family housing units and housing units and housing for persons with disabilities with / or without in house service component

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing**
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available**
- Affirmatively market to local non-profit agencies that assist families with disabilities**
- Other: (list below) To project base 25 housing choice vouchers with priorities for family housing units and housing units and housing for persons with disabilities with / or without in house service component**

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2008 grants)		
a) Public Housing Operating Fund	\$1,431,734	Federal Housing Operating Costs Insurance

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
b) Public Housing Capital Fund	\$623,096	Elevator Modernization Fire Alarm Upgrades @ 33-5 Façade @ 33-2
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$6,223,774	
f) Program Admin Fee	\$532,260	
g) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
h) Resident Opportunity and Self- Sufficiency Grants		
i) Community Development Block Grant		
j) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
MA06PO33501-07CFP	27,278	levators
MA06P033501-06CFP	\$973.00	Elevators
3. Public Housing Dwelling Rental Income	\$1,750,000	Management, Maintenance Costs & Utilities
4. Other income (list below)		
a. Interest Income	\$9,000	Operations
b. Tenant Charges	\$17,400	Key Replacement, Lock Outs & Damage Control
5. Non-federal sources (list below)		
Total resources	\$10,615,515.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

- Criminal or Drug related activity**
- Rental history**
- Housekeeping
- Other (describe) Prior landlords**

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

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

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

(2)Waiting List Organization

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

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

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

- BHA main administrative office @ 90 Longwood Ave., Brookline, MA 02446**
- PHA development site management office
- Other (list below)

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

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

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

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

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

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

(3) Assignment

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

- One**
- Two

Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 2** **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
- 1** **Other preference(s) (list below) Natural Disaster, Residents who live and/or work in jurisdiction**

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation**
- Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)
- Other (list below) Credit & Court Records**

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

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

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

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

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

(2) Waiting List Organization

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

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

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

- BHA main administrative office @ 90 Longwood Ave., Brookline, MA 02446**
- Other (list below)

(3) Search Time

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

If yes, state circumstances below: Participant is still searching and can demonstrate evidence or other good cause e.g. medical

(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) Ranked**

- 1. Local resident who is displaced by Natural disaster, displaced by public action, fleeing domestic violence, displaced by hate crimes or reprisals, or board of health condemnation.**
- 2. Local resident who is or about to be displaced by landlord non-renewal through no-fault of their own.**

- 3. **Non-local resident who is displaced by Natural disaster, displaced by public action, fleeing domestic violence, displaced by hate crimes or reprisals, or board of health condemnation.**
- 4. **Local families with either head or family members that are disabled or veterans**
- 5. **Local resident**
- 6. **Standard applicant**

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- 1. **Local resident who is displaced by Natural disaster, displaced by public action, fleeing domestic violence, displaced by hate crimes or reprisals, or board of health condemnation.**

2. **Local resident who is or about to be displaced by landlord non-renewal through no-fault of their own.**
3. **Non-local resident who is displaced by Natural disaster, displaced by public action, fleeing domestic violence, displaced by hate crimes or reprisals, or board of health condemnation.**
4. **Local resident who is single veteran or single persons with disabilities**
5. **Local resident**
6. **All other standard applicant(s)**

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices**
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)**
HUD approved 2/29/2008

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

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

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

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

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

- Annually**
 Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

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	437	35
Section 8 Vouchers	619	30
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	0
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs(list individually)	0	0

C. Management and Maintenance Policies

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

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

6. PHA Grievance Procedures

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)

- BHA main administrative office @ 90 Longwood Ave., Brookline, MA 02446**
- PHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- BHA main administrative office @ 90 Longwood Ave., Brookline, MA 02446**
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

Annual Statement/Performance and Evaluation Report

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

PHA Name: <p style="text-align: center;">Brookline Housing Authority</p>	Grant Type and Number Capital Fund Program Grant No: MA06P033501-08 Replacement Housing Factor Grant No:	Federal FY of Grant: <p style="text-align: center;">2008</p>
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	113,264			
3	1408 Management Improvements	86,000			
4	1410 Administration	56,632			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	115,774			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	251,426			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$623,096			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 33-1	Elevator Upgrades	1460	2	13,500				
Walnut St. Apts.	Corridor Fire Doors, Magnetic Holders	1460		25,000				
MA 33-2	Elevator Upgrades	1460	2	13,500				
Sussman House	Bldg. Envelope: Caulking, Seal Wood	1460		68,426				
MA 33-3	Elevator Upgrades	1460	2	13,500				
O'Shea House								
MA 33-5	Elevator Upgrades	1460	2	13,500				
Morse Apts.	Upgrade Fire Alarm System	1460		100,000				
	A/E for Fire Alarm Upgrade	1430		25,000				
MA 33-7	Elevator Upgrades	1460	2	4,000				
Kickham Apts.								

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-08 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
H.A.-Wide	Operations	1406		113,264				
	Computer Learning Center Staff	1408		50,000				
	Section 3 Coordinator	1408		10,000				
	Special Initiatives Coordinator	1408		26,000				
	Administration	1410		56,632				
	A/E Fees and misc. costs	1430		94,774				

(2) Optional 5-Year Action Plan

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

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
 - The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name
 - or-
 - The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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: BHA will be studying options for replacement of obsolete HUD properties.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 22 High Street / MA 33-1
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: -0-
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: Spring 2010 b. Projected end date of activity:

As part of Town “Gateway East” project Town would need a portion of a BHA parking lot. BHA is looking at legal transference of land, appraised value, mitigation etc.

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

[24 CFR Part 903.7 9 (i)]
 Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

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

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

Designation of Public Housing Activity Description	
1a. Development name: All	
1b. Development (project) number: MA 33-1,2,3,5&7	
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"/>	

<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: (29/04/05)</p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input checked="" type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development 33-2,3,5 &7 /24 units @33-1</p>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

- | |
|--|
| <input type="checkbox"/> Part of the development |
| <input type="checkbox"/> Total development |

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes **No: Has the PHA 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.)**

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Section 3 Coordinator	20	None	Trustman	Both
Computer Learning Center	50	None	22 High Street	Both
ESL Classes	25	None	22 High Street	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	-0-	-0-
Section 8	41	9

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:

BHA will continue to outreach at new participant orientation & annual recertifications.

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected? (list below) MA 33-1

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

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

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

2. Which developments are most affected? (list below) MA 33-1

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan**
- Police provide crime data to housing authority staff for analysis and action**

- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)**
- Police regularly testify in and otherwise support eviction cases**
- Police regularly meet with the PHA management and residents**
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below) MA 33-1

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

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

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

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

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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:**

RAB Meeting #1

December 7, 2007 at 90 Longwood Ave

Mr. Cloonan prepared an outline of 5 year HUD funding for operations and Capital Improvements. The schedule indicated less than 100% formula funding since 2003. The cumulative IOU projected through 3/31/09 exceeds \$800,000. Mr. Cloonan stated funding for public housing will never be sufficient and new models must be explored for maintaining present aging buildings.

Mr. Cloonan discussed present waiting list data, rent calculation options and the 2008 BHA management plan. Residents were appreciative of the efforts of staff, exclaimed a desire for more staff and improved resident and maintenance staff.

Ms. Brown explained the BHA Housing Choice voucher program and the desire to increase the utilization of vouchers within Brookline. Programs to assist approaching that goal were project basing vouchers within Brookline and increasing the payment standard for vouchers. A waiver to increase the payment standard was pending with HUD (since Approved)

Mr. Cloonan explained BHA compliance with the provisions of a Resident Commissioner. Mr. Cloonan also expressed for the record, that BHA was not planning of selling, disposing or eliminating any units within the coming year. Mr. Cloonan added the BHA will be continuing discussion with the Town for selling, transferring, or land swapping a to be determined parcel of a parking lot at 22 High as part of the Gateway East project. Mr. Cloonan discussed the idea of needing additional finances to keep older buildings viable and the need to identify new resources. Mr. Cloonan spoke on behalf of the Board to maintain present resident profiles to the fullest extent possible.

RAB Meeting #2

February 7, 2008 at 50 Pleasant Street.

Ms. Correnti discussed the present modernization work items and proposed additions for future years. Ms. Correnti discussed the “fungibility” for items within the 5 year plan and the importance of including items within the 5 year plan. Several residents offered suggestions that staff agreed to look at as whether more appropriate to the capital plan or daily operations.

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list) Incumbent Resident Member of MA33-1 ran for Town-Wide seat**

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **Brookline Mass, Norfolk County**
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) Preservation of existing affordable housing support housing authority with CDBG funds.**
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

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

Attachments

Attachment A	Advisory Board Members (<i>ma033a02</i>)
Attachment B	BHA Resident Board Member (<i>ma033b02</i>)
Attachment C	BHA Community Service (<i>ma033c02</i>)
Attachment D	BHA Management Organizational Chart (<i>ma033d02</i>)
Attachment E	BHA Section 8 Resident Advisory Member (<i>ma033e02</i>)
Attachment F	BHA 5-Year Action Plan for FY 08 (<i>ma033f02</i>)
Attachment G	BHA Annual Statement /Performance & Evaluation Report for FY05 (<i>ma033g02</i>)
Attachment H	BHA Annual Statement /Performance & Evaluation Report for FY06 (<i>ma033h02</i>)
Attachment I	BHA Annual Statement /Performance & Evaluation Report for FY07 (<i>ma033i02</i>)
Attachment J	BHA Substantial Modifications to the Annual Plan (<i>ma03j02</i>)
Attachment K	BHA Annual Progress Statement (<i>ma03k02</i>)
Attachment L	BHA VAWA Statement(<i>ma033 l02</i>)

BHA Advisory Board Members

Ms. Eleanor Wendler, 50 Pleasant Street, 2G
Ms. Bernice Speen, 50 Pleasant Street, #2K
Mr. Bruce Wolff, 50 Pleasant Street, #3D
Mr. Steve Daisy, 50 Pleasant Street, #9B
Ms. Florence Dwyer, 50 Pleasant Street, #8M
Ms. Valencia Sparrow, 50 Pleasant Street, 8H
Ms. Lisa Nascimento, 50 Pleasant Street, #1A
Mr. Douglas Brogan, 50 Pleasant Street, #1E
Ms. Maria Rosenthal, 61 Park Street, #4J
Ms. Mary Kickham, 61 Park Street, #6G
Ms. Frances Goode, 61 Park Street, #6H
Mr. Jack Braithwaite, 61 Park Street, #7L
Mr. Richard Murray, 61 Park Street, #5D
Mr. Ed Powell, 61 Park Street, #10A
Ms. Patricia Timothy, 61 Park Street, #4F
Ms. Elizabeth Warshaw, 61 Park Street, #6C
Ms. Marsha Steinberg, 61 Park Street, #3B
Ms. Elaine Mountleigh, 90 Harvard Street, #205
Mr. Hilary Demoss, 190 Harvard Street, #401
Mr. John Rubin, 190 Harvard Street, #200
Ms. Doreen Vittori, 190 Harvard Street, #500
Mr. Peter Keller, 190 Harvard Street, #600
Ms. Jeanne Winn, 90 Longwood Ave. #9G
Ms. Barbara Dugan, 8 Walnut Street, #1
Ms. Agnes Rogers, 99 Kent Street, Building 7, Suite #512
Mr. Amjad Kemal, 90 Longwood Ave., #2G
Ms. Yolanda Bledsoe, 90 Longwood Ave., #8D
Mr. John Differ, 90 Longwood Ave., #7H
Ms. Marcella Judge, 90 Longwood Ave., #5G
Ms. Vera Sherma, 90 Longwood Ave., 2H
Ms. Sophie Dylewsky, 90 Longwood Ave., #2C
Ms. Helleine Nillision, 90 Longwood Ave., #6H
Ms. Barbara Morrison, 90 Longwood Ave., #10C
Ms. Carmel Calixte, 22 High Street, #30
Mr. Samuel Rodriguez, 33 High Street, #11
Mr. Steven Weinograd, 22 High Street, #48
Ms. Shawn O'Neal, 22 High Street, #36
Ms. Jaymmy Ortiz-Colon, 22 High Street, #62
Ms. Dorothy Croke, 34 Walnut Street

Attachment ma033b04

BHA Resident Board Member

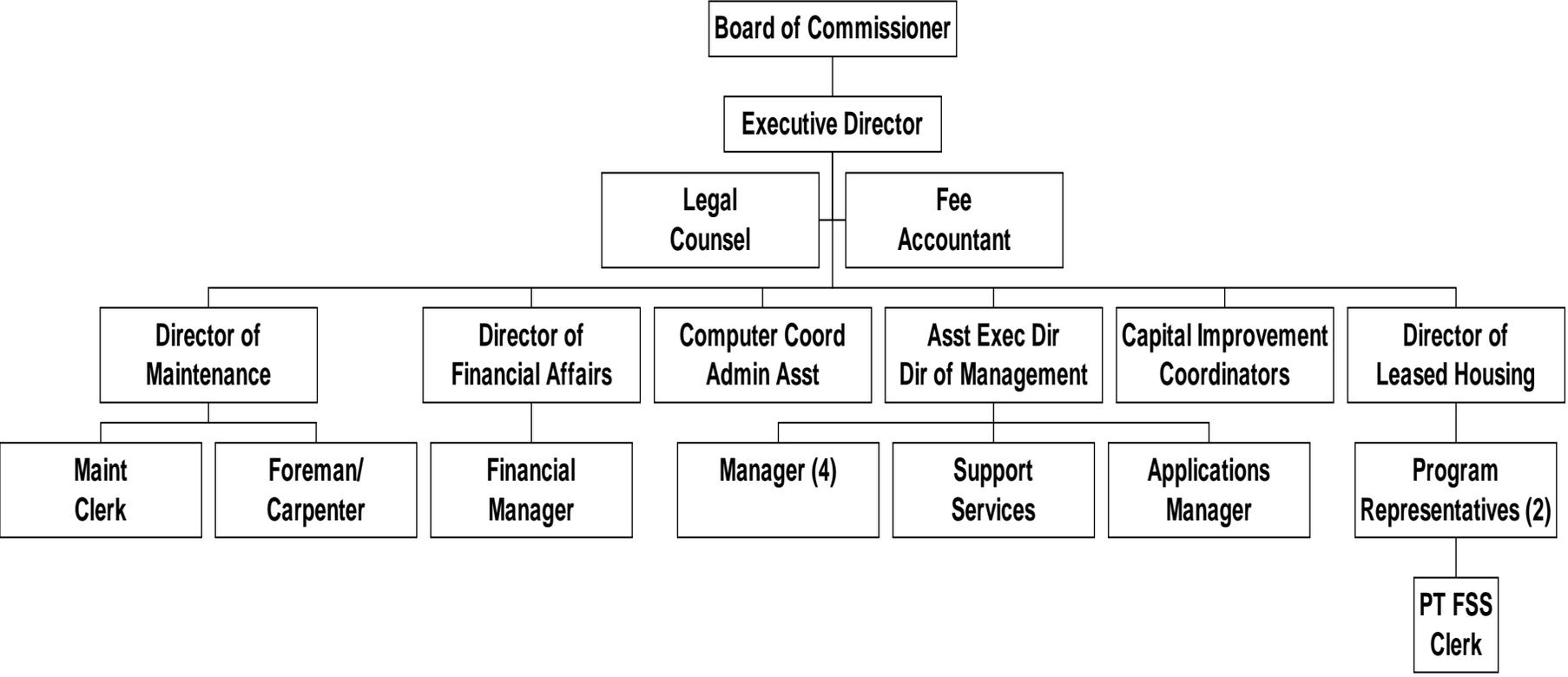
Ms. Barbara Dugan, Treasurer
8 Walnut Street, #1 (33-1)
Brookline, MA 02445
Elected to serve through 2010

Description of the BHA Community Service Program
January 24, 2006

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

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

BROOKLINE HOUSING AUTHORITY



Attachment ma033e04

BHA Section 8 RAB Member

**Ms. Agnes Rogers
99 Kent Street
Building 7, Suite #512
Brookline, MA 02445**

Capital Fund Program Five-Year Action Plan
Part I: Summary

Attachment ma033f04

PHA Name: Brookline Housing Authority				<input checked="" 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: 2010	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2011	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2012	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2013
	Annual Statement				
MA 33-1, Walnut				35,000	137,500
MA 33-2, Sussman		150,000		15,000	12,500
MA 33-3, O'Shea		53,000	87,500	50,000	16,000
MA 33-5, Morse		159,000	70,000		82,500
MA 33-7, Kickham		27,000	12,000	50,000	12,500
HA-Wide Activities And Costs		177,322	396,822	416,322	305,322
CFP Funds Listed for 5-year planning		\$566,322	\$566,322	\$566,322	\$566,322
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2009 PHA FY: 2010			Activities for Year: <u>3</u> FFY Grant: 2010 PHA FY: 2011		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See				MA 33-1	No development-specific work	
Annual	MA 33-1	No development-specific work		Walnut St. Apts.		
Statement	Walnut St. Apts.			MA 33-2	No development-specific work	
				Sussman House		
	MA 33-2	Building envelope, phase 2	150,000	MA 33-3	Electrical service breakers	20,000
	Sussman House	SUBTOTAL	150,000	O'Shea House	Electrical heating units	30,000
					GFI's in kitchens & baths	37,500
	MA 33-3	Building envelope	50,000		SUBTOTAL	87,500
	O'Shea House	Gas vent pipe	3,000			
		SUBTOTAL	53,000	MA 33-5	Electrical service breakers	20,000
				Morse Apts.	Emergency Generator	50,000
	MA 33-5	Building envelope	50,000		SUBTOTAL	70,000
	Morse Apts.	Fire alarm system, phase 2	100,000			
		Back-flow preventer	9,000	MA 33-7	Carpet in corridors	12,000
		SUBTOTAL	159,000	Kickham Apts.	SUBTOTAL	12,000
					Security surveillance systems	52,000
	MA 33-7	Building envelope	15,000	HA-Wide	Electrical feeders	32,000
	Kickham Apts.	Back-flow preventer	9,000	Activities	Roof repairs	10,000
		Extend E. generator exhaust pipe	3,000	And Costs	Interior & exterior doors	15,000
		SUBTOTAL	27,000		Flooring	10,000
					Appliances	20,000
	HA-Wide	Learning center staff	47,000		Kitchen upgrades	35,000
	Activities	Section 3 Coordinator	8,000		Bathroom upgrades	30,000
	And Costs	Special Initiatives Coordinator	25,000		Learning center staff	47,000
		A/E fees & misc. costs	35,000		Section 3 Coordinator	8,000
		Administration	56,632		Special Initiatives Coordinator	25,000
		Operations	5,690		A/E fees & misc. costs	30,000
		SUBTOTAL	177,322		Administration	56,632
					Operations	6,190
					Prelim. costs to acquire units	20,000
					SUBTOTAL	396,822
		Total CFP Estimated Cost	\$566,322			\$566,322

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

Activities for Year : <u>4</u> FFY Grant: 2011 PHA FY: 2012			Activities for Year: <u>5</u> FFY Grant: 2012 PHA FY: 2013		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
MA 33-1	Site improvements	35,000		Building envelope	125,000
Walnut St. Apts.	SUBTOTAL	35,000	MA 33-1	Trash compactor	12,500
			Walnut St. Apts.	SUBTOTAL	137,500
MA 33-2	Site improvements	15,000			
Sussman House	SUBTOTAL	15,000	MA 33-2	Trash compactor	12,500
			Sussman House	SUBTOTAL	12,500
MA 33-3	Emergency generator	50,000			
O'Shea House	SUBTOTAL	50,000	MA 33-3	Trash compactor, chute doors	16,000
			O'Shea House	SUBTOTAL	16,000
MA 33-5	No development-specific work				
Morse Apts.			MA 33-5	Trash compactor	12,500
			Morse Apts.	Sliding glass doors	70,000
MA 33-7	Emergency generator	50,000		SUBTOTAL	82,500
Kickham Apts.	SUBTOTAL	50,000			
	Water/Energy measures per audit	50,000	MA 33-7	Trash compactor	12,500
HA-Wide	Roof repairs	10,000	Kickham Apts.	SUBTOTAL	12,500
Activities	Exterior doors	10,000			
And Costs	Interior doors	5,000	HA-Wide	Roof repairs	10,000
	Misc. flooring replacement	10,000	Activities	Exterior doors	10,000
	Kitchen upgrades	35,000	And Costs	Interior doors	5,000
	Bathroom upgrades	30,000		Misc. flooring replacement	10,000
	Appliances	24,000		Kitchen upgrades	20,000
	Learning center staff	47,000		Bathroom upgrades	20,000
	Section 3 Coordinator	8,000		Learning center staff	47,000
	Special Initiatives Coordinator	25,000		Section 3 Coordinator	8,000
	Grant Writer	20,000		Special Initiatives Coordinator	25,000
	A/E fees & misc. costs	30,000		A/E fees & misc. costs	35,000
	Administration	56,632		Administration	56,632
	Operations	35,690		Operations	38,690
	Prelim. costs to acquire units	20,000		Prelim. costs to acquire units	20,000
	SUBTOTAL	416,322		SUBTOTAL	305,322
	Total CFP Estimated Cost	\$566,322			\$566,322

Annual Statement/Performance and Evaluation Report

Attachment ma033g04

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

PHA Name: Brookline Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P033501-05 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: 9/30/07
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	95,000	95,000	95,000	95,000
4	1410 Administration	54,062	54,062	54,062	54,062
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	17,278	19,547	19,547	1,306
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	374,280	372,011	372,011	640
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	540,620	540,620	540,620	151,008
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	6,555	6,555	6,555	0

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 33-1	Masonry, concrete & metal repairs	1460		7,702	9,975	9,975	0	Completed
Walnut St. Apts.	A/E for masonry, concrete, metal repairs			0	624	624	0	From FY04
MA 33-2	Elevator upgrades	1460		30,000	30,000	30,000	0	Construction
Sussman House								
MA 33-3	Elevator upgrades	1460		90,000	90,000	90,000	0	Construction
O'Shea House								
MA 33-5	Elevator upgrades	1460		50,000	50,000	50,000	0	Construction
Morse Apts.								
MA 33-7	Elevator upgrades	1460		196,578	192,036	192,036	640	Construction
Kickham Apts.								
H.A.-Wide	Computer Learning Center Staff	1408		25,387	25,387	25,387	25,387	On-going
	Section 3 Coordinator	1408		4,044	4,044	4,044	4,044	On-going
	Peer Leadership Program	1408		30,146	30,146	30,146	30,146	Completed
	Special Initiatives	1408		35,423	35,423	35,423	35,423	In progress
	Administration	1410		54,062	54,062	54,062	54,062	On-going
	Energy Audit	1430		6,555	6,555	6,555	0	In progress
	A/E Fees for Elevators	1430		8,723	11,062	11,062	0	Construction
	Misc. fees & costs	1430		2,000	1,306	1,306	1,306	

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

PHA Name: Brookline Housing Authority	Grant Type and Number Capital Fund Program No: MA06P033501-05 Replacement Housing Factor No:	Federal FY of Grant: 2005
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA 33-1	8/17/07		8/17/07	8/17/09			
MA 33-2	8/17/07		8/17/07	8/17/09			
MA 33-3	8/17/07		8/17/07	8/17/09			
MA 33-5	8/17/07		8/17/07	8/17/09			
MA 33-7	8/17/07		8/17/07	8/17/09			
HA-Wide:							
Mgmt. Imp.	8/17/07		9/30/06	8/17/09		9/30/06	
Fees & Costs	8/17/07		8/17/07	8/17/09			

Annual Statement/Performance and Evaluation Report

Attachment ma033h04

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

PHA Name: Brookline Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P033501-06 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: **9-30-07**
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	105,996	105,996	105,996	0
3	1408 Management Improvements	105,996	109,133	109,133	109,133
4	1410 Administration	52,998	54,566	54,566	54,566
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	71,568	40,461	39,488	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	193,422	235,482	235,482	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	540,620	545,638	544,665	163,699
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	25,000	25,000	25,000	0
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-06 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 33-1 Walnut St. Apts.	Elevator Upgrades	1460		10,000	38,000	38,000	0	Construction
MA 33-2 Sussman House	Elevator Upgrades A/E for wood façade/building envelope	1460 1430		30,000 15,527	12,898 17,042	12,898 17,042	0 0	Construction Design
MA 33-3 O'Shea House	Elevator Upgrades	1460		60,000	52,000	52,000	0	Construction
MA 33-5 Morse Apts.	Elevator Upgrades	1460		30,000	32,000	32,000	0	Construction
MA 33-7 Kickham Apts.	Elevator Upgrades A/E for site contamination clean-up	1460 1430		63,422 10,000	100,584 15,719	100,584 15,719	0 0	Construction On-going
H.A.-Wide	Operations	1406		105,996	105,996	105,996	0	
	Computer Learning Center Staff	1408		56,214	58,446	58,446	58,446	On-going
	Section 3 Coordinator	1408		9,213	8,460	8,460	8,460	On-going
	Peer Leadership Program	1408		14,103	14,103	14,103	14,103	Completed
	Special Initiatives Coordinator	1408		26,466	28,124	28,124	28,124	On-going
	Administration	1410		52,998	54,566	54,566	54,566	On-going
	A/E Fees and misc. costs	1430		46,041	7,700	6,727	0	Design

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

PHA Name: Brookline Housing Authority	Grant Type and Number Capital Fund Program No: MA06P033501-06 Replacement Housing Factor No:	Federal FY of Grant: 2006
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MA 33-1	7/17/08		9/30/07	7/17/10			
MA 33-2	7/17/08		9/30/07	7/17/10			
MA 33-3	7/17/08		9/30/07	7/17/10			
MA 33-5	7/17/08		9/30/07	7/17/10			
MA 33-7	7/17/08		9/30/07	7/17/10			
HA-Wide:							
Mgmt. Imp.	7/17/08		9/30/07	7/17/10		9/30/07	
Fees & Costs	7/17/08			7/17/10			

Annual Statement/Performance and Evaluation Report

Attachment ma033i04

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

PHA Name: Brookline Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06P033501-07 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 1)
 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				
2	1406 Operations	113,264	113,264	0	
3	1408 Management Improvements	90,000	90,000	90,000	12,438
4	1410 Administration	56,632	56,632	56,632	10,755
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000	1,279	0	
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	252,426	281,147	208,303	0
11	1465.1 Dwelling Equipment—Nonexpendable	24,000	24,000	0	
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	566,322	566,322	354,935	23,193
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Brookline Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA06P033501-07 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
H.A.-Wide	Upgrade appliances for energy savings	1465.1	35	24,000	24,000	0		
MA 33-1 Walnut St. Apts.	Elevator Upgrades	1460	2	16,000	26,000	20,000	0	Construction
MA 33-2 Sussman House	Elevator Upgrades		2	106,426	87,700	80,000	0	Construction
MA 33-3 O'Shea House	Elevator Upgrades	1460	2	30,000	40,000	30,000	0	Construction
MA 33-5 Morse Apts.	Elevator Upgrades	1460	2	100,000	110,000	75,000	0	Construction
MA 33-7 Kickham Apts.	Elevator Upgrades	1460	2	0	17,447	3,303	0	Construction
H.A.-Wide	Operations	1406		113,264	113,264	0	0	
	Computer Learning Center Staff	1408		56,000	56,000	56,000	7,773	On-going
	Section 3 Coordinator	1408		8,000	8,000	8,000	444	On-going
	Special Initiatives Coordinator	1408		26,000	26,000	26,000	4,221	On-going
	Administration	1410		56,632	56,632	56,632	10,755	On-going
	A/E Fees and misc. costs	1430		30,000	1,279	0		

BHA Substantial Deviation or Significant Amendment or Modification

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

The BHA will convene a meeting of the RAB and hold a public hearing prior to Board adoption.

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

*** Not included in the 5-year plan**

BHA Annual Plan Progress Statement -2007

Application Department

1. Applications Received
 - Elderly/Disabled 116 (44 local)
 - Family (1, 4 and 5 br) 120 (44 local)
 - Section 8 1708 (120 local)
2. We did redraft BHA information brochures and hold an introductory session in attempts to reach out to more Brookline seniors.

Management Department

1. We had 71 vacancies over the 2007 calendar year. Nineteen were at Park St (death, nursing homes mostly). We have transferred 7 over-housed families (mostly to senior buildings), 4 transfers to larger units, 3 transfers for Trustman modernization, 2 medical transfers and 7 evictions (3 at 50 Pleasant). 10 vacated units were termed very poor that required a great deal of work for turnover.
2. New laundry machines at most BHA locations were welcome additions.
3. The DHCD/TANF program has maintained occupancy in the 8-9 range with 90% success stories. Hopefully it will be re-funded in 2008/2009 state budget.

Maintenance Department

1. Improved REAC inspection grades to 25/30 from 17/30 in prior year. A great deal of repair and preventive work was accomplished at all federal locations.
2. With a mix of BHA staff, summer seasonal help and private contractors, the curb appeal merited a B+ this past summer.
3. With one retirement, and one employee out on workmen's compensation, the challenges of grounds, inspections, service requests, preventative maintenance, vacancies, custodial and system work was met and conquered.
4. The Valentines Day Ice Storm was one of the most difficult weather issues of the year with 2-3 inches of ice everywhere.

Leased Housing Department

1. Maintained voucher utilization at ~99.8% there were eight briefing sessions over the year with half being to meet our "Designated Housing Plan" requirements.
2. Received Increase for Project Base vouchers for St. Aidans.
3. Conducted analysis and prepared payment standard request to 120%, pending at HUD.

4. Received SEMAP rating of 92%.
5. Received a Shelter plus Care Grant through the Brookline/Newton Consortium. The management agent is the Pine Street Inn.
6. We conducted 2 RFP's for project basing and made an award to Paul Sullivan Trust. A second property on Marion Street that appeared a good concept is still negotiating site control.
7. Funding remained very difficult with a funding cut notice in February and an additional increase of \$300K in July.

Finance Department

1. Primary accomplishments over the past year has been in broadening electronic banking and reporting.
2. Staff have received training on project base accounting as well as made a series of recommendations on system and reporting changes.

Personnel

1. we were able to get all staff out for a least one session of skill and one session of professional development through sources of Mass NAHRO, NERC NAHRO, Cybersence, MAHAMS, Section 8 Administrators, CHAPA, Mass Housing, Mass Housing Partnership and HABCO.
2. We again completed fair collective bargaining agreements with the 2 employee unions in fairly expeditious manner.
3. The employee arbitration for employee terminated in August 2006 has been postponed three times. I am hoping for a settlement prior to the now scheduled March 2008 hearing.
4. We have switched responder for pre-employment physicals and on the job injury from the Brookline Health Stop to New England Baptist Hospital.

I had been hoping to do this for years due to dis-satisfaction with Health Stop. Our Workmen Compensation insurer assisted us in this endeavor.

Computerization

1. Upgraded BHA web site (Phase II) with new commissioner and staff links.
2. Purchased and Installed 2 system upgrades (HABCO)

Modernization-Federal

1. Security cameras and recording devices were converted to digital storage at all federal high rise locations.
2. The facade work at 22 High and Walnut Street was completed.
3. Elevator renovations to all properties was awarded after a re-bid due to non competition.

Modernization-State

1. Fence replacements at Col. Floyd, Egmont Street (St Paul and Pleasant St) and Chestnut St were completed.
2. BHA contracted to paint our first hallways in decades. Five in both High and Egmont were completed, with pleadings from many other hallways. We hope to continue this coming year doubling our capacity with additional resources.

Community Activities

1. The 3 computer Learning Centers each approximately 12 hours of structured classes and programming. The centers are very well used, provide positive opportunities to “hanging out” and provide excellent opportunity for out of classroom learning.
2. The Job Counseling and Referral Program (NEXT STEPS), has assisted dozens of residents in finding new jobs, finding better jobs, coordinated language, transportation and day care options for those seeking jobs or training programs. Most importantly, the program tries to temper reasonable expectations, coach disappointments, and applaud success. Often, these routine issues are not available at home.
3. Community get togethers’ and barbeques were held at all BHA properties this summer.
4. A new Partnership with Brookline Music School for demonstration and participation in Movement, Drums and percussion was held on separate evenings at Trustman over the month of July.

Feedback was positive, and we hope to expand during the school year in 2008. Brookline Community Fund was the enthusiastic financial underwriter.

5. New Child Care Services for developmentally disabled were started at the former Child Care Center at 22 High. The presence of services and staff also serve as a positive stabilizer in this community.
6. Managers in each of the family developments hosted resident roundtables on two occasions and a security roundtable during the past year. These were intended as dialogue pulse checks for our family developments. We found residents generally pleased with services, understanding of funding limitations, and suggestive of ideas to strengthen the neighborhood.

7. The summer employment program of 30 residents was again an important BHA/resident get to know you experience. Between BHA and other summer employment and mentoring programs sponsored by Steps to Success, over 120 BHA youth were involved, learning responsibility and making a few dollars this summer.
8. Completed first Resident Satisfaction Survey for State Properties. Results showed general satisfaction and perception of safety. This may vary from hall to hall. Also several comments were complimentary to staff responsiveness and professionalism.

Administration

1. I was part of the Town of Brookline Graffiti By-law committee. After several sessions and amendments, this proposal was adopted by Town meeting.
2. In April, Brookline, Boston and Cambridge housing authorities agreed to withdraw without prejudice, the lawsuit against DHCD and the Office of Administration and Finance. We continue to work as plaintiffs in establishing a realistic subsidy request. The new administration has been exceptionally cooperative (not perfect) in flushing ideas to establish a real and politically defensible subsidy number.
3. Applications for CDBG grants for security cameras at Egmont St. and curb cuts at Marion Street were approved. We continue to wrestle among definitions of eligible work items.
4. We applied, but were not selected for the Federal Home Loan Bank completion for replacement concepts at 22 High Street.
5. We did have great success with the Steps to Success Program being assimilated within the School Department budgets. Our success, our alignment and participation in the Brookline Equity Project were helpful in this assimilation.
6. Our agency audit for the year showed no findings or comments that is always good news.
7. Our energy providers for electricity and gas share information that makes both them and us looking as wise purchasers. Hopefully the luck will continue as we look to larger aggregation for possible predictability for 40% of our budgets.
8. I did initiate a series of meetings to discuss ideas for collaboration with Cambridge, Chelsea, Somerville, Newton, Watertown, Waltham, Wayland, Natick, Framingham, Malden, Medford and Woburn Housing authorities. I cannot cite accomplishment, short of getting to know folks. I put the group on back burner as we were not meeting timeline responses on a few items. I will probably re-convene in March 2008 as “cooperative agreements” do create a buzz at DHCD.

BHA VAWA Statement 2008

As required under the Violence Against Women Act of 2005, the Brookline Housing Authority has advised all households that they may not be evicted or denied housing because they are victims of domestic violence. This has been completed in all federally assisted housing and recipients of Section 8 Assistance. Leases and amendments have been changed outlining this provision. Further, the BHA has informed all Section 8 landlords of this law and amended the Housing Assistance Contract to include the laws provisions.

Program Directors, family application staff, and housing managers have been trained in the provisions and protections of the Act.

Brookline Housing Authority Staff participate in the Norfolk County Roundtable against Violence held at the Brookline District Court for purposes of information and networking for referral. BHA management and application staff meet monthly to discuss issues and with the Brookline Center, for the possibility of client referral. BHA site management staff meets bi-monthly with the Brookline Police and follow-up on police incidents. Both parties use the Brookline Center and the Courts for referral of possible or known issues of domestic violence. With reasonable evidence, claim or request, trespass writs are assigned to batters', stalkers, aggressors or perpetrators of domestic violence.

For purpose of application, BHA has provided preference to persons fleeing domestic violence in the Section 8 program.

Copies of HUD form 50066 are available at BHA site management offices.