

**PHA Plans**  
**Streamlined Annual**  
**Version**

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

OMB No. 2577-0226  
(exp. 08/31/2009)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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**Streamlined Annual PHA Plan**  
**for Fiscal Year: 2008**  
**PHA Name:**

**Franklin County Regional Housing and  
Redevelopment Authority (HRA)**

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

### Streamlined Annual PHA Plan Agency Identification

**PHA Name:** Franklin County Regional Housing and Redevelopment Authority

**PHA Number:** MA094

**PHA Fiscal Year Beginning:** 10/2008

**PHA Programs Administered:**

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

**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:				

**PHA Plan Contact Information:**

Name: Linda Davenport      Phone: 413-863-9781, ext 135  
TDD:      Email (if available): ldavenport@fcrhra.org

**Public Access to Information**

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

PHA's main administrative office       PHA's development management offices

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

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.       Yes       No.

If yes, select all that apply:

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

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

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

## Streamlined Annual PHA Plan

**Fiscal Year 2008**

[24 CFR Part 903.12(c)]

### Table of Contents

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

#### A. PHA PLAN COMPONENTS

1. Site-Based Waiting List Policies  
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
2. Capital Improvement Needs  
**903.7(g) Statement of Capital Improvements Needed**
3. Section 8(y) Homeownership  
**903.7(k)(1)(i) Statement of Homeownership Programs**
4. Project-Based Voucher Programs
5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
6. Supporting Documents Available for Review
7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
8. Capital Fund Program 5-Year Action Plan

#### B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;** and

**Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.**

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**B. Site-Based Waiting Lists – Coming Year**

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 next component.

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)

## **2. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

### **A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:

4.  Yes  No: 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:

5.  Yes  No: 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:

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

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, what is the maximum number of participants this fiscal year?

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:

HRA requires that all participants in the Section 8 program interested in participating in the Section 8 to Homeownership Program participate in HRA's Family Self Sufficiency Program (FSS) for one year prior to working with the Section 8 to Homeownership Coordinator.

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

HRA will continue to do extensive outreach to new and current participants in the Section 8 program. All applicants attending a Section 8 briefing are apprised of the FSS and Section 8 to Homeownership programs. Applicants meeting with HRA staff for their initial lease up appointment, and clients meeting with HRA staff for their annual re-certification appointment are encouraged to participate in the FSS program in order to take advantage of the Section 8 to Homeownership program.

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):

Greenfield Housing Authority 6 years of experience  
Greenfield Housing Associates 6 years of experience

- Demonstrating that it has other relevant experience (list experience below):

HRA continues to administer a Housing Consumer Education program, homebuyer counseling programs, community development municipal assistance, housing rehab financing, and public infrastructure programs in the 26 town Franklin County Region.

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units  
 access to neighborhoods outside of high poverty areas  
 other (describe below:)

Up to 25 project based vouchers are being utilized at the Moltenbrey Building to support sober housing with support services.

1.)Single individuals moving from the Beacon Clinic program associated with the Baystate Franklin Medical Center.

2,)Youth between the ages of 18-22 who are receiving services from the Dial Self Teen Services Program

3.)Single homeless individuals and individuals coming out of homeless shelters who are receiving services from ServiceNet, Inc.

HRA recently received approval from HUD for three units of Project Based assistance for a new project, Prospect & Grove in Orange, MA. Franklin County is the poorest county in Massachusetts and the town of Orange is one of the poorest towns in the county. Project basing HRA’s vouchers to ensure that the vouchers stay in Franklin County is of utmost importance. HRA is awaiting approval from HUD for 4 units of Project Based assistance for a new project, Ashfield House, LLC in Ashfield, MA. An application will be forwarded to HUD in the near future requesting Project Basing two units in a new project in Greenfield, MA, the Solar Village .

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

Up to 25 units located in Turners Falls at the Moltenbrey building, 76 Avenue A. Turners Falls

3 units located in Orange on Prospect & Grove, Orange, MA

4 units located in Ashfield at 369 Main Street, Ashfield, MA

2 units located in Greenfield on Petty Plain Rd, Greenfield, MA

## **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)

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 on its waiting lists 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)

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

### **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
XXX	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
XXX	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
XXX	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
XXX	Fair Housing Documentation Supporting Fair Housing Certifications: 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
XXX	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
XXX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
N/A	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
N/A	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
XXX	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
XXX	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
N/A	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XXX	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
N/A	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
XXX	Policies governing any Section 8 Homeownership program (Section 20 of the Section 8 Administrative Plan)	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
N/A	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
XXX	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
XXX	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name:		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
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				





## 8. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name				<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

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

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>						
Total CFP Estimated Cost			\$			\$





**FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT  
AUTHORITY**

42 CANAL RD • TURNERS FALLS, MA 01376  
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289  
email:ldavenport@fcrhra.org

**ATTACHMENT C**

**SECTION 8 HOUSING CHOICE VOUCHER RESIDENCY ADVISORY  
BOARD MEMBERS**

**Michele Arsenault  
16 Phillips St.  
Greenfield, MA 01301**

**Deborah Nicholson  
369 Main St., Apt D  
Ashfield, MA 01330**

**Joan Wilson  
25 Eleventh Street  
Turners Falls, MA 01376**

**Joy Rastley  
227 High Street  
Athol, MA 01331**

**Prudence Benjamin  
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Amherst, MA 01002**

**Francine Rodriguez  
38 Maple Street, Apt #1  
Belchertown, MA 01007**

**Deborah Boutwell  
28A N. Plain Rd.  
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**Laura Lynn St. Hilaire  
11 K Street  
Turners Falls, MA 01376**

**Gloria Churchill  
65 French King Hwy, Apt 22  
Erving, MA 01344**

**Catherine Stryker  
169 Summer St., Apt #22  
Amherst, MA 01002**

**Amarilis Concepcion  
60 Central Street, Apt #1  
Turners Falls, MA 01376**

**Terri Reipold  
26 French King Hwy  
Gill, MA 01354**

**Eileen Furey  
248 Amherst Rd., Apt 215  
Sunderland, MA 01376**

**Billie Jo Roberts  
35 Southpoint Drive  
Amherst, MA 01002**

Rental Assistance • Housing Development • Housing Management • Community Development  
Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure

**Ronnie P. Cherichetti**  
**68 Pleasant Street, Apt #2**  
**Orange, MA 01364**

**David E. Theriaque**  
**75 School Street, #4**  
**Greenfield, MA 01301**

**Janel Cannonier**  
**248 Amherst Rd., Apt # 126**  
**Sunderland, MA 01375**

**Ronald Cherichetti**  
**68 Pleasant Street, #2**  
**Orange, MA 01364**

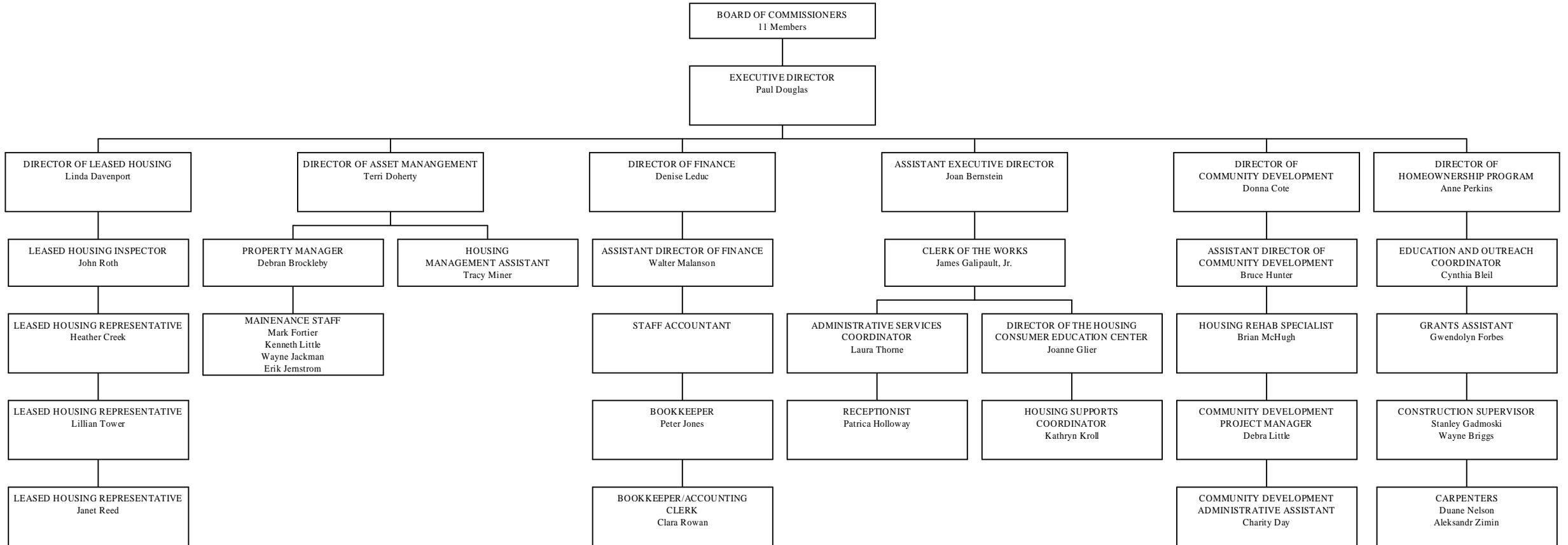
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**Sunderland, MA 01375**

**Kelli Kydd**  
**559 A Pulpit Hill Rd.**  
**Amherst, MA 01002**

**Catherine Stryker**  
**11 Meadow Street**  
**Amherst, MA 01002**

# HRA ORGANIZATIONAL CHART





**FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT  
AUTHORITY**

42 CANAL RD • TURNERS FALLS, MA 01376  
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289  
emailldavenport@fcrhra.org

**ATTACHMENT D**

**Section 8 Homeownership Capacity Statement**

**In addition to those rental assistance & public housing programs typically administered by a public housing authority, the Franklin County Regional Housing & Redevelopment Authority (HRA) currently administers a Housing Consumer Education Center program, home buyer counseling programs, community development municipal assistance, housing rehab financing, homeownership and public infrastructure programs in the 26 town Franklin County region.**

**The HRA continues to operate its Section 8 Homeownership Program in conjunction with a neighboring PHA, Greenfield Housing Authority (GHA), to offer homeownership to Section 8 Family Self-Sufficiency (FSS) participants. A participant must: (1) be a Section 8 recipient in good standing who has completed both an initial Section 8 1 year lease term and their first annual re-certification in the Section 8 Housing Choice Voucher program (HCVP), (2) be an FSS program participant completing 1 year and meeting at least 1 goal. (3) have completed the “Section 8 to Homeownership” component of the FSS Program, and (4) meet all of the program qualifications as outlined in the joint HRA & GHA Homeowner Obligation Statements and Administrative Plan.**

**The Administrative plan for the Homeownership program specifies all of the program requirements necessary to implement the program. The program is currently up and running with positive support from area banks, loan companies, realtors, appraisers, advocacy groups, and etc.**

**As a part of the program requirements, all Homeownership Program participants are required to attend and successfully complete the HRA’s First-Time Home Buyer Educational Workshops prior to purchasing their home as well as post purchase counseling after they’ve become homeowners. To be eligible for the Homeownership program a participant must meet the minimum income requirements as outlined under HUD’s First Time Homebuyer definition.**

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**In addition, with the exception of elderly households or families comprised of a person with a disability, at least one adult in the family must be employed an average of thirty (30) hours and have been continuously employed during the year before the receipt of the homeownership assistance.**

**Participants are encouraged to use their FSS escrow earnings to secure a down-payment and are required to obtain mortgage financing on their own from lenders using generally accepted private sector underwriting standards. HRA will make payments directly to the mortgage lender. In addition, the HRA also requires that a family maintain (for a period of five years) an escrow account of \$3,000 for unforeseen house system repairs; for single individuals who receive SSI or SSDI a \$1,000 escrow is required and for couples where both adults receive SSI or SSDI, a \$1,500 escrow is required.**

**GHA continues to receive grant funding through HUD to fund a full time position for a Section 8 to Homeownership Coordinator. Through our relationship with the GHA, we have benefited from the additional staff of a full-time position and a part-time assistant to the current FSS Coordinator.**

**To date eight Section 8 homeownership closings have been completed; homeowners used USDA/RD mortgages and Citizens Bank. The Section 8 to Homeownership Coordinator is currently working with the many additional FSS clients working towards Homeownership.**

**We continue to hold informational program briefings on a regular as needed basis with individuals who are ready to begin the program process as well as with groups of current FSS participants who have expressed an interest in the program.**



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**ATTACHMENT E**

**Progress in Meeting the 5-Year Plan's Mission & Goals**

**To remain consistent with its goal to ensure the availability of affordable, safe, decent and sanitary housing for low-income households and individuals, the Franklin County Regional Housing & Redevelopment Authority (HRA) continues to apply for additional Section 8 vouchers that are offered in the yearly NOFA published by HUD and is willing accept any additional vouchers offered to HRA by another housing authority who has chosen to opt out of the Section 8 Voucher program. In its continued efforts to gain additional resources to meet housing needs in its jurisdiction, the HRA applied for 130 fair share vouchers, 75 mainstream vouchers for people with disabilities, and 26 Reallocation vouchers in 2002. We received 57 fair share vouchers. In 2003 HRA applied for 50 mainstream vouchers for people with disabilities. The three allocations totaling 114 vouchers allotted in the state of Massachusetts were awarded to agencies in the eastern part of the state. HRA applied for 20 Mainstream Disability Vouchers in 2005 partnering with a Faith Based Organization and will continue to apply for any additional vouchers offered in the future.**

**The HRA continues to monitor all rental market areas within its jurisdiction and to utilize the 105% of the FMR in Franklin County (going to 110% on July 1, 2008) and 110% of the FMR standards for all othertowns in our area. HRA's utility allowance charts are continually monitored and changes are made when a utility has a change of 10% or more or at least annually as required by HUD. The Authority's successful efforts to ensure equal opportunity for housing assistance are documented by our program participants' lease ups throughout all of the towns of Franklin County and Amherst. The HRA has been able to achieve and sustain a high performer rating on the annual SEMAP assessment. To date we have a 98% lease-up rating, a 100% reporting rate in PIC, and 104% expenditure rate for our ABA. EIV is accessed to verify clients' incomes on all annual re-certifications and interim changes.**

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**The HRA reports to PIC on a weekly basis; all errors, if any, are also corrected on a weekly basis. The HRA's rent reasonableness system is in place and used on an on-going basis. In addition to the rental information gathered from local housing developments, the University of Massachusetts and newspapers, all participating landlords are required to provide rental information concerning their unassisted units at the time of annual re-certifications of their tenants, lease renewals, and new lease-ups in their units.**

**To expand its outreach efforts, HRA works very closely with area landlords, Housing Consumer Education Centers, social service agencies, advocacy groups and state agencies. As a part of this outreach, all parties are invited to attend informational meetings. HRA presents new regulations, updates to current HUD regulations including the most recent PIH Notices, the Violence against Women Act (VAWA), the Limited English Proficiency Act (LEP), Reasonable Accommodation requirements, and information on rights for families with disabilities. The meeting topics are also selected by the various groups involved and have included lead paint laws, housing discrimination, landlord and renter insurance,, Sex Offender Registration, etc. The results of these meetings have proven very positive for us in a variety of ways. Through the reputation and trust that we have developed, we continue to recognize a substantial increase in program participation from new landlords and property management companies. Some of the benefits include successfully placing "at risk" clients in housing where they may not have otherwise secured housing on their own, either because of poor rental history or the lack of sufficient funds for security deposit and first/last month's rent; locating affordable housing units that are not typically advertised; and locating units that have been deledaded.**

**The Authority briefs new applicants on a regular basis and offers on-going mobility and program counseling options. The HRA is also proud of its FSS and Section 8 to Home Ownership programs, which are joint efforts of the Greenfield Housing Authority (GHA) and the HRA. The HRA FSS program participation has grown from an initial allocation of 10 mandatory vouchers to a current participation by 50 clients with voluntary vouchers. The program has proven itself very successful. Due to the success of the FSS program, the HRA joined the GHA in 2002 and formed a Section 8 to Homeownership program that is currently being offered to all FSS participants.**



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**ATTACHMENT F**

**Resident Membership on the PHA Governing Board**

**The Franklin County Regional Housing & Redevelopment Authority (HRA) is a PHA that only administers Section 8 and therefore qualifies for the “small PHA exception.” At this time we do not have a current voucher holder serving on our Board. One current Commissioner was a recipient of Section 8 assistance who relinquished her assistance & bought a home. She is a strong advocate for low-income renters. We do not ask former recipients to step down because their situation has improved.**

**To establish a list of prospective program participants, The HRA will, continue (in accordance with the regulation and through the Resident Advisory Board), to solicit interest from our Section 8 clientele. Due to the uniqueness of the HRA’s regional status, we have an eleven-member board of Commissioners as opposed to a typical five-member board. Two of the eleven slots are allocated for state government appointees and nine are to be filled from local county government appointments. Regulations mandate that local county government appointments limit commissioner representation to one commissioner member from any one Franklin County town within the 25-town region of the HRA. As a result, vacant commissioner seats are frequently difficult to fill due to the lack of interest from the towns that are not currently represented. Many of our small towns have little to no rental housing, which means there are no section 8 voucher holders in many towns.**

**Through the Resident Advisory Board, the HRA solicits interest for participation to the Board of Directors from the Section 8 client population on an on going basis. Upon receipt of interest from applicants a list will be kept for consideration for the next available slot in a town that is currently not represented by another Commissioner member.**

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## Submit Plan Checklist – PHA Plans

How do you know if your plan is complete? Use the following checklist to ensure the PHA Plan is complete and ready for submission:

		<b>PLAN TYPE</b> <i>Place an "X" under the Plan type to be submitted.</i>			
<i>Place an "X" or √ in this column for items completed</i>		<b>Standard 5-Year/Annual 50075</b>	<b>High Performers 50075</b>	<b>Streamlined Annual 50075-SA</b>	<b>Streamlined 5Year/Annual 50075-SF</b>
<b>XXX</b>	<b>CHECKLIST ITEMS</b>	<i>Items marked with an "X" below are applicable to the Plan type indicated in the column heading.</i>			
	<b>A. Correct template is used and filled out completely</b>			X	
XXX	<b>B. PHA Identification Page is completed</b>	X	X	X	X
	<b>C. 5-Year Plan completed (when due)</b>	X	X		X
XXX	<b>D. Table of Contents is completed, with page numbers added</b>	X	X	X	X
	<b>E. Executive Summary of PHA Plan is completed at PHA's option</b>	Optional	Optional		Optional
	<b>F. PHA Plan components are completed.</b>				
	1. Housing Needs	X	X		X
	2. Financial Resources	X	X		X
	3. Eligibility, Selection, and Admissions	X	X		X
	3a. Site-Based Waiting Lists (if applicable)	X Attachment	X Attachment	X Template	X Template
	3b. Deconcentration and Income Mixing (if applicable)--web site version	X Attachment	X Attachment		X Template
	4. Rent Determination	X	X		X
	5. Operations and Management Policies	X			
	6. Grievance Procedures	X			
	7. Capital Improvements*	X	X	X	X
	7a Capital Fund Tables	X	X	X	X
	8. Demo/Disposition*	X	X		X
	9. Designation of Housing*	X			
	10. Housing Conversions	X			
XXX	11. Homeownership	X	X Section 8(y)	X Section 8(y)	X
XXX	11a. Section 8(y) Homeownership Capacity Statement (if applicable)	X Attachment	X Attachment	X Template	X Template
	12. Community Service and Self-Sufficiency	X			
	12a Community Service Requirements	X Attachment			
	13. Crime and Safety*	X			
	14. Pets*	X			
	14a Pet policy	X Attachment			
XXX	15. Civil Rights Certification (included with PHA Plan certifications)	X	X	X	X
	16. Audit	X	X		
	17. Asset Management	X			
	18. Additional Info	X	X		X

		<b>PLAN TYPE</b> <i>Place an "X" under the Plan type to be submitted.</i>			
<i>Place an "X" or ✓ in this column for items completed</i>		<b>Standard 5-Year/Annual 50075</b>	<b>High Performers 50075</b>	<b>Streamlined Annual 50075-SA</b>	<b>Streamlined 5Year/Annual 50075-SF</b>
XXX	18a. Progress Meeting 5-Year Plan Goals	X Attachment	X		X Template
	18b. Criteria for Substantial Deviations and Significant Amendments	X Attachment	X		X Template
	18c. Other information	X	X		X
	18c.1. RAB consultation (comments, how comments addressed, recommendations)	X Template	X Template		X Template
	18c.1.1. RAB membership	X	X		X Template
XXX	18.c.1.2 Plan changes reviewed by RAB, approved by Board, and made public			X	
	18c.2. PHA Board resident membership	X Template	X Template		X Template
	18c.3. PHA statement of consistency with Consolidated Plan	X	X	X If policies changed	X
	19. Project-Based Voucher Program (if applicable)	X Attachment	X Attachment	X Template	X Template
	20. List of supporting documents on file with PHA and PHA Plan	X Template	X Template	X Template	X Template
	21. Most recent board-approved operating budget--Troubled/at-risk PHAs ONLY	X			
* NO* PHAs that administer only tenant or project based rental assistance programs are not required to complete sections that pertain only to public housing.					
	<b>G. Required <u>Certifications</u> signed and submitted to Local HUD Field Office</b>				
	<i>Standard PHA Plan Certifications Form HUD-50076</i>	X	X		X
XXX	<i>Streamlined PHA Plan Certifications Form HUD-50077</i>			X	
XXX	<i>State/local Government Certification Of Consistency with Consolidated Plan</i>	X	X		X
	If applying for Capital Funds: Form HUD-50070, <i>Drug-Free Workplace</i> Form HUD-50071, <i>Payments to Influence Federal Transactions</i> Forms SF-LLL and SF-LLLa, <i>Lobbying Activities</i>	X	X	X	X
	<b>H. <u>Plan, Plan Changes</u> (streamlined Annual), <u>attachments</u> (where applicable), and <u>supporting documents</u> made available for review by the public for a 45-day period.</b>				
	<b>I. <u>Public meeting</u> conducted by PHA Board/governing body</b>				
	<b>J. <u>RAB</u> comments received and addressed</b>				
	<b>K. Instructions on how to submit the template electronically obtained from PHA Plans web site and reviewed.</b>				



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**STRATEGIES FOR ADDRESSING HOUSING NEEDS OF FAMILIES ON THE HOUSING  
CHOICE VOUCHER PROGRAM**

- 1.) Provide apartment listings to applicants and clients
  
- 2.) Landlord outreach
  
- 3.) Provide a landlord listing with names, addresses, and phone numbers.
  
- 4.) Provide a list of agencies that can help with housing search.
  
- 5.) List of apartments or agencies with apartments that list handicap accessible units
  
- 6.) List of Housing Authorities throughout the state for portability purposes.
  
- 7.) List of Payment Standards for the State of Massachusetts and Utility Allowance Charts for Franklin & Hampshire Counties.

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Equal Housing Opportunity