

1.0	PHA Information PHA Name: <u>Quincy Housing Authority</u> PHA Code: <u>MA 20</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2009</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>650</u> Number of HCV units: <u>845</u> Number of DHP Vouchers: <u>100</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <u>N/A</u> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. <u>N/A</u>				
5.1	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 for the next five years: <u>N/A</u>				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <u>N/A</u>				

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <ol style="list-style-type: none">Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures. Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. <p>During FY 2009, the QHA plans modifications to both its Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (ADMIN PLAN) as follows:</p> <p><u>ACOP:</u> 1. to clarify Occupancy Standards (pg. 23 of ACOP)</p> <p>The revised ACOP is attached as <u>Appendix 1</u>, Electronic File "<u>MA020a01.</u>"</p> <p><u>ADMIN PLAN:</u> 1. to clarify Occupancy Standards (pg. 23 of Admin Plan); 2. to clarify HQS Enforcement (pg. 38 of Admin Plan); 3. to provide additional detail with regard to applicable rules and regulations, guidebooks, etc. (pg. 5 of Admin Plan); 4. to detail areas of poverty and minority concentration and outline ways to encourage owner participation (pg. 20 of Admin Plan); 5. to change the policy regarding interim re-exams from 90 days to every 60 days for those who have zero income or sporadic income (pg. 27 of Admin Plan); 6. to change language regarding advertisement for opening and closing waiting list (pg. 9 of Admin Plan); 7. to set forth the policy for where new admissions may lease up if they did not live in the QHA's jurisdiction (pg. 29 of Admin Plan); 8. to expand on the Equal Opportunity Section (pg. 42 of Admin Plan); and 9. to Amend XIV Methods of Administration, Part E (pg. 44 of Admin Plan).</p> <p>The revised ADMIN PLAN is attached as <u>Appendix 2</u>, Electronic File "<u>MA020a02.</u>"</p>
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6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <ol style="list-style-type: none">Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. <p>The FY 2009 Financial Resources Statement is attached as <u>Appendix 3</u>, Electronic File "<u>MA020a03.</u>"</p>
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6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: 3. Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units. For FY 2009 the QHA is not revising any of its policies governing rents charged for public housing or HCV dwelling units. Rent determination will be in accordance with HUD requirements and will remain the same as in FY 2008.
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6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: 4. Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. For FY 2009, other than the Public Housing ACOP and Section 8 Admin Plan referenced elsewhere, the QHA is not revising any of its rules, standards, and policies governing maintenance and management of public or assisted housing agency. The rules, standards, and policies governing maintenance and management will be in accordance with HUD requirements and will remain the same as in FY 2008.
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6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: 5. Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. For FY 2009, the QHA is not revising any of its grievance policies or procedures. Grievance policies or procedures will be in accordance with HUD requirements and will remain the same as in FY 2008.
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6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: 6. Designated Housing for Elderly and Disabled Families. With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected. The QHA has a valid extension of its Designated Housing Plan through October 15, 2009. The QHA does plan on filing for another two-year extension with no changes from prior plans; namely, preserving the 80% elderly/20% disabled mix for the 470 units in all three developments: MA20-2 (Pagnano Towers), MA20-4 (O'Brien Towers), and MA20-6 (Drohan Apartments).
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6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>7. Community Service and Self-Sufficiency. A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).</p> <p>The FY 2009 Update and Report on Community Service and Self-Sufficiency activities including ROSS Family, ROSS Homeownership, and Section 8 Homeownership Programs is attached as <u>Appendix 4</u>, Electronic File "<u>MA020a04</u>."</p>
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6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>8. Safety and Crime Prevention. For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.</p> <p>For safety and crime prevention, the QHA utilizes Crime Watch and Checkpoint Security Systems. The QHA works closely with the Quincy Police Department (QPD) in the following ways:</p> <ul style="list-style-type: none">▪ 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. <p>Also, the QPD faxes daily arrest log to QHA; QHA coordinates probation info, stay away orders with both QPD and DA's Office. The City of Quincy also has a very active community policing program, which provides tremendous benefits to the QHA and its residents.</p>
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6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>9. Pets. A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.</p> <p>For FY 2009, the QHA is not revising its Pet Policy. The Pet Policy will be in accordance with HUD requirements and will remain the same as in FY 2008.</p>
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6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>10. Civil Rights Certification. A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.</p> <p>The QHA's Civil Rights Certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations, which will be forwarded to HUD after Board approval of the FY 2009 Plan.</p>
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6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>11. Fiscal Year Audit. The results of the most recent fiscal year audit for the PHA.</p> <p>The results of the most recent Fiscal Year Audit, dated <u>June 30, 2007</u>, are on file and available for review. The FY 2008 Fiscal Year Audit will be made available for review when it is completed.</p>
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6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>12. Asset Management. A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.</p> <p>In the furtherance of its move towards full asset management, the QHA has accomplished the following:</p> <ul style="list-style-type: none">▪ Development-based accounting has been put in place.▪ A comprehensive stock assessment was completed in 2008.▪ The Capital Fund Pooled Bond Program* continues to make progress. <p>* The Capital Fund Pooled Bond Program was fully approved and executed in January of 2006. The QHA anticipates completing the work by the end of 2009. This work is being performed with the use of force account labor. Without this CFP permissible financing opportunity, the project could have taken as many as twelve years to complete due to the downward trend in Capital Fund awards.</p> <p>The signed CFP Bond Plan Performance and Evaluation Report is attached as Appendix 5 (Electronic File "MA020a05").</p>
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6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>13. Violence Against Women Act (VAWA). A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.</p> <p>The QHA is committed to complying with federal requirements regarding the Violence against Women’s Act (VAWA). In FY 2008, the QHA has amended its Public Housing Lease and ACOP and Section 8 Administrative Plan policies, procedures, and practices to comply with the VAWA. AND, also in FY 2008, the QHA has notified all tenants, voucher holders, and landlords of the Violence against Women’s Act (VAWA) and VAWA-related requirements and protections.</p>
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6.0	<p>PHA Plan Update</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <ol style="list-style-type: none">1. Central Office, 80 Clay Street, Quincy2. Riverview, 15 Bicknell St., Quincy3. Pagnano Towers, 109 Curtis Avenue, Quincy4. O’Brien Towers, 73 Bicknell St., Quincy5. Drohan Apartments, 170 Copeland St., Quincy
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7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. *Include statements related to these programs as applicable.*

DISPOSITION

The QHA is working with the City on the disposition of land on which the City of Quincy Fire Station is located. The disposition, which would need HUD approval, would dispose of the land to the City of Quincy only for continued use as a fire station for the area. Disposition application to HUD may occur later in FY 2009.

HOMEOWNERSHIP

The QHA will be making some revisions to both the ROSS and Section 8 Homeownership Plans.

ROSS HOMEOWNERSHIP CHANGES

Under VII - Inspection, contract of sales, and PHA Disapproval of Seller Inspections Add as #2 (pg. 4 of ROSS Homeownership Plan):

2. Although not required by regulation, the Quincy Housing Authority will conduct annual inspections of homes purchased through the homeownership program to insure that housing quality standards continue to be met.

The ROSS Homeownership Plan is attached as Appendix 6 (Electronic File "MA020a06").

SECTION 8 HOMEOWNERSHIP ADMIN. PLAN CHANGES

VII. HOME INSPECTIONS, CONTRACT OF SALE, AND PHA DISAPPROVAL OF SELLER (24 CFR part 982.631): Under Inspections, change #3 to read (pg. 4 of Section 8 Homeownership Plan):

3. Although not required by regulation, the Quincy Housing Authority will conduct annual inspections of homes purchased through the homeownership program to insure that housing quality standards continue to be met.

The Section 8 Homeownership Plan is attached as Appendix 7 (Electronic File "MA020a07").

8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>The FY 2009 Capital Fund Program Annual Statement Form HUD-50075.1 is attached as Appendix 8 (Electronic File “MA020a08”). The scanned signature page for this document is provided in Appendix 17 (Electronic File “MA020a08”).</p> <p>The <u>NEW STIMULUS</u> FY 2009 Capital Fund Program Annual Statement Form is attached as Appendix 9 (Electronic File “MA020a09”). The scanned signature page for this document is provided in Appendix 17 (Electronic File “MA020a08”).</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>The FY 2009-2013 Capital Fund Program Five-Year Action Plan HUD-50075.2 is attached as Appendix 8 (Electronic File “MA020a08”).</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input checked="" type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>The signed CFP Bond Plan Performance and Evaluation Report is attached as Appendix 5 (Electronic File “MA020a05”).</p> <p>An explanation of overruns from the original program as per a memo to HUD is provided as Appendix 16 to this plan (Electronic File “MA020a16”).</p>

9.0 **Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Excerpts from the City’s 2005-2009 Consolidated Plan and the City of Quincy’s Planning & Community Development Department (Full 174 page Plan is available in PDF):

The Consortium has identified extremely low and low-income renters paying in excess of 30% of income for housing costs as a high risk population in terms of housing availability and need for support services. With waiting lists common for assisted and public housing, limited supply of decent affordable housing, and reduced funding of State rental assistance the majority of these households have limited options for housing. In addition, due to their limited resources many households in this category would benefit from support services such as day care, education and job training, and fuel assistance. Homeowners in all income categories and demographic groups (described below) face significant challenges in terms of maintaining their property and making lead-paint and/or energy-efficiency improvements. The ability to keep up with even minimal maintenance decreases as homeowner ages. For those elderly displaced by code violations, there is a need for temporary housing. Support services are also generally required once an elderly homeowner returns to a unit.

Extremely low-income families are defined as those with income from 0-30% of median family income in the Boston PMA. According to the 2000 Census data, a total of 5,337 households with ELI incomes reside in Quincy.

Renters represent almost three-quarters (73%) of all such families residing in Quincy, and they face an immediate challenge in terms of paying the monthly rent. With over 64% of this group paying housing costs greater than 30% of their income, families in this group are perhaps at the greatest risk of becoming homeless. The greatest needs for this group are the limited availability of low-cost rental housing. This income has to rely mainly on the Quincy Housing Authority through its public housing units which has not increased, and Section 8/MRVP programs where funding has been limited.

Elderly renters make up a large percentage of this group 46% ELI-renter total. For elderly renters in Quincy, more that one-half (53%) have a housing cost burden in excess of 30% of total income, and 31% have severe cost burdens in excess of 50% of income. Severe cost burden rates are also very high among unrelated or other types of families (58%) and for small related (67%).

Owners represent the remaining one-quarter (27%) of Quincy’s ELI households, and they have similar characteristics, housing issues, and cost burden to renters. The elderly dominate this group making up 70% of Quincy’s ELI owner population. Over 83% of elderly households face a cost burden of greater than 30%, with substantial percentage (48%) facing cost burdens of greater than 50%. The majority of homeowners in this category, elderly and non-elderly, face cost burdens in excess of 30% of their total income. The high cost burden for owners does not leave much in the way of a contingency for any needed or unexpected household repairs (I.e. roof, furnace, plumbing, etc.). Housing maintenance is a general concern for this category of residents. There is a particular need to help elderly female head-of-households who have limited experience dealing with housing rehabilitation.

9.0 **Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Excerpts from the City's 2005-2009 Consolidated Plan and the City of Quincy's Planning & Community Development Department (Full 174 page Plan is available in PDF):

Low-income families are defined as those with incomes from 31% to 50% of median family income in the Boston PMSA. Overall, there are a total of 5,337 low-income households residing in Quincy, of which 63% are renters and 37% are owners. LI renters face substantial housing problems. 63% of total renters have housing costs greater than 30% of income, with 22% having severe cost burdens. LI renters are largely made up of elderly households (43%). LI owners face similar problems to those of extremely low-income owners (i.e. little maintenance contingency). The elderly constitute 59% of the owners in this income category, and 37% of them face housing costs greater than 30% of monthly income.

The moderate-income family is defined as one with an income of between 51% and 80% of median family income in the Boston PMSA. Quincy contained a total of 6,183 moderate-income households in 2000, of which 55% and the remaining 45% were homeowners. Moderate-income renters, despite their higher income levels relative to the two previous groups, continue to face a significant cost burden with 41% paying more than 30% of their income for housing costs. About 40% of moderate-income homeowners have cost burdens of more than 30% of their incomes.

Overcrowding

The most significant incidence of overcrowding occurs among Quincy's large related households. As might be expected, overcrowding among extremely low-income renters is most severe. It also remains prevalent among the low income (31% to 50% of median) renter population. Quincy has noted a particular incidence of overcrowding among recent Asian immigrant groups, whose cultural background embraces extended families residing within the same dwelling unit. The 2000 census illustrates a 158% increase in the Asian population in Quincy from 1990 (5,432) to 2000 (13,997). Overall, there is a need for more large rental units.

Mobility and self care limitations are encountered by the frail elderly (those 75+) in the community. This population with housing special needs has grown from 6,463 in 1990 to 7,329 in 2000, an increase of 13.4%. This target group may have difficult living independently, but are not in need of a nursing home. The community views this group as in need of either specialized services designed to maintain independence, or housing facilities that can provide the assistance that individuals may find necessary. There are ten nursing homes in Quincy, 5 of which are intermediate care facilities. The others are residential homes with minimum services, or skilled nursing facilities which offer advanced care levers. In addition, several other agencies in Quincy provide home health care services.

9.0 Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

From the QHA: With regard to the **housing needs of families on the elderly public housing waiting list**, the QHA has performed an analysis of the waiting list on February 17, 2009, and determined the following:

There are presently 1,115 applicants on the Elderly/Disabled federal public housing waiting list. Of this number 422 are elderly, 158 are near elderly, and the remaining 535 are disabled.

Of the 1,115 applicants on this waiting list, 626 are White, 39 Hispanic, 108 Black, 12 American Indian and 330 Asian.

975 applicants on this waiting list have an annual income which is at or below 30% of the median income. This is 87.44% of the total waiting list. Another 109 are at or below 50% of the median income, reflecting 9.8% of the total waiting list. The remaining 2.75% are at 80%.

The waiting list for elderly/disabled housing is currently open.

With regard to the **housing needs of families on the family public housing waiting list**, the QHA has performed an analysis of the waiting list on February 17, 2009, and determined the following:

There are presently 1,946 applicants on the family federal public housing waiting list.

Of the 1,946 applicants on this waiting list, 660 are White, 398 Hispanic, 500 Black, 12 American Indian and 376 Asian.

1,747 applicants on this waiting list have an annual income which is at or below 30% of the median income. This is 89.77% of the total waiting list. Another 185 are at or below 50% of the median income, reflecting 9.5% of the total waiting list. The remaining 1% are at 80%.

The bedroom breakdown is as follows:

1 bedroom 189 applicants
2 bedroom 1,267 applicants
3 bedroom 438 applicants
4 bedroom 52 applicants

The waiting list for family housing is currently closed.

The QHA participates in the State Wide Centralized Section 8 waiting list. This list is currently open.

9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>Strategy 1. Maximize the number of affordable units available for all eligible populations by:</p> <ul style="list-style-type: none">▪ 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▪ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies▪ Provide improved systems of on-site management.▪ Maintain section 8 lease-up rates.▪ Continue marketing the section 8 program to owners. <p>Strategy 2: Increase the number of affordable housing units by:</p> <ul style="list-style-type: none">▪ 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. <p>Strategy 3: Target available assistance to families at or below 30 % and 50% of AMI through the Public Housing ACOP and Section 8 Admin Plan.</p> <p>Strategy 4: Target available assistance to Families with Disabilities by:</p> <ul style="list-style-type: none">▪ 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▪ Provide for Section 504 renovations and reasonable accommodations as required/feasible. <p>Strategy 5: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs by:</p> <ul style="list-style-type: none">▪ Affirmatively market to races/ethnicities with housing needs. <p>Strategy 6: Conduct activities to affirmatively further fair housing by:</p> <ul style="list-style-type: none">▪ 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▪ Providing meaningful access to LEP households.
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10.0 Additional Information. Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

- (1) Maintaining flat rents at the same level for the fifth year in a row.**
- (2) Continuing progress on the rehabilitation of the MA 20-1 Riverview development through the Capital Bond Financing Program and Capital Fund Program.**
- (3) Continuing to achieve results with the Homeownership and FSS Programs.**
- (4) Finalized the conversion to Asset Based Management.**
- (5) Complete the Physical Needs Assessment of all properties.**
- (6) Completed necessary staff hiring as follows: Assistant Director, Director of Finance, and Director of Support Services.**

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

"SUBSTANTIAL DEVIATION" OR "SIGNIFICANT AMENDMENT/MODIFICATION"

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

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

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

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

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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ATTACHMENTS		
Appendix Number	Description of File	Electronic File Name
1	Revised Public Housing ACOP	MA020a01
2	Revised Section 8 Admin Plan	MA020a02
3	FY 2009 Financial Statement	MA020a03
4	FY 2009 Update and Report on Community Service and Self-Sufficiency	MA020a04
5	CFP Bond Plan Performance and Evaluation Report	MA020a05
6	Revised ROSS Homeownership Plan	MA020a06
7	Revised Section 8 Homeownership Plan	MA020a07
8	FY 2009 Capital Fund Program Annual Statement Form HUD-50075.1 AND FY 2009-2013 Capital Fund Program Five-Year Action Plan Form HUD-50075.2	MA020a08
9	FY 2009 Capital Fund Program Annual Statement Form-NEW FORMULA STIMULUS CFP FUNDING	MA020a09
10	FY 2008 Capital Fund Program Performance and Evaluation Report	MA020a10
11	FY 2007 Capital Fund Program Performance and Evaluation Report	MA020a11
12	FY 2006 Capital Fund Program Performance and Evaluation Report	MA020a12
13	FY 2005 Capital Fund Program Performance and Evaluation Report	MA020a13
14	FY 2004 Capital Fund Program Performance and Evaluation Report	MA020a14
15	QHA Responses to RAB and Public Hearing Comments	MA020a15
16	Explanation of Overruns on Riverview CFFP Project	MA020a16
17	Scanned PDF Signature Pages for FY 2004, 2005, 2006, 2007, 2008, 2009P, and 2009S CFP P&Es and Annual Statements	MA020a17

QUINCY HOUSING AUTHORITY
ADMISSIONS
AND
CONTINUED OCCUPANCY POLICY

FEDERAL PUBLIC HOUSING PROGRAM



February, 2009

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INTRODUCTION

This Admissions and Continued Occupancy Policy (ACOP) sets forth the Authority's policies that govern its federally-funded public housing programs. The Authority also owns and operates a Section 8 housing program and state-funded public housing programs; however, this ACOP does not govern those programs. The Authority's Section 8 program is governed by its Section 8 Administrative Plan and applicable federal regulations and the Authority's state housing programs are governed by state law and regulations issued by the Mass. Department of Housing and Community Development (DHCD). Although this ACOP may refer to these other housing programs from time to time within this document, this is done to provide background information or for explanatory reasons.

SECTION I BASIC POLICY

In accordance with the Quincy Housing Authority's adopted Methods of Administration and consistent with HUD regulations, 24 CFR 960, the Authority has established the following Tenant Selection policies:

The Authority shall implement policies and procedures embodying standards and criteria for tenant selection which take into consideration the needs of individual families for public housing and the statutory purpose in developing and operating socially and financially sound public housing projects which provide a decent home and a suitable living environment and foster economic and social diversity in the tenant body as a whole, which shall:

1. Provide for de-concentration and income-mixing in accordance with the PHA Plan.
2. Preclude admission of applicants whose habits and practices reasonably may be expected to have a detrimental effect on the tenants or the project environment.
3. Assure that selection by the Authority among otherwise eligible applicants is objective and reasonable.
4. Not deny admission to Public Housing or evict a current Public Housing resident solely for reasons related to incidents of domestic violence in which the applicant or family member was a victim.
5. The tenant selection criteria to be established and information to be considered shall be reasonably related to individual attributes and behavior of an applicant and shall not be related to those which may be imputed to a particular group or category of persons of which an applicant may be a member.

It is the policy of the Quincy Housing Authority to comply fully with existing state and federal laws protecting the individual rights of applicants, tenants, or staff, and any laws subsequently enacted.

SECTION II
PROCESSING APPLICATIONS FOR ADMISSION

- A. The Quincy Housing Authority maintains one citywide waiting list for its Family Public Housing Program, and one citywide waiting list for its Elderly Public Housing Program. The citywide lists will apply to both the Authority's federal and state public housing programs. When a federal public housing unit becomes available, the applicant will be selected from the citywide list according to federal rules, regulations, preferences and priorities; when a state public housing unit becomes available, the applicant will be selected from the city-wide list according to state rules, regulations, preferences and priorities.
- B. The Quincy Housing Authority may close its Family Public Housing waiting list, and/or its Elderly Public Housing waiting list when it determines that there are sufficient applicants on a waiting list. During the period when the waiting list is closed, the Quincy Housing Authority will not maintain a list of individuals who wish to be notified when the waiting list reopens.
- C. If the waiting list is open, an application form completed in ink or type written and signed by the head of household will be accepted from each family, elderly, near elderly, disabled, handicapped, or single person seeking admission to the Quincy Housing Authority's Family or Elderly Public Housing Programs. A notice informing all applicants of their rights under VAWA will be attached to each application form (Exhibit V). It shall be recommended that applicants come into the office to fill out the application. Accommodations for full and complete access to the process by persons with disabilities will be made on request.
- D. The staff member accepting the application will render all possible assistance. Each completed application shall be dated, time-stamped and numbered when received, and it shall be promptly posted to the master file.
- E. After a completed application is received, the Quincy Housing Authority shall make a preliminary determination of eligibility based on current information provided by the applicant, and determine whether the applicant may be entitled to a preference and the appropriate bedroom size required. The Housing Authority may at this time verify information as provided by the applicant, but is not required to do so. The applicant shall be notified of the Authority's preliminary determination and may request an informal hearing as defined in Section VII of this Plan if found ineligible or not to be entitled to a preference category requested. If the Housing Authority makes a preliminary determination that the applicant is not eligible based upon negative history, the QHA shall remind the applicant of the opportunity to assert rights under VAWA by including Exhibit V in the preliminary determination notice.

- F. Each applicant found eligible after a preliminary review shall be placed on the appropriate citywide waiting list, and shall be notified in writing of:
1. waiting list position
 2. control number
 3. preference categories
 4. size of unit appropriate for the family (and the option to choose a smaller unit where applicable)
 5. an estimated waiting time before placement.
 6. a final and verified determination of eligibility and qualification will be undertaken prior to occupancy; and
 7. the applicant's ongoing responsibility to notify the Quincy Housing Authority in writing of any change of address and to respond promptly to any Quincy Housing Authority inquiry or be removed from the waiting list.
- G. A folder shall be prepared for each applicant and the application folders shall be filed chronologically. Uniform sized forms shall be used for net income calculations and other eligibility determination and verification and they shall be attached to the application.
- H. Periodically, the application pool shall be analyzed and each applicant shall be contacted by mail to insure that he/she is still interested and still qualified for public housing. If the applicant does not respond, is no longer interested, or no longer qualifies, his application shall be immediately withdrawn from the waiting list. Applicants shall be notified of their removal from the waiting list, and shall further be advised of their right to request an informal hearing.

SECTION III ELIGIBILITY FOR ADMISSION

There are to be eligible for admission to federally-aided public housing developments operated by the Authority and as listed in Exhibit I hereof only those applicants:

1. Who qualify as a family as defined in Exhibit III hereof, and;
- 2.* Whose income does not exceed the income limits set forth in Exhibit II hereof, and;
3. Who can be housed under the occupancy standards set forth in Section X hereof, and;
4. who, after screening, have not been disqualified or determined ineligible.

*Income limits are revised by HUD from time to time and current income limits are posted in the main office.

No family shall be eligible for admission if the family does not intend to occupy the public housing unit at least nine months of each year.

The applicant and the applicant household shall be disqualified for public housing for any of the following reasons:

1. The applicant, or a household member has disturbed a neighbor or neighbors in a prior residence by behavior, which if repeated by a tenant in public housing, would substantially interfere with the right of other residents to peaceful enjoyment of their units or the rights of Quincy Housing Authority employees to a safe and secure workplace.
2. The applicant, or a household member, has caused damage or destruction of property at a prior residence, and such damage or destruction of property, if repeated by a tenant in public housing, would have a material adverse effect on the housing development or any unit in such development.
3. The applicant or a household member has displayed living habits or poor housekeeping at a prior residence, and such living habits or poor housekeeping, if repeated by a tenant in public housing, would pose a substantial threat to the health or safety of the tenant, other tenants, or Quincy Housing Authority employees, or would adversely affect the decent, safe and sanitary condition of all or part of the housing.
4. The applicant or a household member in the past has engaged in criminal activity, or activity in violation of M.G.L. c 151B, Sec. 4, which if repeated by a tenant in public housing, would interfere with or threaten the rights of other tenants or Quincy Housing Authority employees, to be secure in their persons or in their property or with the rights of other tenants to the peaceful enjoyment of their units and the common areas of the housing development.

5. The applicant was evicted because of drug related criminal activity from housing assisted under the U.S. Housing Act of 1937, for a minimum of a three year period, beginning on the date of such eviction, unless the applicant has successfully completed, since the eviction, a rehabilitation program approved by the QHA. The applicant must show that through rehabilitation or rehabilitating efforts, that the QHA can be reasonably certain that the applicant or household member will not engage in any similar conduct in the future. The applicant may not be subject to this provision if the drug related criminal activity was conducted by a household member who is no longer part of the household, and the applicant did not know of the activity or took reasonable steps to stop the activity.
6. The applicant, or any household member who will be assuming a part of the rent obligation, has a history of non-payment of rent, and such non-payment, if repeated by a tenant in public housing, would cause monetary loss; provided, however, that if the applicant or household member paid at least 50% of his/her household's monthly income for rent each month during a tenancy but was unable to pay the full rent, an eviction for non-payment of the balance shall not disqualify such individual from public housing pursuant to this paragraph. Other mitigating circumstances may also be considered.
7. The QHA has reasonable cause to believe the applicant abuses alcohol in a way that causes behavior that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents or QHA personnel.
8. The applicant or a household member has a history of failure to meet material lease terms or the equivalent at one or more prior residences, and such failure, if repeated by a tenant of public housing, would be detrimental to the housing authority or to the health, safety, security or peaceful enjoyment of other residents or Quincy Housing Authority employees.
9. The applicant or household member has failed to provide information reasonably necessary for the housing authority to process the applicant's application.
10. The applicant or household member has misrepresented or falsified any information required to be submitted as part of the applicant's application, or a prior application within 3 years, and the applicant fails to establish that the misrepresentation or falsification was unintentional.
11. The applicant or a household member has directed abusive or threatening behavior, which was unreasonable and unwarranted, towards a Quincy Housing Authority employee during the application process or any prior application process within 3 years.

12. The applicant or a household member does not intend to occupy housing, if offered, for at least nine months of each year.
13. The applicant or a member of the applicant household is a current illegal user of one or more controlled substances as defined in M.G.L. c. 94C, Sec. 1. A person's illegal use of a controlled substance within the preceding twelve months shall create a presumption that such person is a current illegal user of a controlled substance, but the presumption may be overcome by a convincing showing that the person has permanently ceased all illegal use of controlled substances.

In accordance with the Violence Against Women Act, The QHA will not deny an Applicant who would otherwise be eligible for housing but for the negative history of the applicant or household members related to domestic violence, dating violence, stalking or sexual assault.

14. The applicant shall be permanently prohibited admission to the Quincy Housing Authority's public housing program if any household member has been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
15. The applicant shall be prohibited admission to the Quincy Housing Authority's public housing program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.

Prior to disqualifying an applicant under C.1-13 above, the Quincy Housing Authority shall permit the applicant to show mitigating circumstances, which may include rehabilitation or rehabilitating efforts, sufficient so that when the potentially disqualifying behavior is weighed against the mitigating circumstances, the Quincy Housing Authority is reasonably certain that the applicant or household member will not engage in any similar conduct in the future. In making this determination, the Quincy Housing Authority shall consider all relevant circumstances, including:

1. the severity of the potentially disqualifying conduct;
2. the amount of time which has elapsed since the occurrence of such conduct;
3. the degree of danger, if any, to the health, safety and security of others or to the security of the property of others or to the physical conditions of the housing development and its common areas if the conduct recurred;
4. the disruption and inconvenience which recurrence would cause the Quincy Housing Authority, and
5. the likelihood that the applicant's behavior in the future will be substantially improved. The greater the degree of danger, if any, to the health, safety and security of others or to the security of property of others

or the physical condition of the housing, the greater must be the strength of the showing that a recurrence of behavior, which would have been disqualifying, will not occur in the future.

6. Evidence of Rehabilitation
7. Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs.
8. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.
9. In the case of disability where the granting of a reasonable accommodation would eliminate the disqualifying behavior.

Not less than 40% of the families admitted to the Authority's public housing program from the waiting list during any fiscal year shall be extremely low income families.

Restriction on Assistance to Non-citizens

Section 214 of the Housing and Community Development Act of 1980, as amended prohibits HUD from making financial assistance available to persons who are not in eligible status with respect to citizenship or non-citizen immigration status. The provisions of this section apply to both applicants for assistance and persons already receiving assistance.

Financial Assistance is restricted to:

1. Citizens; or
2. Non-citizens who have eligible immigration status under one of the categories set forth in Section 214.

A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, as described in 24 CFR Part 5.506, or unless the family meets the conditions set forth in 24 CFR 5.506. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of the three types of assistance provided in 24 CFR 5.516, and 5.518.

SECTION IV SCREENING AND VERIFICATION PROCEDURES

At the time of determining final eligibility and qualification, the QHA shall require an applicant to provide the Quincy Housing Authority access to reliable and reasonably obtainable documentation verifying the accuracy of information appearing on the application for or otherwise necessary for the Quincy Housing Authority's determination. Income of applicants shall be verified by the procedure specified in HUD Regulations. If the Quincy Housing Authority has verified any information when making a preliminary determination of eligibility for the applicant, the Quincy Housing Authority shall re-verify such information on its final determination of eligibility and qualification. Non-receipt of requested documentation, without good cause established by the applicant, shall be cause for determining the applicant unqualified.

The Quincy Housing Authority shall require an applicant to provide the names and current addresses of all landlords (or housing providers) for at least the past five (5) years and the names and current addresses of two personal references who are not relatives. Non-receipt of landlord references or personal references, without good cause established by the applicant, shall be cause for determining the applicant unqualified. The Quincy Housing Authority will inform an applicant who is a victim of domestic violence, dating violence, sexual assault or stalking as defined in Exhibit III that the applicant may request that the Authority not contact a landlord reference if the Applicant's safety would be placed at risk. The Authority shall consider alternative sources of verification regarding tenant eligibility.

In determining qualification, the Quincy Housing Authority shall check CORI, and eligible citizenship status and may also check previous landlords, employers, neighbors, social workers, police records, public records, other sources of public information, credit reports, utility companies, and other reliable sources. The Quincy Housing Authority may also make a home visit, which shall be scheduled reasonably in advance. Observations by the person making such a visit shall be promptly reduced to writing and placed in the applicant's file.

Information regarding eligibility or qualification may be obtained by the Quincy Housing Authority from interviews with the applicant and with others, from telephone conversations, letters or other documents, and from other oral or written materials. All such information received shall be recorded in the applicant's file, including the date of its receipt, the identity of the source, and the person receiving the information.

As verified data is assembled, it shall be reviewed and evaluated in light of established eligibility criteria. If it is ascertained that for one or more reasons he or she does not meet the established conditions governing eligibility for admission, the applicant shall be advised in writing of his or her ineligibility, the basis for this determination, remind the applicant of their rights under VAWA by attaching a copy of Exhibit V. Advise the applicant of his or her right to request an informal hearing, and the procedures to do so. When the applicant is determined to be ineligible because of undesirability, the applicant's file must contain the information as to the reason for undesirability and the

persons or agencies contacted before the determination is made. Such determination shall be made by the Authority on a case-by-case basis.

If there is a time lag of more than 180 days between the date income determinations were made and the date of selection for admission, a re-check shall be made to ascertain that the income of the family has not changed, that the applicant has not changed address, and that other factors relating to eligibility are unchanged. Changes shall be verified before the family is admitted to occupancy.

All information about an applicant received by the Quincy Housing Authority shall be held in strict confidence, subject to limited staff access. Any release of information to any individual other than the applicant or HUD shall only take place after a written release form has been received by this office, which has been duly signed by the applicant.

SECTION V PREFERENCES

Residents will be selected from the citywide list of eligible applicants based on whether they qualify as a family, elderly, near elderly, disabled, handicapped or single person. (In accordance with the Allocation Plan, if applicable) Residents will also be selected from the list of eligible applicants based upon suitable size of unit, control number, preference, and income targeting.

Applicants will be granted preference as listed below:

1. Veterans

An applicant who meets the definition of a Veteran, as defined in M.G.L. c 121B, sec. 1.

1. Referral from the District Attorney's Office

An applicant who meets the definition of a referral from the District Attorney's Office as defined in Exhibit III of this plan.

Each of the preferences above shall be granted equal weight however an applicant who may qualify for both preferences shall be housed before an applicant qualifying for only one preference. Selection of applicants qualifying for the preferences above, shall be done based on date and time of application, and Residency preference.

2. Quincy Resident

An applicant who meets the definition of a Quincy resident, as defined in Exhibit III of this plan.

Applicants may claim qualification for a preference when they apply for admission or anytime thereafter until they are offered housing by certifying to the QHA that they qualify for a preference as outlined in this section. Before executing a lease with an applicant on the basis of a preference, the QHA must require the applicant to provide verification that he or she qualified for a preference by virtue of the applicant's current status.

SECTION VI SELECTION AND ASSIGNMENT

A. Residents will be selected from the citywide list of eligible applicants for dwelling units, based upon eligibility in accordance with applicable state and federal rules and regulations. Further, residents will be selected based upon suitable size and accessibility of unit, control number, applicable preferences, priorities and income targeting goals, using state rules if the unit is a state unit and federal rules if the unit is a federal unit. Placements in federal elderly/non-elderly disabled housing shall also be made in accordance with the approved allocation plan. (Exhibit IV.)

The selection and assignment of applicants shall be done in a uniform manner to assure equal opportunity and non-discrimination on the grounds of race, color, disability, sex, sexual orientation, religion, age, handicap, national origin, ethnicity, familial status, or marital status.

When an apartment is available for rental, it will be offered to the next applicant on the waiting list eligible for a unit of that size and type, subject to applicable preferences and income targeting requirements.

Notwithstanding any other selection preference, of the families initially admitted to the QHA's Public Housing Program during the QHA's fiscal year (July 1 – June 30), not less than 40% shall be extremely low income families. This is called the basic targeting requirement.

If admissions of extremely low income families to the QHA's voucher program during the QHA's fiscal year exceeds the 75 percent minimum targeting requirement for the QHA's voucher program, such excess shall be credited against the QHA's basic targeting requirement for the same fiscal year.

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

(A) Ten percent of the public housing waiting list admissions during the QHA's fiscal year;

(B) Ten percent of waiting list admissions to the QHA's Section 8 tenant based assistance program during the QHA fiscal year or:

(C) The number of qualifying low income families who commence occupancy during the fiscal year of the QHA public housing units located in census tracts with a poverty rate of 30% or more. For this purpose, qualifying low income family means a low income family other than an extremely low income family.

Unless another method is set forth by regulation for an Authority to maintain compliance with the above "income targeting", the QHA will follow the procedure hereafter set forth or such alternative procedure which implements the "income targeting" requirements. Whenever a Public Housing Unit is leased, the QHA shall record whether or not the family is:

- a. being initially offered public housing assistance by the QHA; and, if so,

b. whether or not the family is within the “targeted” lower income limit.

Thereafter, whenever a unit is offered, the QHA will check such records to determine whether the required 40% targeting percentage would be maintained by the offer of Public Housing to the next applicant family on the waiting list using the Authority’s selection preferences. If not, to comply with Income Targeting, the QHA shall skip higher-income families and select the next applicant who is an income-targeted family.

B. After an applicant is offered an apartment, the applicant must accept the offer within four (4) calendar days after the date the offer is communicated by the Occupancy Staff by phone or within seven (7) calendar days after the date the offer is mailed. Failure to accept an apartment offered, without good cause as hereafter described, will result in the following actions, unless the applicant can establish mitigating circumstances for his/her failure to timely respond.

1. If the applicant declines the apartment offer and the citywide waiting list is open at the time, the applicant will drop to the bottom of the list, meaning that his or her date of application will be changed to the date that the applicant declined the offer of a suitable apartment. If the applicant is dropped to the bottom of the list, the applicant will lose any priority s/he may have been entitled to. If the citywide waiting list is closed at the time, the applicant will be removed from the waiting list.
2. If the applicant fails to timely respond to the apartment offer, the applicant will be removed from the waiting list.

C. An applicant may request a special housing assignment upon a showing of good cause in the manner hereafter described. Upon submission of such request and the documentation submitted in support of it, the Authority will make a determination on whether the applicant qualifies for a special housing assignment. Applicants should apply for special housing assignments as soon as possible in order to assist the Quincy Housing Authority in assigning an appropriate apartment. The need for a special housing assignment shall otherwise be disclosed by the applicant during the screening process. The applicant must indicate if he/she requires special consideration in identifying a particular type of apartment or placement in a particular area of the city.

The following shall be the reasons for a special housing assignment. The following shall also serve as “good cause” for an applicant to decline an offer of an apartment which does not satisfy the applicant’s special housing assignment needs.

1. **PARTICIPATION IN A WITNESS PROTECTION PROGRAM.**
Acceptable Documentation: Written documentation on letterhead stationery from a law enforcement agency, which indicates that a Household Member(s) is, or might be endangered because they have provided essential information in a criminal prosecution. Documentation must specify the development(s) or areas of the city in which the affected Household Members might be endangered.

2. CRIME VICTIMS

Acceptable Documentation: The Quincy Housing Authority prefers documentation from a court of competent jurisdiction, and/or from a law enforcement agency in conjunction with – if appropriate - a temporary or permanent restraining order issued pursuant to MGL c.209A. Documentation must specify underlying circumstances which would require a Household Member(s) to be located away from a specific area of the city. A combination of the following documentation that establishes that the applicant and/or household member is a crime victim shall be acceptable:

- Medical reports reflecting incident(s);
- Police reports regarding incident(s);
- Court reports regarding incident(s);
- Documentation that Applicant has filed charges;
- Documentation that Applicant has attempted to obtain restraining orders;
- Legal action regarding incident(s);
- Letter from an attorney stating details of a case arising from incident(s);
- Psychological reports;
- Letter from a director of a social service agency regarding incident(s).
- Certification of Domestic Violence, Dating Violence, or Stalking, HUD Form 50066

3. THE TEMPORARY HOSPITALIZATION OF HEAD OR CO-HEAD OF HOUSEHOLD

Acceptable Documentation: A statement on letterhead stationery from a Qualified Health Care Provider indicating the name of the individual (must be head or co-head), the date of admission, date of anticipated discharge (if known).

4. THE ON-DUTY MILITARY ASSIGNMENT OF HEAD OR CO-HEAD OF HOUSEHOLD

Acceptable Documentation: A statement on letterhead stationery from the individual's commanding officer indicating the date the active duty began and anticipated length of active duty.

5. INELIGIBILITY DUE TO NON-CITIZEN STATUS

In the event that an applicant is offered an apartment at a Federal Program development for which the Household is ineligible due to its Non-Citizen status or is affected by the proration of rent as a result of a Household member's non-citizen status, the applicant may reject the offer for Good Cause and elect to remain on the citywide waiting list for State Program developments only.

Acceptable Documentation: Documentation submitted by the Applicant during the application and screening process indicating the Household's ineligible Non-Citizen status.

6. FINANCIAL HARDSHIP

The Quincy Housing Authority recognizes that in some instances a family applicant may experience a financial hardship by accepting a State Program unit either due to the costs of heat, electricity, and rent combined, or because the household would pay more in a State Program development than they would in a Federal Program development in which a flat rent would be available., OR the applicant is unable to have the heat and/or electricity turned on due to an outstanding debt with the gas or electric company. In such case, the applicant may elect to remain on the city wide waiting list for Federal Program developments only.

Acceptable Documentation: A letter from the gas and/or electric company denying service due to an outstanding debt or documentation submitted by the applicant demonstrating that the total monthly rent burden (rent, heat and electric*) would exceed 50% of the household's gross monthly income.

*The total monthly rent burden shall be determined by adding the monthly tenant rent to the utility allowances as approved for the Section 8 Housing Choice Voucher Program. The utility allowances for the Section 8 Housing Choice Voucher Program will be assessed each year, amended as necessary, and attached to this ACOP.

7. Reasonable Accommodation to a disability: An applicant may request a special housing assignment as a reasonable accommodation to a disability of applicant or a household member. Upon such request, applicant will be provided with the documentation to verify his/her disability and the necessity of a special housing assignment.

D. An applicant shall be removed from the citywide waiting list when s/he is housed, is issued and chooses to accept a voucher under the Designated Housing Program, when s/he has withdrawn his/her application, been determined ineligible or requests removal from the list. When the citywide waiting list is closed, an applicant shall be removed from the list when the applicant refuses an apartment offer without good cause.

E. The Quincy Housing Authority shall maintain a record of the units offered, including location, date and circumstances of each offer, and each rejection or acceptance.

F. If a non-elderly disabled applicant who is on the citywide list for the Elderly Housing Program declines an offer for a DHP voucher, the applicant will maintain his position on the citywide list for the public housing programs only.

SECTION VII

APPEAL PROCESS

- A. Notice of Determination. If upon a preliminary or final determination the applicant is determined ineligible or unqualified, or if the applicant is determined not to be eligible for a preference category for which applicant applied or if the applicant is involuntarily removed from the waiting list, or placed at the bottom of the list for a refusal of a unit offer without good cause, then the Quincy Housing Authority shall mail written notice of the determination to applicant at applicant's last known address. The notice shall set out the reason for the adverse determination, remind the applicant of their rights under VAWA by attaching a copy of Exhibit V and shall advise applicant of the provisions of the following paragraph concerning applicant's right to request an informal hearing with the Quincy Housing Authority. The notice shall state that the applicant may be represented at the informal hearing by counsel or by another person of applicant's choice at the applicant's expense.
- B. Request for an Informal Hearing. Within 30 days of mailing of notice of determination, the applicant may request an informal hearing with the Quincy Housing Authority. The request for an informal hearing shall be made in writing and shall be delivered or mailed to the Quincy Housing Authority within such 30 day period.
- C. Purpose of the Informal Hearing. The purpose of the informal hearing shall be to enable the applicant to discuss with the Quincy Housing Authority the reasons underlying the determination and to permit consideration of all pertinent information.
- D. Scheduling the Informal Hearing. Promptly after receipt of a request for an Informal Hearing, the Quincy Housing Authority shall notify the applicant of a time, date and place for the informal hearing. The date shall be within 30 days from the Quincy Housing Authority's receipt of the request. Thereafter, for good cause and with notice to applicant, the Quincy Housing Authority may reschedule the informal hearing to a later date. Unless the applicant agrees to a shorter period of time, the applicant should receive at least seven days prior notice of the time and date of the informal hearing.
- E. Applicant's Access to QHA Records. Prior to and at a private conference, the applicant or his or her representative, shall have the right to inspect the documentation on the basis of which the determination was made and any other documentation pertinent to the applicant's eligibility, qualification or entitlement to preference status. The Quincy Housing Authority shall make reasonable arrangements for photocopying any such documentation as applicant may specify with sufficient advance notice.

- F. Procedure at the Informal Hearing. The Executive Director shall conduct the informal hearing or shall designate one or more impartial persons to do so. Selection of persons who made the determination shall be avoided unless the Executive Director deems there to be good reason for their selection. The informal hearing officer or officers shall conduct the informal hearing fairly. Procedure shall be informal. At the informal hearing, applicant or applicant's representative may offer applicant's own testimony, may question the Quincy Housing Authority on pertinent matters, and may offer other testimony, documentation, information, and argument. The Quincy Housing Authority may also offer testimony, documentation, information and argument. The applicant and the Quincy Housing Authority may question each other's witnesses. Upon request, the QHA may give the applicant additional time to secure documentation or information.
- G. Tape Recordings or Notes of the Informal Hearing. The QHA shall tape-record the informal hearing, or shall take accurate notes of what occurred. If the applicant makes a written request at least two days before the informal hearing, the QHA shall tape-record the informal hearing, unless there is a good reason why it is unable to do so. An applicant may tape record the hearing at his or her own expense.
- H. The QHA's Decision Following an Informal Hearing. Within 30 days after the close of an informal hearing, or as soon thereafter as reasonably possible, the QHA shall notify the applicant in writing of its decision with an explanation of its reasons and shall specify any change, if appropriate, in the prior preliminary determination of the applicant's eligibility, qualifications, and/or preference status. The decision shall be mailed to applicant and applicant's representative, if any, at their last known addresses.
- I. Further Rights of Appeal: There shall be no further right of appeal for applicants of Federal Public Housing. If the applicant is on a waiting list for State Assisted Housing, they may be entitled to further rights of appeal as provided in those regulations. Applicants shall be notified of these rights.

SECTION VIII TRANSFERS

- A. Transfer for Administrative Reasons - transfer of a household from one unit to another, within the development or to another development, at the discretion of the Executive Director at any time, for a sound administrative reason, such as: fire in or condemnation of an occupied unit; harassment of a tenant or household member; over-housing; health or safety reasons; domestic violence, dating violence, stalking, sexual assault or for reasonable accommodation.
- B. Transfer for Good Cause - transfer of a household from one unit to another in the same development at the request of the head of household for the following reasons: (1) because the unit is no longer of appropriate unit size; (2) transfer for pet ownership as defined below; and (3) other good cause as defined below. No transfer shall be approved until;
- a. the head of household has filed a transfer application complete with all supporting documentation;
 - b. the household is current in rent, charges and fees owed to the QHA, or is current in any repayment agreement, and
 - c. the household is not in violation of any lease provision or is not subject to eviction proceedings or is not in violation of the terms of an agreement for judgment in a prior eviction proceeding.
- C. Transfer for Pet Ownership: transfer of a household from one development to another because the household lives in a development which does not allow pets. This transfer shall only be approved after the household has applied for, and obtained permission to obtain a pet, and has met the conditions of pet ownership as provided in the Quincy Housing Authority Pet Policy.
- E. Transfers will be made without regard to race, color, sex, sexual orientation, religion, age, handicap, disability, national origin, ethnicity, familial status or marital status.
- F. Good cause transfer requests will be considered for the following reasons: health and safety issues relating to the household and not resulting from any action on the part of the household; harassment of a household member. Tenant must present clear evidence of the grounds for transfer to the satisfaction of the Quincy Housing Authority.
- G. Transfer applicants who have been denied a transfer will be notified of such determination in writing, and the reasons for the determination. The notification will indicate the rights of the transfer applicant to an appeal through the QHA grievance procedure.

- H. Transfers will be done at the rate of one transfer for every four new admissions. Transfers for Administrative reasons may be done at any time at the QHA's discretion; however, if such transfer(s) are not in accordance with the one-in-five transfer ratio, the next unit assignments shall be made so that the one-in-five transfer ratio is restored. The fact that the QHA has not restored the one-in-five transfer ration, shall not be used as a basis to deny an emergency transfer request.

SECTION IX
LEASING OF APARTMENTS

- A. Prior to the receipt of keys or the taking of possession of an apartment, a lease agreement will be signed by the adult household members and a designated representative of the QHA. The lease agreement shall be kept current at all times, and shall reflect the rent being charged and the conditions governing occupancy. One copy of the lease shall be given to the tenant, and one executed copy shall be retained in the tenant file.
- B. The lease agreement will reflect all members of the family who will occupy the apartment.
- C. If, at any time during the term of the lease, a change in the family status requires changing or amending any provision of the lease, either:
 - 1. the existing lease shall be canceled and a new lease agreement executed, or
 - 2. an appropriate rider shall be prepared and made a part of the existing lease, or
 - 3. appropriate insertions shall be made within the lease, or
 - 4. in instances of domestic violence, dating violence, sexual assault or stalking, the Authority will bifurcate the lease in order to remove the offending household member.

All copies of such new leases, riders, or insertions shall be dated and signed or initialed by the tenant and by the QHA's authorized representative.

- D. If, through any cause, the signer of the lease ceases to be a member of the tenant's family, the lease shall be voided and a new lease agreement shall be executed and signed by a remaining member of the family who can qualify as head of household, and the family is otherwise eligible for continued occupancy. If no member of the family is qualified to sign a new lease, or if the family is no longer eligible for continued occupancy, the existing lease shall be terminated and the family shall be required to vacate.
- E. In the event of family break-up, divorce or separation between household members, one of whom is the Tenant, the QHA shall determine which member(s) shall be remaining household members eligible for continued occupancy unless a Massachusetts court with jurisdiction has issued a determination of who shall be eligible for continued occupancy. If those persons do not include the Tenant named in this lease, the Tenant shall vacate. When making a determination of who shall be eligible for continued occupancy, the QHA shall consider the interest of all family members. The QHA shall decide continued occupancy on a case by case basis by taking into consideration the interests of the minor children, ill, elderly, and/or disabled family members. The QHA shall also consider whether family members were forced to leave the unit as a result of actual or threatened

violence by a spouse or other family members.

The QHA shall take this factor into consideration regardless of whether the individuals leaving the unit are the victims or the perpetrators. The QHA shall also consider who was the original Tenant on the lease. In the event that any such remaining members of the Tenant's household are approved for continued occupancy, if the size of the leased premises is no longer appropriate for the household, such remaining members shall transfer to a smaller unit if and when offered by the QHA.

- F. In the event that Tenant ceases to occupy the leased premises, one or more remaining members of Tenant's household may be given permission for continued occupancy, provided that:
1. The remaining household members are current in their financial obligations to the QHA, including any debt incurred by the household before Tenant vacated, and are not subject to eviction proceedings. If an outstanding rent balance is determined by the Authority to be the fault of the departing household member, and not caused by the remaining household members, or if the outstanding rent balance is determined by the Authority to be the result of domestic violence, stalking, dating violence, or sexual assault which prevented the household member from meeting financial obligations, the Authority will allow the remaining household members to enter into a reasonable repayment plan for the rent arrearage.
 2. the remaining members of the household are eligible and qualified for public housing.
 3. the remaining adult household members (or emancipated minors) have resided in the leased premises for at least one year or, if the premises has been leased by the household for less than one year, for the period of the lease. The Authority may, in its discretion, waive this provision if, in its opinion, the household member did not have an intent to skip (jump or avoid) the waiting list for a public housing apartment when s/he moved into the unit.
 4. At least one adult member (or emancipated minor member) of the household applies for and signs a new lease with the QHA. An adult who has court appointed guardianship or other legal authority to act on behalf of the remaining household members(s), may petition for continued occupancy on the household member's behalf, it being understood that this does not give that person a right to a tenancy under the lease unless the person has passed the QHA's screening criteria and been approved.
 5. In the event that any such remaining members of the Tenant's household are approved for continued occupancy, if the size of the leased premises is no longer appropriate for the household, such remaining members shall transfer to a smaller unit if and when offered by the QHA.

- G. If a tenant is transferred to a different dwelling in the same or another project operated by the QHA, the existing lease shall be canceled, and a new lease shall be executed.

SECTION X
OCCUPANCY STANDARDS

A. Occupancy Standards

1. The QHA shall provide one bedroom sleeping room of appropriate size for each 2 persons.

Exceptions to the 2 persons per bedroom room are as follows:

- a. persons of the opposite sex 6 years of age or older will not be required to occupy the same bedroom. This exception shall not apply to husband and wife, "significant others," or unmarried partners.
- b. a parent shall not be required to share a bedroom with a child two years of age or older.
- c. household members of different generations shall not be required to share a bedroom, This exception shall not apply to a parent with a child under the age of two.

2. An applicant or tenant may elect to house itself at the maximum density level that meet space requirements of applicable state and local codes, regardless of the age and sex of household members. If the applicant so elects, he or she shall be recorded as being eligible for either unit size, and shall be offered the first unit of either size which becomes available. In the event the applicant chooses the smaller unit, the family shall not be entitled to transfer due to overcrowding unless there is a subsequent increase in family composition or other good cause which warrants a larger unit.

3. The QHA may grant exceptions, relative to the number of bedrooms assigned, as a reasonable accommodation.

4. The QHA may allow occupancy by a foster child or a live-in aide under certain limited circumstances as determined by the QHA and not inconsistent with federal regulations. Approval of a live-in aide may be granted only if all of the requirements of HUD regulations are met, and if properly documented and verified to the QHA's satisfaction. Permission to allow occupancy of a foster child or live-in aide shall not be unreasonably withheld.

B. Dwellings will be assigned so that, should a person with a disability requires a live in personal care attendant to provide assistance through the evening hours, it will not be necessary for both persons to occupy the same bedroom.

C. After occupancy, and when it is found that the size of the dwelling unit is no longer suitable for the family in accordance with these standards, the family may be required to move as soon as a dwelling unit of appropriate size becomes available, unless the family at initial occupancy, had elected to accept a smaller sized unit in accordance with A. above, in which case they shall only be transferred to a larger unit if there has been a subsequent increase in family composition or other good cause which warrants such a transfer.

D. Any additions to the household members named on the lease, with the exception of the birth, adoption, or court awarded custody of a child, shall require the advance written approval of the Authority. Such approval will be granted only if the new household members pass the Authority's screening criteria, and the additions of such persons would not result in an overcrowding of such unit and the Tenant is not then in violation of any term of the lease.

E. The QHA may allow occupancy by a foster child or a live in aide under certain limited circumstances as determined by the QHA and not inconsistent with federal regulations. Approval of a live in aide may be granted only if all the requirements of HUD regulations are met and if properly documented and verified to the QHA's satisfaction. Permission to allow occupancy of a foster child or live in aide shall not be unreasonably withheld.

SECTION XI
ANNUAL AND INTERIM REDETERMINATIONS

A. Reexaminations:

1. For families who pay an income-based rent, the PHA must conduct a reexamination of family income and composition at least annually, and must make appropriate adjustments in the rent after consultation with the family and upon verification of the information.
2. For families who choose flat rent, the PHA must conduct a reexamination of family composition at least annually, and must conduct a reexamination of family income at least once every three years. The family may request a reexamination at any time.

a. The reexamination schedule for each development is as follows:

Project Number	Name	Effective Date
20-1	Riverview	At lease anniversary date
20-2	Pagnano Towers	July 1
20-4	O'Brien Towers	At lease anniversary date
20-6	Drohan Apts.	December 1

3. For all families who include nonexempt individuals, as defined in the Community Service Policy the PHA must determine compliance once each twelve months with community service and self-sufficiency requirements.
4. A family may request an interim reexamination of family income or composition because of any changes since the last determination. The PHA must make the interim reexamination within a reasonable time after the family request.
5. The PHA may conduct an interim reexamination when it is felt that the family has not furnished correct or complete or accurate information concerning income, family composition, allowable deductions and allowances or other required eligibility information.
 - a. In instances where such misrepresentation is verified, the family will be obligated to reimburse the QHA for any resultant increase in Tenant Rent, retroactive to the date of the initial certification or reexamination at which the erroneous information was provided. In addition, and at QHA's discretion, the family's lease agreement may be terminated. The QHA may at its option enter into a repayment agreement, if the family can show that they can pay the balance off within a reasonable period of time.

6. ALL changes in household income between annual reexaminations must be reported by the Tenant to the PHA within ten (10) days of the change. The PHA shall determine whether an interim reexamination is required for determination of a new Tenant rent. A reexamination shall be conducted by the PHA in every case except when there is an increase in gross household income which is attributed solely to a single household member's monthly gross income increasing by less than 10%. In such case, the increase will be included in a redetermination at the next annual reexamination. If an interim reexamination is required, the PHA will conduct an interim reexamination and notify the resident of any increase or decrease in Tenant rent based on the new information.

B. Reexamination Procedures:

1. At the scheduled date for the initiation of the annual reexamination process, and at the request of the QHA, the tenant shall complete a Continued Occupancy Form, and submit it to the QHA, together with all required verification. ALL entries on the form shall be made in ink or typewritten, and the Continued Occupancy Form shall be dated and signed by the tenant under penalty of perjury.
Corrections or changes shall be made by lining through the original entry and substituting therefore the correcting data. Also, such changes shall be dated and signed or initialed by the tenant and by the Executive Director or his authorized representative, and the reasons for such changes shall be incorporated into the record.
2. Data assembled at the time of reexamination shall be filed in the folder set up for the family at the time of the application for admission.
3. To substantiate determinations with respect to eligibility for continued occupancy, size of unit required, and appropriateness of rental charges, and also to establish the validity for the certification of the tenant's eligibility for continued occupancy, the representations made by the tenant family, in its application for continued occupancy which differ from those previously verified shall be verified. Employment and income data shall be verified in every instance. Staff should use upfront income verification techniques, which is considered a type of third party verification, during required reexaminations (and initial application, if available) of family income. All verified findings shall be documented and placed in the tenant's folder.
4. As verified data is assembled, it, together with pertinent data on file, shall be reviewed and evaluated in light for rent re-determination.
5. Action Following Reexaminations:
 - a. Notices of Rent Change as made periodically necessary by verified changes in family composition, an increase or decrease in annual income, or as a result of regularly scheduled or interim reexaminations will be prepared.

- b. One copy of the Notice of Rent Change shall be forwarded to the family, and one copy will be filed in the tenant folder.
- c. Residents who fail to complete their Continued Occupancy Form, or who fail to submit all necessary verification as required by QHA, will be subject to eviction.
- d. All notices of Rent Change shall include a notice that Tenant may grieve the rent determination as provided in the Grievance Procedure.

SECTION XII METHODS OF ADMINISTRATION

Methods of Administration, staffing arrangements, assignment of responsibilities, and procedures shall provide for the following:

- A. Administration of all dwelling units on a uniformly non-discriminatory basis in respect to race, color, disability, handicap, sex, sexual orientation, religion, age, national origin, ethnicity, familial status or marital status, including non-discrimination in maintenance, equipment, facilities, and services, and in treatment of tenants.
- B. That the race, color, disability, handicap, sex, sexual orientation, religion, age, national origin, ethnicity, familial status or marital status of the tenants of the dwelling units or of the staff, shall not be a factor in the assignment of managers and other staff responsible for the administration of the dwelling units.
- C. Such location of facilities for filing of applications for tenancy and such circumstances for acceptance of applications as will afford the applicant the greatest opportunity for the exercise of his rights under the Tenant Selection and Assignment Plan adopted by the QHA.
- D. Instruction of the QHA's staff concerning its obligations under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, and HUD and DHCD regulations and requirements pursuant thereto by suitable means such as providing them with copies of all pertinent documents, conducting training sessions, and maintaining review through regular supervisory channels.
- E. Posting, in a conspicuous place in the QHA facilities in which applications are received of notice that the facilities and services in the QHA public housing program are provided on a non-discriminatory basis, and of its plan for tenant selection and assignment of units, and inclusion of such information in material distributed to tenants and prospective applicants, to the general public, and to agencies, institutions, organizations, and political subdivisions which may refer applicants, as well as to furnish each applicant, at the time of filing application, with specific information on the local public housing developments and distribution of the units by number of bedrooms.
- F. Receipt and processing by the QHA of complaints from, or on behalf of, any person who believes himself to be subject to discrimination by the QHA or its staff.
 - 1. Keeping a record of each complaint, including the date of the complaint, by who made, investigation and hearing (if any) and evaluation.

2. A written notice to the complainant of the action taken.
3. Posting in a conspicuous place in all facilities of the QHA which are open to the public, of a notice that complaints of discrimination may be filed with the QHA, HUD or DHCD, at a designated address, including notice that the filing of a complaint with the QHA will not prevent the subsequent filing of a complaint with HUD or DHCD.
4. A prohibition against intimidating or retaliatory action or threat thereof by the QHA or its staff against any applicant or tenant because of participation in Civil Rights activities or for having asserted any of his rights under the Civil Rights Act, and HUD regulations and requirements pursuant thereto.
5. Periodic review by the QHA of its practices to assure that they are in conformity with its obligations under HUD and DHCD regulations and requirements.

G. HUD will, from time to time, review and determine the adequacy of any plan for selection of applicants and assignment of dwelling units to accomplish the purposes of the Civil Rights Act of 1964, and HUD regulations and requirements pursuant thereto.

EXHIBIT I

LIST OF FEDERALLY AIDED PUBLIC HOUSING DEVELOPMENTS

1. Riverview MASS 20-1 (Family housing)
This project consists of 45 wood frame dwellings consisting of four apartments of one, two, three or four bedrooms, for a total of 180 family units. The individual buildings are addressed on the following streets: Quarterdeck Road, Sextant Circle, Doane Street and 65 Yardarm Lane. (Management and Operations relating to this development are conducted at the central office of the Authority located at 80 Clay Street, Quincy, MA.) This development contains the following bedroom sized units:

1 bedroom	14	plus	4 wheelchair accessible units
2 bedroom	81	plus	5 wheelchair accessible units
3 bedroom	67		
4 bedroom	9		

2. Constanzo Pagnano Towers MASS 20-2 (Elderly/Non-Elderly Disabled housing)
This is a high-rise building, fourteen stories, containing 156 one-bedroom apartments of elderly housing, 4 of which are wheelchair accessible. The first floor contains a community room, health room, library and various community space. This building is located at 109 Curtis Avenue, Quincy, MA in the Quincy Point area of the City.

3. O'Brien Towers MASS 20-4 (Elderly/Non-Elderly Disabled housing)
This is a three-part, Y-shaped building of 8 stories and contains 275 one-bedroom units, 10 of which are wheelchair accessible, and is located at 73 Bicknell Street, Quincy, MA. The first floor contains a community room, health room, library and various other community space.

4. Drohan Apartments MASS 20-6 (Elderly/Non-Elderly Disabled housing)
This is a three-story building containing 30 one-bedroom units, and 10 one-bedroom wheelchair accessible units, for a total of 40 elderly units, and is located at 170 Copeland Street, Quincy, MA.

EXHIBIT II
INCOME LIMITS AND RENT CALCULATIONS FOR FEDERALLY AIDED
DEVELOPMENTS

A. Definitions:

Sec. 5.609 Annual income.

(a) Annual income means all amounts, monetary or not, which:

- (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
- (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- (3) Which are not specifically excluded in paragraph (c) of this section.
- (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

(b) Annual income includes, but is not limited to:

- (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- (2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
- (3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;
- (4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic

receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);

(5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);

(6) Welfare assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

(i) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(ii) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (b)(6)(ii) shall be the amount resulting from one application of the percentage;

(7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;

(8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

(c) Annual income does not include the following:

(1) Income from employment of children (including foster children) under the age of 18 years;

(2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);

(3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);

(4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

(5) Income of a live-in aide, as defined in Sec. 5.403;

(6) The full amount of student financial assistance paid directly to the student or to the educational institution;

(7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

(8)(i) Amounts received under training programs funded by HUD;

(ii) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

(iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;

(iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;

(v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;

(9) Temporary, nonrecurring or sporadic income (including gifts);

(10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

(11) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);

(12) Adoption assistance payments in excess of \$480 per adopted child;

(13) Removed and Reserved

(14) Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.

(15) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

(16) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

17) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed

when necessary.

(d) Annualization of income. If it is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

Adjusted income means annual income of the members of the family residing or intended to reside in the dwelling unit, after making the following deductions:

- (a) \$480 for each dependent;
- (b) \$400 for any elderly family or disabled family;
- (c) The sum of the following, to the extent the sum exceeds three percent of annual income:
 - (1) Unreimbursed medical expenses of any elderly or disabled family; and
 - (2) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed, but this allowance may not exceed the earned income received by family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus; and
- (d) Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education.

Imputed Welfare Income:

The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

Specified welfare benefit reduction.

- (1) A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program, or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.
- (2) Specified Welfare benefit reduction does not include a reduction or termination of welfare benefits by the welfare agency:
 - (i) at expiration of a lifetime or other time limit on the payment of welfare benefits.
 - (ii) because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or
 - (iii) because a family member has not complied with other welfare agency requirements.

A family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to the PHA by the welfare agency), plus the total amount of other annual income as determined in accordance with 24 CFR 5.609.

A family's annual income includes imputed welfare income in family annual income as determined at the PHA's interim or regular reexamination of family income and composition, during the term of the welfare benefits reduction.

The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.

Self Sufficiency Incentives: The following definitions apply for the purposes of this section.

Disallowance: Exclusion from annual income.

Previously Unemployed includes a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

Qualified family. A family residing in public housing:

(i) whose annual income increases as a result of employment of a family member who was unemployed for one or more years previous to employment.

(ii) Whose annual income increases as a result of increased earnings by a family member during participation in any economic self-sufficiency or other job training program; or

(iii) Whose annual income increases, as a result of new employment or increased earnings of a family member, during or within six (6) months after receiving assistance, benefits or services under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act as determined by the PHA in consultation with local agencies administering temporary assistance for needy families (TANF) and Welfare-to-Work (WTW) Programs. The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one-time payments, wage subsidies and transportation assistance – provided that the total amount over a six-month period is at least \$500.

Disallowance of increase in annual income.

(1) Initial twelve month exclusion. During the cumulative twelve month period beginning of the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the PHA must exclude from annual income of a qualified family any increase in income of the family member as a result of employment over prior income of that family member.

(2) Second twelve-month exclusion and phase-in. During the second cumulative twelve month period after the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the PHA

must exclude from annual income of a qualified family fifty percent of any increase in income of such family member as a result of employment over income of that family member prior to the beginning of such employment.

(3) Maximum four year disallowance. The disallowance of increased income of an individual family member is limited to a lifetime 48 month period.

Inapplicability to admission: The disallowance of increases in income as a result of employment under this section does not apply for purposes of admission to the program (including the determination of income eligibility and income targeting)

B. INCOME LIMITS FOR ADMISSION

There shall be admitted to occupancy families whose annual income as defined in Section A does not exceed the following limits. Selection of residents shall be made in accordance with the applicable rules and regulations regarding selection, occupancy and income limits.

Number of Persons	Lower Income	Very Low Income	Extremely Low
1	\$46,300	\$29,450	\$17,700
2	\$52,950	\$33,650	\$20,200
3	\$59,550	\$37,850	\$22,750
4	\$66,150	\$42,050	\$25,250
5	\$71,450	\$45,400	\$27,250
6	\$76,750	\$48,800	\$29,300
7	\$82,050	\$52,150	\$31,300
8	\$87,350	\$55,500	\$33,350

*Income limits are revised by HUD from time to time and current income limits are posted in the main office.

RENT OPTIONS:

Once a year, the PHA must give each family the opportunity to choose between the two methods for determining the amount of tenant rent payable monthly by the family. The family may choose to pay as tenant rent either a flat rent, or an income based rent. The income based rent shall be the highest of 30 percent of monthly adjusted income, or 10 percent of family's monthly income.

Flat rents as approved July 1, 2005 are as follows:

1BR	\$ 819
2BR	\$ 1013
3BR	\$ 1260
4BR	\$ 1459

EXHIBIT III DEFINITIONS

Appropriate Unit Size :

a unit is of "appropriate unit size" for a household if it meets the following criteria:

- a. persons of the opposite sex, age 6 or over, excepting husband and wife (or those in a similar living arrangement), do not have to share the same bedroom;
- b. no more than two persons share any bedroom;
- c. husband and wife (or those in a similar living arrangement) must share a bedroom, as must same sex household members without regard to age;
- d. persons of the opposite sex, age 6 and over, may share a bedroom at the residents election; and
- e. the number of occupants does not violate the maximum number of occupants permissible under the provisions of the state sanitary code.

This definition of "Appropriate Unit Size" may be waived for good cause.

Child Care Expenses:

Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

Dating Violence:

Violence committed by a person:

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Dependent:

A member of the family household (excluding foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student.

Disability Assistance Expenses:

Reasonable expenses that are anticipated during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family, nor reimbursed by an outside source

Displaced Person:

A person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws.

Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitated with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction.

Elderly Family:

A family whose head or spouse (or sole member) is a person who is at least 62 years of age. This may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides.

Family:

Family includes, but is not limited to:

1. a family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size.)
2. an elderly family
3. a near elderly family
4. a disabled family
5. a displaced family
6. the remaining member of a tenant family, and
7. a single person who is not an elderly, or displaced person, or a person with disabilities or the remaining member of a tenant family.

Full-Time Student:

A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the education institution attended. An educational institution includes vocational schools with diploma or certificate programs, as well as institutions offering degree programs.

Homeless Shelter:

A place of temporary residence for homeless persons or families or victims of domestic violence, provided or operated by an agency recognized by the Commonwealth of Massachusetts and/or local government as a provider who has as a primary goal/objective to provide temporary shelter to homeless persons or families or victims of domestic violence. Examples: Father Bill's Shelter; Battered women's shelter or safe homes operated by agencies such as DOVE, Transitional Housing Programs.

Immediate Family Member:

A spouse, partner, brother or sister or child of the person, or an individual to whom that person stands in place of a parent; or any other person living in the household of that person and related to that person by blood or marriage.

Live-In Aide:

A person who resides with an elderly, disabled, or handicapped person or persons and who (a) is determined by the PHA to be essential to the care and well-being of the person(s); (b) is not obligated for support of the person(s) and (c) would not be living in the unit except to provide necessary supportive services.

Medical Expenses:

Those medical expenses, including medical insurance premiums, that are anticipated during the period for which income is computed, and that are not covered by insurance.

Minority:

Any person who is either not white or is of Spanish origin, as defined by the United States Census Bureau.

Near Elderly Family:

A family whose head or spouse (or sole member) is at least 50 years of age, but below the age of 62 years.

Net Family Assets:

Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, or other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.) In determining Net Family Assets, PHAs shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including disposition in trust, but not in foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

Person With Disabilities

(1) Means

A person who:

- (i) has a disability as defined (42 U.S.C 423),
- (ii) Is determine, pursuant to HUD regulations, to have a physical, mental or emotional impairment that -
 - A. is expected to be of long continued and indefinite duration.
 - B. Substantially impedes his or her ability to live independently, and
 - C. Is of such a nature that such ability could be improved by more suitable housing conditions: or.
- (iii) Has a developmental disability as defined in 42 U.S.C. 6001.
- (2) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome
- (3) For purposes of qualifying for low income housing, does not include a person whose disability is based solely on any drug or alcohol dependence, and
- (4) Means "individual with handicaps" as defined in 24 CFR Section 8.3 for purposes of reasonable accommodation and program accessibility for persons with disabilities.

Quincy Resident:

A person who lives or works in the city of Quincy or who has been hired to work in the City of Quincy at the time of application and at the time of final determination of eligibility and qualification. In the case of an applicant staying in a homeless shelter, the applicant shall be allowed to select (for residency preference purposes) either the community from which he or she was displaced or the community in which he or she is temporarily housed. Information which may be considered in verifying residency may include, but is not limited to:

- a. municipal voting records or annual street listings
- b. car registration
- c. school registration
- d. rent receipts, tax or utility bills
- e. receipt of public assistance, social security or similar benefits
- f. other information requested by the Quincy Housing Authority.

These documents are not conclusive evidence. The determination shall be made by the Quincy Housing Authority after considering all the information.

There shall be no minimum time period to establish residence.

Sexual Assault:

Any conduct proscribed by chapter 109A of Title 18, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a Federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

Single Person:

A person who lives alone or intends to live alone, and who does not qualify as an elderly, disabled, near elderly or displaced person or as the remaining member of a tenant family.

Stalking:

To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person, and in the course of, or as a result of, such following, pursuit or surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person.

Referral from the District Attorney's Office

An applicant who is referred initially by the District Attorney's offices through the various Court programs. Although initial referrals must be made by the District Attorney's offices, the final decision of the selection of referred applicants will be made by the Housing Authority. The final decision for eligibility for a preference as a referral from the District Attorney's Office will be made by the Authority based on a review of the facts, issues, and circumstances of the case, including the urgency of need. Abusive situations must be documented. To be eligible for the priority the applicant must show that the applicant has taken all available steps to stop the abuse, including restraining orders, no contact with the abuser, filing criminal complaints, applying for and pursuing all available opportunities for other housing programs, seeking, applying for, and pursuing all available opportunities for services and assistance.

Applicants who meet the criteria above must meet all other eligibility criteria, including but not limited to, income, CORI screening, landlord referrals.



QUINCY HOUSING AUTHORITY
SECTION 8 ADMINISTRATIVE PLAN

February, 2009

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I INTRODUCTION

The Quincy Housing Authority, hereinafter called QHA receives its funding for the Housing Choice Voucher (HCV) program from the Department of Housing and Urban Development. The QHA is not a federal department or agency. A public housing agency is a public body created and authorized by state law to develop and operate housing and housing programs for low-income families. The QHA entered into an Annual Contributions Contract with HUD to administer the program on behalf of HUD. The QHA must ensure compliance with federal laws, regulations and notices and must establish policy to ensure proper administration of the program.

The QHA is committed to providing low-income housing opportunities to persons who qualify under the rules and regulations that govern eligibility for both state and federal housing programs. In its effort to achieve this goal, the QHA has explained to its local governing body, civic groups, landlords and realtors, the housing programs being administered by the QHA. Most importantly, they have explained who may qualify, what types of housing each program provides, and how effectively these programs have been put into operation for the benefit of the community.

The overall approach for the program is to maximize the use of standard, existing stock, and provide equal housing opportunities for low-income households by providing housing assistance payments. The status of the need and availability of existing units will be closely monitored, and attempts will be made to satisfy this need as rapidly as possible, consistent with the availability of funds, staff and vacancy rates. The QHA shall, in its policies and procedures, attempt to address the housing needs of its community, and also obtain community support for its programs.

Efforts will be taken to promulgate all aspects of the program to families and to owners. Administrative controls will be implemented, as needed, to ensure full adherence to statutory and regulatory requirements, and proper management procedures.

This Administrative plan incorporates all related statutes, federal regulations and guidebooks. The QHA will comply with all federal statutes and required regulations, as applicable, in administering said voucher programs. Further information regarding the HCV program may be obtained at www.hud.gov.

This plan is intended to provide information relative to QHA mandatory and discretionary policies. In the event of any conflict between this plan and applicable law or regulation, the law or regulation shall have precedence. Where reference is made to a law or regulation, the law or regulation, as it may be amended from time to time, shall apply.

Throughout this document the term "Department" or "HUD" shall mean the United States Department of Housing and Urban Development. The term "FMR" shall mean, "Fair Market Rent" for the Federal Section 8 program as determined by the Department of HUD. Other abbreviations will be so noted within the body of this document.

The Quincy Housing Authority is aware of the requirement to provide a Reasonable Accommodation in its rules or policies when so required under the law. Thus, certain policies described herein may be waived in specific situations if to do so is required as a reasonable

accommodation to an individual with a disability. The provision of such accommodation shall not mean that such policy has been altered or amended and the Quincy Housing Authority shall retain full authority to continue to enforce policies as so described within this plan for all other clients.

This document only applies to the Section 8 Program unless otherwise noted.

II PROCESSING APPLICATIONS FOR ADMISSION

A. How the Waiting Lists are Maintained

The QHA shall maintain separate waiting lists for its Public Housing and Section 8 Programs. Further, the QHA shall maintain separate waiting lists for Tenant Based Assistance, and Project Based Assistance, however, there shall be only one Project Based Waiting list. The Project Based Waiting list will not be site based.

Tenant Based Vouchers

The QHA has elected to utilize the Centralized Application and Waiting List process for its Tenant Based Assistance. Over the past few years, the Department of Housing and Urban Development has encouraged the use of a Centralized Waiting list by Public Housing Authorities.

It is anticipated that a Centralized Section 8 Waiting list will afford the Quincy Housing Authority and its clients the following benefits:

1. Ease of application process for participants who may apply at the office of any Housing Authority participating in the centralized waiting list option.
2. Eliminate the procedural hardship on families and administrative burden to the Housing Authority of closing and opening of the Section 8 Waiting List.
3. Increase housing opportunities for families who now have the potential option of placement at a number of locations throughout the Commonwealth through the submission of a single application.

1. Processing Applications

A single, standardized Preliminary Application is available at each participating Housing Authority. A master list of all participating Housing Authorities will be maintained at the office of the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (hereinafter MassNAHRO) and at each participating Housing Authority. Only one application will be accepted for each Head of Household.

Upon submission of an application it shall be dated and time stamped by Housing Authority staff and the family will be provided with a standard receipt evidencing submission of the application. The Quincy Housing Authority will then enter the information from the Preliminary Application into the Centralized Waiting list.

2. Updating the Applications

A family may update its application (i.e. change of address) for Section 8 Tenant Based Assistance at the office of any Housing Authority participating in the Centralized application process regardless of where the original application was submitted. To update the application a written request must be submitted by the family. A receipt will be provided to the family as evidence of said update. The Housing Authority who receives the updated information will give the family a receipt indicating that the family has submitted the update.

Project Based Vouchers

1. Processing Applications

An application form completed in ink or type written and signed by the head of household will be accepted from each individual or family seeking admission to the Section 8 Project Based Voucher Program. A notice informing all applicants of their rights under VAWA will be attached to each application form.

It shall be recommended that applicants come into the office to fill out the application. Accommodations for full and complete access to the process by persons with disabilities will be made on request.

The staff member accepting the application will render all possible assistance. Each completed application will be dated, time-stamped, and numbered when received, and it shall be promptly posted to the master file.

2. Determination of Eligibility

After a completed application is received, the QHA shall make a preliminary determination of eligibility based on current information provided by the applicant, and determine whether the applicant may be entitled to a preference and the appropriate bedroom size required. The Housing Authority may at this time verify information as provided by the applicant, but is not required to do so. The applicant shall be notified of the Authority's preliminary determination and may request an informal review if found ineligible or not to be entitled to a preference category requested. If the Housing Authority makes a preliminary determination that the applicant is not eligible based upon negative history, the applicant shall be reminded of the opportunity to assert rights under VAWA by attaching the VAWA notice, Exhibit G.

Each applicant found eligible after a preliminary review shall be placed on the appropriate waiting lists, and shall be notified in writing of:

- a. waiting list position
- b. control number
- c. preference categories
- d. size of unit appropriate for the family
- e. an estimated waiting time before placement
- f. a final and verified determination of eligibility and qualification will be undertaken prior to occupancy and
- g. the applicant's ongoing responsibility to notify the QHA in writing of any change of address and to respond to any QHA inquiry relevant to the application within the time allowed or be removed from the waiting list.

A folder shall be prepared for each applicant and the application folders shall be filed chronologically.

3. Procedures for Removing Names From the Waiting List

a. Purge of the Waiting List

Periodically, the application pool shall be analyzed and each applicant shall be contacted by mail to insure that he/she is still interested and still qualified for public housing and/or Section 8. The applicant will be allowed not less than 10 days from the mailing date of the notice to respond. The notice will state the applicable time period for response and that a failure to so respond will result in removal of the applicant from all waiting lists. If the applicant does not respond, is no longer interested, or no longer qualifies, his application shall be immediately withdrawn from the waiting list.

b. Other Reasons for Removal

In addition to the Annual Waiting List Purge, applicant names will be removed if:

1. the applicant requests removal of his/her name from the waiting list;
2. the applicant fails to respond to a written request to supply information to the Quincy Housing Authority;
3. the applicant fails to attend a scheduled appointment or briefing at the Quincy Housing Authority;
4. the applicant does not meet Section 8 eligibility criteria as set forth in Federal Regulations or by the Quincy Housing Authority rules/policies;
5. The applicant fails to provide any and all documentation requested by the Quincy Housing Authority to verify eligibility.

c. Applicants shall be notified of their removal from the waiting lists and shall further be advised of their right to request an informal review, if the removal was not at the request of the applicant.

d. A QHA decision to remove from the waiting list an applicant family that includes a person with disabilities shall be subject to reasonable accommodation rules. If such an applicant was removed for failure to respond to a QHA inquiry and such failure was the result of a disability, the QHA shall reinstate the applicant to its former position on the waiting list.

4. Procedures for Closing and Reopening the Waiting List

When the Quincy Housing Authority opens the Section 8 Project Based waiting list, public notice will be given so that families are informed that they may apply for housing assistance. This public notice will identify the housing program(s) to which it applies and state where and when the applicant may apply.

The public notice will be published in the following newspaper(s) of general and local circulation: Boston Globe, and Quincy Patriot Ledger. The following minority media will also be employed: Bay State Banner and LaSemana and Sampan. In the event that the above referenced newspaper(s) and/or minority media are not available or practical for use, comparable minority media/newspapers will be utilized by the Quincy Housing Authority. In addition, the QHA will send notices and information materials to outreach agencies, such as the following: Public Welfare Office, Council on Aging, Father Bills, Atlantic Housing, SSARC, SSMH and Quincy Community Action Programs, Inc.

If the QHA determines that the existing waiting list contains an adequate pool for use of available program funding, the QHA may stop accepting new applications or may accept only applications meeting criteria adopted by the QHA. When the QHA closes the Section 8 Project Based waiting list, public notice will be given again, advertising in the same papers of general and local circulation as listed above.

5 Special Outreach

Household types who are least likely to apply, such as the very old, shut-ins, and minorities will be reached through “Special Efforts”. These efforts include: contacting the Council on Aging to aid in bringing the information of the Section 8 Program to their clients, and contacting other public agencies so they can notify those clients which they serve.

III ELIGIBILITY FOR ADMISSION

A. Selection of Families

The QHA shall determine eligibility of families per the definition of families set forth in Exhibit A of this plan, whose annual income meets the Income Eligibility Limits as set forth below and who are determined eligible pursuant to 24CFR Section 982.552 and 982.553 and this Administrative Plan. Applicants shall be selected from the waiting list based upon date and time of application, income targeting requirements, and preference implemented by the QHA. Additionally, admission of an applicant that is not on the QHA waiting list or whose name has not yet reached the top of the waiting list shall be in accordance with Exhibit A – Special Admissions.

1. Preferences

- a. The QHA shall give preference to up to ten applicants each year who are successful graduates of the QHA Public Housing Homeownership Program. The definition of “successful graduate” is defined in the Public Housing Homeownership Program Administrative Plan.
- b. The QHA shall give preference to eligible in-place tenants who reside in a Project-Based unit at the time of initial selection of the unit;
- c. The QHA shall give preference to applicants who meet the definition of “local resident” as defined in Exhibit A of this Administrative Plan.

2. Income Eligibility Limits

To be income-eligible, an applicant must be a family in any of the following categories:

- a. a “very low” income family;
- b. a low-income family that is continually assisted; or
- c. a low-income family that meets the additional eligibility criteria specified hereafter, which criteria its been determined is consistent with the PHA Plan and the consolidated plan:
 - i. in-place families in selected project-based units; or
 - ii. DHP applicants;

3. Income Targeting

Notwithstanding any other selection preference, of the families initially provided tenant-based assistance or project-based assistance during any QHA fiscal year (July 1 – June 30), not less than 75% shall be families whose incomes do not exceed 30% of the area median income.

Unless another method is set forth by regulation for an Authority to maintain compliance with the above “income targeting”, the QHA will follow the procedure hereafter set forth or such alternative procedure which implements the “income targeting” requirements. Whenever a Voucher is leased, the QHA shall record whether or not the family is:

- a. being initially provided assistance by the QHA; and, if so,
- b. whether or not the family is within the “targeted” lower income limit.

Thereafter, whenever a Voucher is to be issued, the QHA will check such records to determine whether the required 75% targeting percentage (as set forth in the first sentence of this section) would be maintained by the issuance of the Voucher to the next applicant family on the waiting list using the Authority's selection preferences. If not, to comply with Income Targeting, the QHA shall skip higher-income families and select the next applicant who is an income-targeted family. DHP applicants are issued vouchers pursuant to the DHP program and are not to be considered for income targeting within the conventional section 8 voucher programs, nor are the other special admissions as set forth in this Administrative Plan.

B. Designated Housing Program (DHP)

The QHA operates a Designated Housing Program (DHP) for certain non-elderly disabled applicants. The selection of applicants for this program shall continue to be conducted according to the DHP approved by HUD. Any person placed on the Section 8 Project Based waiting list who is also eligible for the DHP program shall be placed on the DHP list.

C. Project-Based Assistance

In an effort to encourage additional affordable rental housing in the city of Quincy, the QHA shall make available Section 8 Project-Based vouchers for eligible households. The QHA's goal is to increase the supply of both mixed income housing developments and target permanent housing developments for low income individuals and families.

The Quincy Housing Authority has determined, based on currently available census data, that all census tracts located in the city of Quincy except for census tract 4178.02 (Germantown) are eligible areas for Project-Based Assistance (PBA). The Section 8 PB vouchers shall be committed for up to a ten-year period

1. Project Based Voucher proposals may be selected by either of the following two methods.

a. The QHA may publish a request for proposals. The QHA will not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals from Project Based Housing on different sites.

b. THE QHA may select a proposal for housing assisted under a federal, state or local government housing assistance, community development or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the Project Based Voucher proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive Project Based Voucher assistance.

Before selecting a Project Based Voucher Proposal, the QHA must determine that the Project Based Voucher Proposal complies with HUD program regulations and requirements, including a determination that the property is eligible housing (S. 983.53 and 983.54), complies with the cap on the number of Project Based Voucher units per building (s. 983.56) and meets the site selection standards (s 983.57).

The criteria to be considered when selecting proposals for participation in the PBA program may include, but is not limited to the following:

1. the development shall be in Quincy;
2. the development may be existing housing, newly constructed or rehabilitated housing developed under and in accordance with 24 CFR Part 983 Project Based Voucher Program, final rule, effective November 14, 2005;
3. the development shall meet housing quality standards; and
4. the development shall be in a census tract with poverty rates of less than 20% unless HUD approves an exception;
5. units to be project-based shall be disbursed throughout the development except when these units are located in a 1-4 family building; and
6. preference may be given to developments which have units with 3 or more bedrooms.

In the Project-Based program, the rental assistance is paid for families who live in specific housing developments or units. The QHA may seek to Project-Base up to twenty percent of its total Section 8 allocation. With the exception of projects specifically designated for elderly/disabled families or single family developments, there is a 25% cap on project based units per building. Proposals shall be reviewed and selected for Project Based Vouchers in accordance with 24 CFR 983. Proposals must be in compliance with all requirements of 24 CFR 983 including but not limited to 983.55 Prohibition of excess public assistance, 983.56 Cap on number of units in each building, 983.57 Site selection standards, (including the goals of deconcentrating poverty and expanding housing and economic opportunities; compliance with Title VI of the civil rights act, the site must meet the section 504 site selection requirements, the site must meet the HQS site standards.)

Site Selection Policy:

The QHA's goal for Project Basing is to increase the supply of both mixed income housing developments and target permanent housing developments for low income individuals and families. The QHA shall ensure that any site selected for Project Based Vouchers is not in a poverty area, and will increase the supply of mixed income housing developments, or target permanent housing for low income individuals and/or families. Existing or rehabilitated housing proposals must meet the requirements of the site and neighborhood standards set out in 983.57 (including (d)), and newly constructed housing proposals must meet the requirements of the site and neighborhood standards set out in 983.57(including (e)).

How participants are selected:

Protection of in-place families:

The term "in-place family" means an eligible family residing in a proposed contract unit on the proposal selection date. In order to minimize the displacement of in-place families, if a unit to be placed under contract that is either an existing unit or one requiring rehabilitation is occupied by an eligible family on the proposal selection date, the in-place family must be placed on the QHA's waiting list, and once its continued eligibility is determined, given an absolute selection preference. The PHA may deny assistance for the grounds specified in 24 CFR 982.52 and 982.53. This protection does not apply to families that are not eligible to participate in the program on the proposal selection date.

In general, applicants who will occupy Project Based Voucher units will be selected by the QHA from the QHA waiting list. The QHA will maintain a separate project-based list. All other requirements set forth under 24 CFR Part 983 shall apply.

D. Screening of Applicants

The QHA screens the family for family behavior or suitability for tenancy by considering any information the Quincy Housing Authority may have in its records, including records relating to Quincy Housing Authority operations and records relating to other housing programs. The QHA also screens in relation to criminal history. (This does not include all criminal history.) The Quincy Housing Authority will consider information relating to past history of meeting any housing program requirement, rent payment history, lease violations, criminal activity and other behavior which if exhibited as a program participant would constitute a violation of the family program obligations or constitute grounds for termination of assistance. In accordance with the Violence Against Women Act, the Housing Authority will not deny an applicant admission to the program solely because the head of household or a household member are or have been a victim of domestic violence, dating violence, or stalking.

This screening does not relieve owners of their obligation to screen tenants. The Quincy Housing Authority strongly encourages owners to perform screening prior to accepting any new tenant. Legal procedures utilized by owners to screen market tenants should also be utilized by owners to screen Section 8 participants. Owners shall be reminded of their obligations under VAWA. A notice to Owners with regard to VAWA will be attached to each Request for Tenancy Approval, and VAWA language will be incorporated into the HAP Contract.

E. Reasons for Denial of Assistance 24 CFR 982.552 and 24 CFR 982.553

A PHA may deny assistance for an applicant because of the family's action or failure to act as described in this section (982.552) or Section 982.553. (Crimes by family members).

The provisions of this section do not affect denial or termination of assistance for grounds other than action or failure to act by the family.

Denial of assistance for an applicant may include any or all of the following: denying listing on the PHA waiting list, denying or withdrawing a voucher, refusing to enter into a HAP contract or approve a lease, and refusing to process or provide assistance under portability procedures.

The applicant and applicant household shall be disqualified for Section 8 Assistance for any of the following reasons:

1. Mandatory Grounds for Denial:

A PHA must deny assistance for a family if the family is determined ineligible for reasons set forth in 24 CFR 982.552, and 982.553.

- a. The applicant does not meet basic eligibility criteria (e.g. annual income exceeds income limit or no family member has citizenship or eligible non-citizenship status.)
- b. The applicant or any member of the family fails to sign and submit required forms (such as the authorization for release of information or declaration of citizenship and non-citizen status. Refusal to sign a citizenship form or declaration of eligible non-citizen status by some family members is not grounds for termination as long as at least one family member does have citizenship or eligible non-citizen status.)
- c. Any household member has been convicted for manufacture or production of methamphetamine on the premises of federally assisted housing.

- d. The QHA determines that any household member is currently engaged in illegal use of drug.
- e. The QHA determines that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- f. The QHA determines that any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.
- g. The applicant/household member was evicted from housing assisted under the program for serious violation of the lease.
- h. The applicant or any member of the household was evicted because of drug-related criminal activity from housing assisted under the U.S. Housing Act of 1937, for a minimum of a three-year period beginning with the date of such eviction, unless the applicant has successfully completed, since the eviction, a rehabilitation program approved by the Quincy Housing Authority. The applicant must show that through rehabilitation the Quincy Housing Authority can be reasonably certain that the applicant or household member will not engage in similar conduct in the future.

2. Discretionary Grounds for Denial:

The QHA may deny assistance to an applicant if the applicant or any household member:

- a. has violated any family obligations under the program as set forth in 982.551;
- b. has violated any family obligations under the Section 8 Program or any other housing program;
- c. has been evicted from Federal or State public housing in the past five years;
- d. has had assistance terminated under the Section 8 Program by a Housing Authority;
- e. has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal Housing Program;
- f. currently owes rent or other amounts to the Quincy Housing Authority or another Housing Authority in connection with Section 8 or Public Housing Program.
- g. has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit or other amounts owed by the family under the lease;
- h. has breached an agreement with the Quincy Housing Authority to pay amounts owed to a HA, or amounts paid to an owner by a HA,
- i. has engaged in or threatened abusive or violent behavior towards the personnel of the Quincy Housing Authority or another Housing Authority's personnel;
- i. has failed to correctly state household income, household members, or any other significant or required information on the application or recertification;
- j. has failed to allow inspection of the dwelling unit proposed for Housing Assistance;
- k. has engaged in destruction or damage to the dwelling unit or creating and maintaining a significant health and safety hazard in or about the unit.
- l. falls within any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.
- m. has violated family obligations or destruction of a previously occupied unit under another housing program.
- n. has sexually harassed a housing authority employee.

- o. fails or refuses to sign and submit consent forms for obtaining information in accordance with applicable federal regulations, including 24 CFR part 5 relating to evidence of citizenship or eligible immigration status, and any other information (including but not limited to social security numbers) which the QHA is authorized to, requestor obtain.
- p. has failed to report to the QHA, within 10 days of the change, any changes in family composition, or status as may be required by 24 CFR 982.551 or other HUD regulation or this plan., and or failure to comply with annual recertification including verification of all income, assets, family composition, etc.
- q. has committed violent or drug related criminal activity or other criminal activity which may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity or other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the PHA (including a PHA employee or a PHA contractor, subcontractor or agent).

The QHA may deny assistance for criminal activity by a household member, pursuant to any of the grounds set forth above, if the QHA determines, based upon a preponderance of the evidence, that the household member has engaged in the activity, regardless of whether the household member has been arrested or convicted for such activity.

In Accordance with the Violence Against Women Act, the Housing Authority will not deny an applicant admission to the Section 8 Program solely because the head of household or a household member is or has been a victim of domestic violence, dating violence, sexual assault or stalking.

F. Informal Review Procedures for Applicants – 982.554(a-d)

1. The Authority shall send an applicant written notice by delivery or first class mail postage pre-paid of a decision denying assistance to the applicant. Denial of assistance for an applicant is currently defined at 24 CFR 982.552 (a) (2). The notice will state the reasons for the decision, remind the applicant of their rights under VAWA by attaching Exhibit G to the notice and further advise the applicant that he/she may request an informal review of the decision if requested in writing within ten (10) days of the date the notice. Request must be delivered to the QHA or sent by first class mail to the Authority and received within the 10-day period. The QHA is not responsible for mail not received.

The informal review will be conducted by the Executive Director, or his designee. The applicant will be given the opportunity to present written or oral objections to the decision. The Authority will respond in writing with a decision, including reasons for the decision, within 30 days. The Authority’s procedure for Informal Review shall be as set forth in 24 CFR 982.554.

An informal review shall not be not required for cases described in 982.554(c), which currently lists the following :

- a. discretionary administrative determination the Quincy Housing Authority.
- b. general policy issues or class grievances;
- c. A determination of family unit size under the Quincy Housing Authority subsidy standards;

- d. The Quincy Housing Authority's determination not to approve an extension or suspension of voucher term;
- e. The Quincy Housing Authority's determination not to grant approval of the tenancy;
- f. The Quincy Housing Authority's determination that a unit selected by the applicant is not in compliance with HQS;
- g. The Quincy Housing Authority's determination that the unit is not in accordance with HQS because of the family size or composition.

2. Informal Hearing for Non-Citizen Rule Matters – 982-554(d)

The informal hearing provisions for denial of assistance on the basis of ineligible immigration status are contained in 24 CFR part 5. The QHA shall provide a copy of the relevant regulation to the affected applicant.

IV ISSUANCE OF VOUCHER/HOUSING SEARCH

A. Notification to Issue Voucher

When an applicant's name reaches the top of the waiting list, he/she shall be so notified. The notice will include a date (not less than 10 days from the date of the letter) in which the applicant must supply updated verification of income and other circumstances in order to be determined eligible for a Voucher.

Those applicants who fail to respond within the prescribed period of time shall be removed from the waiting list, unless documented evidence is provided that the family was unable, due to health or disability reasons, to comply with the deadline requirements. All notices returned undeliverable shall cause applicant's name to be withdrawn and removed from the waiting list.

When an applicant is eligible for a Voucher, the date the Voucher is issued is logged on the Waiting List. The applicant shall be scheduled for a Briefing Session.

B. Term of the Voucher; Extensions; and Suspensions – 982.303

1. Term

Term of the voucher is for an initial one hundred twenty (120) days from the initial date that is stated on the family's voucher. If the family fails to find a suitable unit and can document diligence with regard to the housing search on the part of the family, a thirty (30) day extension may be provided. Additional thirty (30) day extensions may be provided if additional diligent effort with no result is demonstrated or pursuant to section 2 below, up to a maximum of a six-month term.

2. Extensions

Extensions on the voucher will be granted only upon the family's request for an extension prior to the expiration of the voucher and together with the family's submission of documentation satisfactory to the QHA that the family has made diligent search efforts. If the family is qualified for, needs and requests an extension of the initial voucher term as a reasonable accommodation, to make the program accessible to a family member who is a person with disabilities, the QHA must extend the voucher term up to the term reasonably required for that purpose.

3. Suspension

The QHA will grant a family a suspension of their voucher term if the family has submitted a request for lease approval during the time of the voucher. The QHA will grant a suspension for any part of the period after the family has submitted a request for lease approval up to the time when the QHA approves or denies the request. The QHA may also consider a suspension of a voucher term for medical reasons such as hospitalization and/or serious illness.

4. Record of Search

The Record of Search Log is to be maintained by the family concerning contacts he/she made in the search for an appropriate rental unit. A list of the names of realtors/owners/agents contacted as well as units viewed by the family shall be contained within the search log.

C. Discretion to Permit a Family to Submit More Than One Request for Tenancy Approval (or a Request for Lease Approval) at a Time - 982.302(b)

The QHA will accept only one Request for Lease Approval (or one Request for Tenancy Approval) at a time from a family for processing. If the unit is rejected, or the family prefers to select another unit, the family may submit another Request for Lease Approval (or Request for Tenancy Approval). Only once the initial Request has been processed by the QHA or withdrawn by the family, will the second RLA be processed by the QHA.

D. Assisting a Family That Claims Discrimination has Prevented them from Leasing a Unit – 982.304

In the event that a family informs the Quincy Housing Authority that they have been illegally discriminated against and, due to such discrimination, they were prevented from leasing a particular unit, the family will be provided with appropriate Discrimination Complaint Forms and/or information which may include.

1. A Massachusetts Commission Against Discrimination (MCAD) Complaint Form
2. A HUD Discrimination Complaint Form

The family may also be provided with the telephone numbers for the following:

HUD's Fair Housing Enforcement Center: - (617) 565-5304

MCAD - (617) 727-3990

V OWNER PARTICIPATION

A. Encouraging Participation by Owners in Non Poverty/Minority Areas

The Quincy Housing Authority encourages participation by owners of suitable units located outside areas of poverty or minority concentration.

The QHA has identified areas of poverty or minority concentration as followed: In the city of Quincy, areas of poverty are census tract 4178.02, and areas of minority concentration include census tracts 4172, 4175 and 4178.02. In Milton, no areas of poverty have been identified, but census tract 4162, has been identified as an area of minority concentration. In Weymouth, census tract 4225.02 has been identified as an area of poverty, including most census tracts in Boston except for 1007 and 1009. In Randolph, no census tract has been identified as an area of poverty, with all census tracts being areas of minority concentration in Randolph except census tract 4203.01, and for Boston, census tracts 1006.02 and 1007 have been identified as not having a minority concentration.

The QHA will conduct owner outreach to encourage participation by owners outside areas of poverty or minority concentration. These outreach strategies will include:

- Distributing printed material about the program to property owners and managers.
- Contacting property owners and managers by phone or in person
- Holding owner recruitment/information meetings at least once a year
- Participating in community based organizations comprised of private property apartment owners and managers
- Developing working relationships with owners and real estate brokers associations

B. Providing Information to Prospective Owners About the Family – 982.307(b)

Under Federal Regulations the Quincy Housing Authority is required to notify prospective landlords of:

1. The family's current and prior address (as shown in the Quincy Housing Authority's records); and
2. The name and address (if known to the Quincy Housing Authority) of the landlord at the family's current and prior address.

Subject to privacy and confidentiality laws:

Upon the request for such information by the prospective landlord and request of the tenant for the release of this information by the QHA, if the information is contained in QHA records, the information will be provided to the prospective landlord by the Quincy Housing Authority.

The Quincy Housing Authority will not provide prospective landlords any additional information related to screening the tenant. The landlord is responsible for tenant screening. The Quincy Housing Authority will inform and educate all landlords with regard to VAWA requirements by attaching the VAWA notice to all Request for Tenancy Approval Forms, and by holding landlord information sessions periodically. Further, the HAP Contract and Standard lease forms shall incorporate VAWA provisions.

C. Disapproval of Owners – 982.306

1. Mandatory Denial

- a.** The Quincy Housing Authority will not approve a unit if it has been informed, by HUD or otherwise, that the owner is debarred, suspended, or subject to limited denial of participation under 24 CFR part 24.
- b.** When directed by HUD, the Quincy Housing Authority will not approve a unit if the Federal Government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other Federal Equal Opportunity Requirements and such action is pending.
- c.** When directed by HUD, the Quincy Housing Authority will not approve a unit if a court or administrative agency has determined that the owner violated the Fair Housing Act or other Federal Equal Opportunity Requirements.
- d.** The Quincy Housing Authority must not approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the Quincy Housing Authority determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities. This restriction against the Quincy Housing Authority's approval of a unit only applies at the time a family initially receives tenant-based assistance for occupancy of a particular unit, but does not apply to the Quincy Housing Authority's approval of a new tenancy with continued tenant-based assistance in the same unit.

2. Discretionary Denial

The Quincy Housing Authority may deny approval to lease a unit from an owner for any of the following reasons:

- a.** The owner has violated obligations under a HAP contract under Section 8 of the 1937 Act (42 U.S.C. 1437f).
- b.** The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any Federal Housing Program.
- c.** The owner has engaged in any drug related criminal activity or any violent criminal activity.
- d.** The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 Assistance or leased under any other federal housing program.
- e.** The owner has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that:
 - 1.** threatens the right to peaceful enjoyment of the premises by other residents;
 - 2.** threatens the health and safety of other residents, of employees of the Quincy Housing Authority, or of owner employees or other persons engaged in management of the housing;
 - 3.** threatens the health or safety of or the right to peaceful enjoyment of their residency by persons residing in the immediate vicinity of the premises; or
 - 4.** engages in drug related criminal activity or violent criminal activity.
- f.** The owner has a history or practice of renting units that fail to meet state or local codes.

- g.** The owner has not paid State or local real estate taxes, fines or assessments.
- h.** Any other reason set forth in HUD regulation or other applicable law for denial of approval of an Owner.

For purposes of this section “owner” includes principal or other interested party. Nothing in this section of the Administrative Plan is intended to give any owner any right to participate in the program.

VI SUBSIDY STANDARDS

In general, the QHA seeks to provide the minimum commitment of housing assistance payments while avoiding overcrowding and shall be consistent with the applicable housing quality standards.

A. Occupancy Standards

1. The QHA shall provide one bedroom sleeping room of appropriate size for each 2 persons.

Exceptions to the 2 persons per bedroom room are as follows:

- a. persons of the opposite sex 6 years of age or older will not be required to occupy the same bedroom. This exception shall not apply to husband and wife, “significant others,” or unmarried partners.
 - b. a parent shall not be required to share a bedroom with a child two years of age or older.
 - c. household members of different generations shall not be required to share a bedroom, This exception shall not apply to a parent with a child under the age of two.
2. Families may rent a larger unit than listed on the voucher if said unit is affordable to the family.
3. Families may rent a unit with fewer numbers of bedrooms than stated on the voucher if the unit meets space requirements of the Housing Quality Standards, as well as any applicable state or local codes.
4. The QHA may grant exceptions, relative to the number of bedrooms assigned, as a reasonable accommodation.

The QHA may allow occupancy by a foster child or a live-in aide under certain limited circumstances as determined by the QHA and not inconsistent with federal regulations. Approval of a live-in aide may be granted only if all of the requirements of HUD regulations are met, and if properly documented and verified to the QHA’s satisfaction. Permission to allow occupancy of a foster child or live-in aide shall not be unreasonably withheld.

B. The Process for Establishing and Revising Payment Standards

The payment standard shall be set by the Quincy Housing Authority in accordance with applicable regulations. From time to time, the Quincy Housing Authority shall review leasing rates and/or the rent burden of assisted families to determine if an adjustment in the payment standard is necessary to assist Section 8 participants. Currently the payment standard is set in accordance with the Board of Commissioners vote on this issue.

C. Method for Determining Rent Reasonableness – 982.507

The Quincy Housing Authority’s methodology for ensuring that the rent to an owner is reasonable in comparison to similar unassisted units takes into consideration the following factors: location, quality, size, unit type, age, amenities, housing services, maintenance and utilities provided by the owner.

To determine the rent for a unit, the Quincy Housing Authority will review the following information for the unit in question.

1. Location;
2. Quality (meets HQS/Exceeds HQS);
3. Size (average: most rooms are 70-100 square feet: Most rooms are over 100 square feet);
4. Unit type (duplex / 3 decker / garden / townhouse / single family / high rise);
5. Age (old: over 10 years; new: less than 10 years);
6. Amenities (i.e. dishwasher, washer / dryer, newer carpet, refinished hardwood, off street parking, pantry or abundant shelving and cabinets, balcony, patio, deck, porch, alarm system, modern appliances, high quality floors or wall coverings, large and well maintained yard);
7. Housing Services (concierge or other in-house services);
8. Utilities (highest cost not included in rent / highest cost is included in rent).

Owners may be requested to provide information regarding rent charged for other units owned/managed in the building and/or the neighborhood. If there are no such other units, owner may be asked to submit information showing that the rent sought is “reasonable” in comparison to rents obtained for comparable units in the community.

This information will then be compared to the information on file at the Quincy Housing Authority or with its designee. Comparables utilized to establish the reasonable rent will be documented. The reasonable rent will be offered to the owner.

Finally, even when the market comparables on file at the Quincy Housing Authority are higher than the rent which is received by an owner for a “like kind” unit within the same building, the Quincy Housing Authority will only approve a rent equal to that approved for the “like kind” unit within that same building. However, if exceptional circumstances apply (i.e. the unit in question is more desirable because it was recently refurbished or the tenant in the “like kind” unit has been in place for many years), the Quincy Housing Authority may approve the higher rent.

This same rent reasonableness process will be utilized when:

1. the owner requests a rent increase;
2. the Fair Market Rent for the Primary Metropolitan Statistical Area or Metropolitan Statistical Area decreases by more than 5%.

VII CONTINUED OCCUPANCY

A. Adding New Family Members

New family members may be added upon notification to, and approval of, the QHA. Said approval may be granted only after full and proper documentation and verification is submitted to the QHA, and the QHA determines that said person may be added as a family member and an occupant of the unit. This determination may take into consideration among other things, the reasons for denial or termination of assistance set forth in this plan, as well as the necessity for any landlord written approval thereof. Except for additions by reason of birth of a new child, adoption or court-awarded custody of a minor, no occupancy shall take place until the QHA has issued its determination and approval.

The QHA will always allow additions to the family in the following instances: birth, adoption, court awarded custody or necessary as a reasonable accommodation. In other circumstances the QHA will allow additional family members so long as:

1. The current landlord provides written approval for the addition to family composition.
2. The additional family member undergoes the QHA screening process for all new Section 8 applicants (including CORI and income determination) and is determined program eligible.
3. The addition will not result in overcrowding.

In all instances, the family must submit a "Request for Addition to Household Form" to the QHA. The QHA will inform the family if the additional family member is "accepted" or "denied" for admittance to the household.

B. Policy Concerning Residence by a Foster Child or Live-In-Aide 982.551(h)(4)

The QHA may allow occupancy by a foster child or a live-in-aide under certain limited circumstances. The request for a live-in-aide or foster child will be reviewed by the QHA on a case by case basis.

1. A family's request for a live-in aide must be made through the reasonable accommodation process. Approval of a live-in-aide will be granted if:
 - a. it is determined by the QHA that the live-in-aide is essential to the care and well being of an elderly person, a near elderly person, or a person with disabilities;
 - b. the live-in-aide is not obligated for the support of the person, and these requirements are properly documented and verified to the QHA's satisfaction; and
 - c. the live-in-aide would not be living in the unit except to provide for the care of the person.
 - d. the live-in aide signs an acknowledgment that the live-in aide will not be considered a remaining family member upon the death or termination from the program of the person (or family) to whom the live-in aide renders assistance and that the live-in aide shall not be entitled to the person's (or family member's) voucher in these or in any other circumstance.
2. Approval of a foster child will generally be granted if:
 - a. The Department of Social Services has verified that such is an official foster care placement;
 - b. No extenuating circumstances which would lead the QHA to believe the addition of the foster child would be inappropriate, and;

- c. Documentation of the above is provided and verified by the QHA.
3. No occupancy shall take place until the QHA has issued its determination and approval of a live-in aide or foster child.
4. The QHA shall conduct a CORI check of a live-in aide and foster child (if an adult under CORI regulations). Approval of a live-in aide or foster child may be denied if s/he has a history of drug-related or violent criminal activity., or the live-in aide or foster child has been evicted from a federally-assisted housing program.

C. Family Absence From the Unit – 982.312

The family may not be absent from the unit for a period longer than sixty (60) days. In the event that a family absence is for longer than sixty (60) days, due to continuous hospitalization or temporary placement in a nursing home, the QHA may determine to allow the sixty (60) day period to be extended for an additional sixty (60) days, upon prior written notification to the QHA and submission of appropriate documentation and verification, as requested by the QHA. No payment will be made after the approved absence period has expired. At the request of the family, a new voucher may be issued for a sixty (60) day period, commencing with the date housing assistance payments terminate, and subject to the QHA's determination that all family obligations have been met.

D. Who Remains on the Program if the Family Breaks Up – 982.315

The Quincy Housing Authority is bound by the court's determination if a court determines the disposition of property between members of the assisted family in a divorce or separation decree. When no such court determination has been made, the Quincy Housing Authority shall determine which members of an assisted family will continue to receive assistance if an assisted family breaks up. In making this determination, the Quincy Housing Authority shall consider the interests of all assisted family members. They will then decide which family member receives the voucher on a case by case basis, and the following factors may be included in the Quincy Housing Authority's decision:

1. the interests of any minor child/children;
2. the interests of ill, elderly, or disabled family members;
3. whether, because of obligations under the lease or HAP contract, the assistance should remain with the family members remaining in the original assisted unit;
4. family members past record of fulfilling family obligations under the program;
5. the relative conduct of all parties;
6. whether family members were forced to leave the unit as a result of actual or threatened physical violence, by a spouse or other member of the household, (the QHA shall take this factor into consideration regardless of whether the individual(s) leaving the unit are the victim or the perpetrator);
7. family members remaining in the original assisted unit;
8. if the sole remaining members of the household are all minors, an adult guardian of such minor children may, after screening (income and CORI) by the Authority, be added to the family composition as the new "head of household"; and
9. any other factors which in the discretion of the Quincy Housing Authority will affect the fairness and reasonableness of the determination.

VIII REEXAMINATIONS

The QHA is required to reexamine each family's income and composition at least annually, and to adjust the family's assistance accordingly. Interim examinations are also required in certain circumstances.

A. Annual reexaminations:

The QHA will conduct a reexamination of family income and composition annually. The annual reexamination will generally coincide with the family's anniversary date. The QHA will mail an annual reexamination packet to each participant for completion and submission. Deadline for submission of the documentation shall be clearly detailed in the reexamination packet.

B. Interim Reporting and Processing Policies – 982.516(b)

In addition to the annual reporting requirements relating to family income and composition, there shall be the following interim reporting by the family:

1. Mandatory Interim Reexaminations

All changes in household income, composition, assets or deductions must be reported in writing to the QHA within 10 days of such change and will result in an interim reexamination.

An interim reexamination will be scheduled for families with zero income, or unstable income every 60 days. Participants will be required to appear at the office of the Authority to complete the necessary paperwork and provide verification of income. This requirement however, does not alleviate the family obligation of reporting any change in household income, composition, assets or deduction within 10 days of such changes.

Tenant and HAP payments shall be recalculated as a result of an interim reexamination. Any increase in tenant payment shall become effective no earlier than the 1st day of the second month following the notice thereof to the tenant. Decreases in tenant payments shall become effective the first month after the participant notifies the QHA and provides any necessary documentation.

Staff should use upfront income verification techniques, which is considered a type of third party verification, during all required reexaminations (and initial application, if available) of family income.

2. Minimum Monthly Rental Amount

The minimum monthly rental amount pursuant to Section 507 of the Quality Housing Work Responsibility Act is \$50.00. The regulations found at 5.630 regarding financial hardship exemption from minimum rent shall apply. The QHA must grant an exemption from payment of minimum rent if the family is unable to pay the minimum rent because of financial hardship. Financial hardship is defined as:

a. When the family has lost eligibility for or is awaiting an eligibility determination for a federal, state or local assistance program, including a family that includes a member who is a non-citizen

lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996.

- b. When the family would be evicted because they are unable to pay the minimum rent.
- c. When the income of the family has decreased because of changed circumstances, including loss of employment.
- d. When a death has occurred in the family.

IX MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

A. Denial of Moves

HUD regulations permit the QHA to deny a family permission to move under the following conditions:

1. Insufficient funding.

The QHA may deny a family permission to move if the QHA does not have sufficient funding for continued assistance. The QHA must demonstrate that the move will, in fact, result in higher subsidy costs and the QHA must demonstrate that it does not have sufficient funding to accommodate the higher subsidy costs.

2. Policies that Prohibit or Limit Family Moves During the Initial Year of Assisted Tenancy – 982.314(c).

Currently, the QHA only approves leases with an initial term of one (1) year. Thus, they will require the family to remain in place during the initial year of an assisted tenancy, except in the following circumstances:

1. the owner is in breach of the Lease Agreement and/or the HAP Contract;
2. extenuating circumstances have been brought to the attention of the QHA by the family or owner of the unit and they determine that it is appropriate to grant approval to allow the family to move during the initial year of the assisted tenancy.

Approval will be provided in writing by the QHA. In cases where written approval is not provided, the family will be in violation of this requirement

3. The QHA will also deny a family permission to make more than one elective move during any 12 month period.

B. Moving Process

If a family wishes to move to a new unit, the family must notify the QHA and the owner before moving out of the unit or terminating the lease on notice to the owner. If the family wishes to move to a unit outside the QHA's jurisdiction under portability, the notice to the QHA must specify the area where the family wishes to move. The notices must be in writing.

Upon receipt of a family's notification that it wishes to move, the QHA will determine whether the move is approvable in accordance with the regulations and policies set forth above.

C. Portability

Within the limitations of the regulations and this plan, a participant family or an applicant family that has been issued a voucher has the right to use tenant-based voucher assistance to lease a unit anywhere in the United States providing that the unit is located within the jurisdiction of a PHA administering a tenant-based voucher program.

If neither the head of household nor the spouse/cohead of an applicant family has a domicile (legal residence) in the QHA's jurisdiction at the time the family's application for assistance was

submitted, the family must live in the QHA's jurisdiction with voucher assistance for at least 12 months before requesting portability.

After approving a family's request to move under portability, the QHA will promptly notify the receiving PHA to expect the family. The QHA will further send Form HUD-52665, Family Portability information, with Part I filled out, along with a copy of the family's voucher and most recent form HUD 50058.

If the receiving PHA is administering the family's voucher, QHA shall make billing payments in a timely manner.

For any incoming portable family, the QHA will make a decision whether to absorb or administer based upon QHA's funding and staffing levels.

X TERMINATION OF ASSISTANCE

A. Termination of Assistance - 982.552

1. The Definition of Termination of Assistance is found in sections 982.552.). A PHA may terminate assistance for a participant because of the family's action or failure to act as described in this section (982.552) or Section 982.553. (Crimes by family members). The provisions of this section do not affect termination of assistance for grounds other than action or failure to act by the family. Termination of assistance for a participant may include any or all of the following: refusing to enter into a HAP contract or approve a lease, terminating HAP under an outstanding HAP contract, and refusing to process or provide assistance under portability procedures. This section does not limit or affect exercise of the QHA rights and remedies against the owner under the HAP contract, including termination, suspension or reduction of housing assistance payments, or termination of the HAP contract.

2. Mandatory Grounds for Termination - 982.552(b)

The Quincy Housing Authority must terminate assistance for a participant for any of the following grounds:

- a.** A family was or is evicted from housing assisted under the program for serious violation of the lease.
- b.** Any member of the family fails to sign and submit consent forms for obtaining information on family status as part of any examination conducted by the QHA.
- c.** The applicant or any member of the family fails to sign and submit required forms (such as the authorization for release of information or declaration of citizenship and non-citizen status. Refusal to sign a citizenship form or declaration of eligible non-citizen status by some family members is not grounds for termination as long as at least one family member does have citizenship or eligible non-citizen status.)
- d.** The family is under contract and 180 days have elapsed since the QHA's last housing assistance payment was made.
- e.** If any household member has been convicted for manufacture or production of methamphetamine on the premises of federally assisted housing.
- f.** The QHA determines that the family or any household member is currently engaging in illegal use of a drug.
- g.** The QHA has determined that a household member's illegal drug use or a pattern of illegal drug use interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- h.** The QHA has determined that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
- i.** The QHA has determined that a household member has violated the family obligation under 982.551 not to engage in drug-related criminal activity.
- j.** The QHA has determined that a household member has violated the family obligations under 982.551 not to engage in violent criminal activity.

3. Discretionary Grounds for Termination - 982.552(c)

The Quincy Housing Authority may terminate program assistance for a participant based upon the following grounds:

- a.** The family violates any family obligations under the program as set forth in 982.551;

- b.** The family has violated any family obligations under the Section 8 Program;
- c.** The family has misrepresented any fact or information during the Section 8 application process which, if disclosed at the time of the application, would have constituted grounds for denial of the application;
- d.** A Housing Authority has terminated assistance under the Section 8 Program for any member of the family;
- e.** If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal Housing Program;
- f.** The family currently owes rent or other amounts to the Quincy Housing Authority or another Housing Authority in connection with Section 8 or federal Public Housing Program.
- g.** If the family has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit or other amounts owed by the family under the lease;
- h.** If the family breaches an agreement with the Quincy Housing Authority to pay amounts owed to a HA, or amounts paid to an owner by a HA;
- i.** If a family participating in the Family Self Sufficiency (FSS) program fails to comply, without good cause, with the family's FSS Contract of Participation;
- j.** If the family has engaged in or threatened abusive or violent behavior towards the personnel of the Quincy Housing Authority or another Housing Authority's personnel;
- k.** The family misrepresents income, household members, or any other significant or required information on the application or recertification;
- l.** Failure to allow inspection of the dwelling unit proposed for Housing Assistance;
- m.** Destruction or damage to the dwelling unit or creating and maintaining a significant health and safety hazard in or about the unit.
- n.** Any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.
- o.** Violation of family obligations or destruction of a previously occupied unit under a federal housing program.
- p.** Sexual harassment of a housing authority employee.
- q.** Failure or refusal to sign and submit consent forms for obtaining information in accordance with applicable federal regulations, including 24 CFR part 5 relating to evidence of citizenship or eligible immigration status, and any other information (including but not limited to social security numbers) which the QHA is authorized to requestor obtain.
- r.** Failure to report to the QHA any changes in family composition or status as may be required by 24 CFR 982.551 or other HUD regulation or this plan., and/ or failure to comply with annual recertification including verification of all income, assets, family composition, or other required documentation.
- s.** Family violation of the QHA policy on absence from the unit.
- t.** If any member of the family commits violent or drug related criminal activity.
- u.** Any family member has been engaged in criminal activity or alcohol abuse as described in 982.553(a)(1)
- v.** If a welfare to work family fails, willfully and persistently, to fulfill its obligations under the welfare –to-work voucher program.

B. The QHA may terminate assistance for criminal activity by a household member if the QHA determines, based upon a preponderance of the evidence, that the household member has engaged in the activity, regardless of whether the household member has been arrested or convicted for such activity.

C. The Quincy Housing Authority Considerations

In deciding whether to terminate assistance, when discretionary on the part of the QHA, because of an action or failure to act by members of the family, the QHA has discretion to consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances relating to disability of a family member, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act and such other considerations as may be set forth in 982.551 – 982.553.

The QHA may impose, as a condition of continued assistance for other family members, a requirement that other family members who participated in or were culpable for the action or failure will not reside in the unit. The QHA may permit the other members of a participant family to continue receiving assistance.

The QHA shall not terminate assistance to participant family on the basis of criminal activity directly related to domestic violence, dating violence, sexual assault or stalking against the participant family. If the abuser is a family member, the QHA can require the abuser be removed from the lease for his or her acts of domestic violence.

D. Informal Hearing Procedures for Participants – 982.555

1. When an Informal Hearing is Required – 982.555(a)

The Quincy Housing Authority will give a participant family the opportunity of an Informal Hearing to consider whether the following QHA decisions relating to the individual circumstances of a participant family are in accordance with the law, regulations, and QHA policies:

- a.** A determination of the family’s annual or adjusted income and the use of such income to compute the HAP payment.
- b.** A determination of the appropriate utility allowance for tenant paid utilities from the QHA utility allowance schedule.
- c.** A determination of the family unit size under the QHA subsidy standards.
- d.*** The Quincy Housing Authority’s determination to deny a family’s request for an exception to the HA’s subsidy standards.
- e.*** A determination to terminate assistance for a participant family because of the family’s action or failure to act (see 24 CFR 982.552).
- f.*** A decision to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under QHA policy and HUD rules.

In the cases noted with an * (d, e and f), the Quincy Housing Authority must give the opportunity for an informal hearing before it terminates HAP payments under an outstanding HAP contract.

2. When an Informal Hearing is Not Required – 982.555(b)

The Quincy Housing Authority is not required to provide a participant family an opportunity for an Informal Hearing for any of the following:

- a. Discretionary administrative determinations by the HA;
- b. General policy issues or class grievances;
- c. Establishment of the QHA utility allowance schedule;
- d. The QHA's determination not to approve an extension of a suspension of voucher term;
- e. The QHA's determination not to approve a unit or a lease;
- f. The QHA's determination that an assisted unit is not in compliance with HQS. (However, a hearing must be granted if termination is based upon HQS breach caused by the family described in 982.551 (c)).
- g. The QHA's determination that the unit is not in accordance with HQS due to family unit size;
- h. A determination by the QHA to exercise or not to exercise any right or remedy against the owner under a HAP contract.

3. Notice to Family – 982.555(c)

- a. Situations a - c of Section 1, "When an Informal Hearing is Required;" (adjusted income; utility allowances; family unit size): In situation a, b, and c of section 1, the QHA must notify the family that the family may ask for an explanation of the basis of the QHA's determination and if the family does not agree with the determination, the family may request an informal hearing on the decision.
- b. Situations d – f of Section 1, "When an Informal Hearing is Required;" (exceptions to subsidy standards, termination under 982.552 Family Act, Failure to Act, Absence from the Unit). In cases described in letters d, e, and f, of Section 1, set forth previously, the QHA will give the family prompt written notice that the family may request a hearing.

The Notice Will:

1. Contain a brief written statement of the reasons for the decision;
2. Remind the family of their rights under VAWA by attaching Exhibit G;
3. State that if the family does not agree with the decision, the family may request an Informal Hearing on the decision; and
4. State a deadline within which the family must request the Informal Hearing.

The request for a hearing must be made by the participant in writing, within ten (10) days of the date of the notice from the QHA. A request must be received by the QHA within the ten (10) day period. (The QHA is not responsible for mail not received.)

4. Hearing Procedures – 982.555(d) and (e)

The hearing will proceed within a reasonably expeditious time parameter after the request is made provided that the request is made within the stated deadline. The family may examine, before the hearing, any documents that are directly relevant to the hearing. The family may copy any such documents, at the family's expense. If the QHA does not make the documents available to the family before the hearing upon request of the family, the documents may not be relied upon at the hearing.

The QHA must be given the opportunity to examine at the QHA office any documents the family plans to present at the hearing. The QHA may copy such documents at the QHA's expense. If the family does not make the documents available for the QHA upon request, the family may not rely on the documents at the hearing.

Documents include records and regulations. The family may be represented by a lawyer or another representative at the family's own expense. The hearing will be conducted by a person designated by the QHA. This person will not be the person who made or approved the decision that is the subject of the hearing or a subordinate of such person. This person will regulate the conduct at the hearing in a manner consistent with HUD regulations. Specifically, he /she will ensure the following:

- a. that the QHA and the family are given the opportunity to present evidence;
- b. that the QHA and the family are given the opportunity to question any witnesses;
- c. that evidence is considered without regard to the rules of evidence applicable to judicial proceedings; and,
- d. that a written decision is issued which states the reasons for the decision and that a copy of the decision is promptly furnished to the family.

Factual determinations shall be based upon a preponderance of the evidence standard. The effect of a decision by the hearing officer shall be as set forth in applicable HUD regulations, currently 982.555(f).

5. Informal Hearings for Non-Citizen Rule Matters

The Informal Hearing provisions for the denial of assistance on the basis of ineligible immigration status are contained in 24 CFR part 5.

E. Payments by Families Who Owe Money to the QHA – 982.552(c)

Grounds for denial or termination of Section 8 Assistance include situations in which the family owes money to the QHA or another Housing Authority. The QHA may, in its discretion, based on the facts and circumstances of the case, offer the family the opportunity to enter into a repayment agreement. Factors considered in determining whether a repayment agreement will be offered include, but are not limited to, the following:

1. the amount of money owed;
2. the reason such money is owed and the extent of culpability on the part of family members;
3. the family's evidence of commitment and ability to make repayment.

Generally, a lump sum amount such as 1/3 of the "amount due" must be provided at the time of execution of the repayment agreement. However, the QHA reserves the right to require a larger up-front payment. Additional payments will generally be due and payable in equal monthly installments so that the total amount due is paid in full within six (6) months after the execution of the agreement.

In the event of breach of the agreement by the family (i.e. late or missed payments), the QHA shall retain the right to terminate the agreement and move forward with termination of Section 8 Assistance on grounds originally available at the time of execution of the repayment agreement and on any additional grounds which have become applicable since the execution of the

repayment agreement. In the event that a family makes one or more late payments which are accepted by the QHA, this shall not stop them from terminating the agreement at a later date for failure of the family to again make payment within the time parameter set forth in the repayment agreement. The QHA reserves the right to refuse to enter into a repayment agreement with a family if it is of the opinion that such agreement should not be offered based upon the facts and circumstances of the case. Finally, if the repayment agreement is a damage claim repayment, the family will be prohibited from relocating to a new unit until the amount is paid in full.

XI INSPECTIONS

A. Consistency With Market Practice

The guidelines and performance standards included herein are consistent with practices utilized in the private housing market. Specifically, in private market units, an occupancy permit may be requested of the owner. To obtain such permit, an inspector from the local code enforcement agency, usually the Inspectional Service's Department for the city will come out to the unit and perform an inspection to ensure that the unit is in compliance with the Massachusetts State Sanitary Code. In the event that the unit does not pass inspection, the owner is provided a written description of the code violations and a time parameter within which to make repairs.

B. When Inspection Shall be Performed

Inspections will be performed in the following instances:

- 1. Initial Inspection:** Prior to the execution of a Lease or HAP, the unit in question must pass an initial inspection. This inspection will take place and the family and owner will be notified of the results within fifteen (15) days of submission of the Request for Lease Approval (RLA) or Request for Tenancy Approval (RTA).
- 2. Annual Inspection:** Inspections will be performed on an annual basis to ensure that the unit is maintained in a manner which is consistent with HUD Housing Quality Standards.
- 3. Quality Control Inspection:** The required number of inspections, as set forth in HUD's definition of Quality Control Sample, undergo a Quality Control Inspection to ensure that all inspections are performed in accordance with HUD requirements.
- 4. Upon Request of Tenant:** The tenant or the family may request that the QHA perform an inspection to the unit to ensure that the unit is maintained in a manner consistent with HUD's Housing Quality Standards.
- 5. Upon Request of Owner:** The owner may request that the QHA perform an inspection to the unit to ensure that the unit is maintained in a manner consistent with HUD's HQS. The QHA will only perform such inspection if they determine that performance of such inspection is reasonable.

C. Standards and Procedures Utilized

The QHA will utilize the acceptability criteria as contained in the Program Regulations and is using a HUD approved modified version of the HUD 52580 Inspection Form or equivalent form. In addition to the Housing Quality Standards, applicable state and local codes will also be observed and utilized. The stricter of applicable codes shall be followed.

- 1.** All Request for Lease Approval Forms will be submitted to the Program Administrator or Supervisor, who will assign the unit for inspection. All inspections and findings shall be followed by an inspection report and determination on rent.

The housing inspector utilized by the QHA has demonstrated knowledge and experience to perform the necessary inspections utilizing the HUD Housing Quality Standards. In addition, the local Board of Health may provide technical assistance as needed to determine the acceptability of any units under the Massachusetts State Sanitary Code.

- 2.** After completing the inspection, a copy of the Report will be sent to the property owner and the applicant, and one (1) copy will be retained in the applicant's file. This form shall serve to indicate repairs which must be completed prior to the execution of a Contract and Lease. Inspections shall be repeated immediately after the required date to ensure compliance, and

recorded on the HUD 52580 or HUD approved modified version or equivalent.

The QHA shall make the final determination of compliance with the HUD Housing Quality Standards and state and local codes. In any disagreement relating solely to QHA interpretation of state and local codes, the QHA may elect to request an opinion from the local Board of Health as to proper interpretation of state and local codes, although any final decision shall be made by the QHA. The QHA will adhere to HUD's Housing Quality Standards as set forth in HUD's new Lead Based Paint Requirements, and the requirements of the Massachusetts General Laws relative to lead based paint.

D. Time Parameter for Repairs and Consequences of Failure to Repair

1. The QHA requires that the landlord correct any conditions deemed to endanger or impair health or safety within 24 hours. Serious violations of this nature include but are not limited to: lack of heat, lack of water, lack of bathing facilities, lack of electricity, lack of gas (where applicable), exposed wiring or other hazardous defects in the electrical system, and dangerous structural defects.
2. All other violations must be corrected within thirty (30) days, unless the QHA approves an extension.
3. The QHA will also comply with the time parameters set forth in the Massachusetts State Sanitary Code.

Stopping and Resuming Payments after Interim or Annual Inspection

If an apartment fails inspection, the Leased Housing Department/Inspector will notify the Owner of the violations in writing. The Leased Housing Department/Inspector will schedule the re-inspection within thirty (30) days from the date of the inspection.

(a) **Serious Violations and "Stop Payment"**. If a serious violation exists, the Inspection Department will notify the owner by telephone that the violations must be corrected within 24 hours. The Leased Housing Department/Inspector may also issue the owner a written letter detailing the serious violations. The Leased Housing Department/Inspector will inform the Owner of a re-inspection date that is at least twenty-four (24) hours after the inspector identified the violations(s). If the Owner fails to correct the violations within the twenty four (24) hour period, the QHA will place the unit on Stop Payment. The QHA reserves the right to terminate a HAP contract for a unit that is placed on Stop Payment. A Stop Payment will remain in effect until the unit receives inspection approval. The Owner cannot recover Subsidy payments for periods during which a unit is on Stop Payment.

Examples of serious violations include but are not limited to: lack of heat, lack of water, lack of bathing facilities, lack of electricity, lack of gas (where applicable), exposed wiring or other hazardous defects in the electrical system, and dangerous structural defects.

(b) All Other violations

Re-inspection (Follow-up Inspection)

QHA staff will abide by the following procedures in processing re-inspections.

1. **Incomplete Repairs.** When the Owner is in the process of correcting violations resulting from the initial inspection; the inspector will reject the unit and grant the Owner a second period of up to thirty (30) days to complete the repairs. The QHA will then reschedule a second re-inspection date and notify the Owner in writing. The Leased Housing Department/Inspector will send a copy of the second re-inspection notice to the family.

If upon the second re-inspection the Owner has not completed and repaired all cited items set forth in the initial inspection the inspector will note the remaining cited items on the inspection report and recommend to the Director of Leased Housing that the QHA suspend subsidy payments. If the Director approves the recommendation, the Owner will be informed in writing that the QHA has stopped subsidy payments on the unit. The QHA reserves the right to terminate a HAP contract for a unit that is placed on Stop Payment. A Stop Payment will remain in effect until the unit receives inspection approval. The Owner cannot recover Subsidy payments for periods during which a unit is on Stop Payment.

2. **No Effort to Make Repairs.** If the inspector determines that the owner made no effort to repair the previously cited item(s), the inspector will note this on his report and recommend to the Director of Leased Housing that the QHA suspend subsidy payments to the Owner. If the Director approves the recommendation to suspend the subsidy, the Leased Housing Department will notify the Owners of the “Stop Payment” by mailing a letter. A Stop Payment will remain in effect until the unit receives inspection approval. The Owner cannot recover Subsidy payments for periods during which a unit is on Stop Payment.

3. **Cited Items Repaired, New Violations Discovered.** If the inspector determines that the owner has repaired all cited items but discovers new violations during the re-inspection, the inspector will reject the unit. The inspector will notice on the inspection report that the Owner repaired the previously cited items. The inspector will also specify and separately list the new violations in a new inspection report.

The Leased Housing Department/Inspector will then schedule a re-inspection date and notify the Owner in writing. The re-inspection will be within thirty (30) days. New violations in such a unit, for purposes of scheduling re-inspection and imposing suspensions of subsidy payments, will be considered first time violations, unless the violations are deemed “serious” as detailed above.

4. **HQS breach caused by the Family.** For the HQS breach caused by the family, the family must make repairs within the time parameter set forth above otherwise, QHA may terminate assistance to the family. Family caused HQS breach is the following:

- a. Family fails to pay for any utilities that the owner is not responsible to pay for, but which are required to be paid by the tenant;
- b. Family fails to provide and maintain appliances that the owner is not to provide but which are to be provided by the tenant;

- c. Any member of the family or a guest damages the dwelling unit or premises (damages beyond reasonable wear and tear).

E. Subcontractors

Based on the constant modifications of State and local codes and HUD regulations and the serious nature of HQS performance, the QHA frequently subcontracts out the responsibility of the HQS inspections, and the corresponding Rent Reasonableness surveys to qualified individuals in the inspections field. All subcontractors are selected by their response to a Request for Proposal and qualifications are primarily based upon knowledge and experience in the Housing Quality Inspection field.

XII INSUFFICIENT FUNDING

If at any time, it is determined that the Quincy Housing Authority has insufficient funding to support the HCV Program units currently under contract, the Authority will terminate contracts in accordance with 24 CFR 982.454. Such termination will be in the order of the “Last-In, First-Out”, resulting in the termination of the contracts of participants who have most recently joined the Authority’s HCV Program. The HAP contracts of participants in the Enhanced Voucher or Project Based Voucher Programs will not be considered for termination. The date of entry into the Authority’s program for participants who were admitted as a special admission under Quincy’s MRVP or AHVP Programs will be the date that such participants entered the Authority’s MRVP or AHVP Program. The HAP contracts of participants in the Designated Housing Voucher (Mainstream) Program will not be terminated if there is insufficient HCV funding; however, if there is insufficient DHP/Mainstream Program funding to maintain the units under contract, the order of any contract termination will be as stated above.

XIII EQUAL OPPORTUNITY

The Quincy Housing Authority will:

- 1.** comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and regulations issued pursuant thereto (24 CFR Part 1) which state that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives financial assistance; and will take any measures necessary to effectuate this agreement.
- 2.** comply with the Fair Housing Act (42 U.S.C. 3601-19) and regulations issued pursuant thereto (24 CFR Part 100) which prohibit discrimination in housing on the basis of race, color, religion, sex, handicap, familial status, or national origin, and administer its programs and activities relating to housing in a manner to affirmatively further fair housing.
- 3.** comply with Executive Order 11063 on Equal Opportunity in Housing which prohibits discrimination because of race, color, creed, or national origin in housing and related facilities provided with Federal financial assistance and HUD regulations (24 CFR Part 107).
- 4.** comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and regulations issued pursuant thereto (24 CFR Part 8) which state that no otherwise qualified individual with handicaps in the United States shall solely by reason of the handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- 5.** comply with the provisions of the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and regulations issued pursuant thereto (24 CFR Part 146) which state that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving Federal financial assistance.
- 6.** comply with the provisions of Title II of the Americans with Disabilities Act (42 U.S.C. 12131) and regulations issued pursuant thereto (28 CFR Part 35) which state that subject to the provisions of Title II, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.
- 7.** comply with the provisions of the Violence against Women Act (VAWS).

When more than one civil rights law applies to a situation, the laws will be read and applied together.

The QHA shall treat all applicants and participants equally, providing the same quality of service regardless of family characteristics and background. Applicants or participants who believe that they have been subject to unlawful discrimination may notify the QHA either orally or in writing. The QHA will attempt to remedy discrimination complaints made against the QHA.

The QHA will provide complainant with information on how to submit a complaint to HUD's office of Fair Housing and Equal Opportunity and Massachusetts Commission Against Discrimination.

XIV METHODS OF ADMINISTRATION

A. Use of Special Housing Types (Part 982, Subpart M)

1. Reasonable Accommodation

Unless so noted under the specific housing type special housing types shall be provided only if the provision of such serves to reasonably accommodate a person with a disability.

Special Housing types, when required, will be administered according to federal regulations.

B. Special Rules for Use of Special Purpose Vouchers

HUD has provided funding to the QHA for the special programs listed below:

1. The Designated Housing Program

2. Preservation/Enhanced Vouchers

Special rules for these programs are set forth within Exhibit B and Exhibit E of this document.

C. Conflict of Interest

The QHA shall comply with the Conflict of Interest provisions of 24 CFR 982.161.

D. Section 8 Management Assessment Program (SEMAP)

The QHA will operate its housing assistance program with efficiency and will demonstrate to HUD auditors that the QHA is using its resources in a manner that reflects its commitment to quality and service. QHA policies and procedures are consistent with the goals and objectives of the applicable HUD SEMAP indicators currently set forth in 24 CFR Part 985.

E. Board Approval of Administrative Fee Reserves – 982.155(b)(1)

The QHA must use funds in the administrative fee reserve to pay program administrative expenses in excess of administrative fees paid by HUD for the QHA's fiscal year. Expenditures from the administrative fee reserve will be made in accordance with all applicable Federal requirements. Expenditures will not exceed \$10,000 per occurrence without the prior approval of the QHA's Board of Commissioners.

EXHIBIT “A”

DEFINITIONS:

Local Resident

A person who lives or works in the city of Quincy, or an adjacent community which is limited to Boston, Braintree, Milton, Randolph, and Weymouth OR who has been hired to work in the City of Quincy or adjacent community at the time of application and at the time of final determination of eligibility and qualification.”

In the case of an applicant staying in a homeless shelter, the applicant shall be allowed to select (for residency preference purposes) either the community from which he or she was displaced or the community in which he or she is temporarily housed. Information which may be considered in verifying residency may include, but is not limited to:

- a. municipal voting records or annual street listings
- b. car registration
- c. school registration
- d. rent receipts, tax or utility bills
- e. receipt of public assistance, social security or similar benefits
- f. other information requested by the Quincy Housing Authority.

These documents are not conclusive evidence. The determination shall be made by the Quincy Housing Authority after considering all the information.

There shall be no minimum time period to establish residence.

Homeless Shelter

A place of temporary residence for homeless persons or families or victims of domestic violence, provided or operated by an agency recognized by the Commonwealth of Massachusetts and/or local government as a provider who has a primary goal/objective to provide temporary shelter to homeless persons or families or victims of domestic violence. Examples: Father Bill’s Shelter, battered women’s shelter or safe homes operated by agencies such as DOVE, Transitional Housing Programs.

Definitions related to family composition

HUD regulations, currently found at section 5.403, shall define the following terms: Disabled Family; Displaced Family; Elderly Families; Family; Live-in aid; Near-elderly family; Person with disabilities. It is noted that this Plan may refer to a household and/or household members. For purposes of this Plan, the word “household” will have the same meaning as “family”.

Continuously Assisted

An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Act program when the family is admitted to the certificate or voucher program.

Dating Violence:

Violence committed by a person:

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitated with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction

Immediate Family Member:

A spouse, partner, brother or sister or child of the person, or an individual to whom that person stands in place of a parent; or any other person living in the household of that person and related to that person by blood or marriage.

Sexual Assault:

Any conduct proscribed by chapter 109A of Title 18, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a Federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

Special Admission.

Admission of an applicant that is not on the QHA waiting list or without considering the applicant's waiting list position. The QHA shall maintain records of special admissions.

The QHA currently has one category of special admissions: 1. DHP voucher applicants who are selected from the Authority's public housing waiting list according to the approved DHP.

Stalking:

To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person, and in the course of, or as a result of, such following, pursuit or surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person.

EXHIBIT E

List of Project Based Developments

Wollaston Manor

91 Clay Street
Quincy, MA 02170

2 Studio apartments
6 One bedroom apartments

Naval Terrace

Naval Terrace and Airport Road
Quincy, MA 02171

9 Two bedroom apartments

The Moorings at Squantum Gardens

400 East Squantum Street
Quincy, MA 02170

40 One Bedroom Units

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		
a) Public Housing Operating Fund	\$2,808,822	
b) HOPE VI Revitalization	---	
c) HOPE VI Demolition	---	
d) Annual Contributions for Section 8 Tenant-Based Assistance		
1) Housing Choice Voucher	\$9,749,856	
2) Mainstream	\$1,091,061	
3) SRO	\$42,696	
e) FY 2004 ROSS Grants	\$98,630	
f) FY 2004 ROSS Grant (Homeownership)	\$147,504	
g) FY 2007 ROSS Grant	\$240,813	
h) Capital Fund 501-09	\$1,153,558	
Other Federal Grants (list below)		
a) None		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
a) YouthBuild	\$90,413	Youth Vocational Services and Training- Training Resources of America
b) CFP 501-07	\$294,073	Modernization
c) CFP 501-08	\$1,153,558	Modernization
3. Public Housing Dwelling Rental Income		
a) Rent Rolls and Fees	\$2,699,130	Operations
b) Excess Utilities	\$18,112	Operations
4. Other income (list below)		
a) Investment Income		
1) Unrestricted	\$8,701	Operations
b) Laundry & Maintenance Income (Elderly)	\$26,765	Extraordinary Maint
c) Cell Tower	\$22,637	Extraordinary Maint 20-4
5. Non-federal sources		
a) None		
TOTAL RESOURCES	\$19,646,329	SEE ABOVE

FY 2009 Agency Plan Report on Community Service and Self-Sufficiency
[ROSS Family, ROSS Homeownership, and Section 8 Homeownership Programs]

Quincy Housing Authority
Support Services Department
Revised March 18, 2009

A. Resident Opportunity Self-Sufficiency (ROSS) Family Program

The QHA Resident Opportunity Self-Sufficiency (ROSS) Family Program continues to achieve the program goals specified in the grant submission awarded by HUD. The Program continues to successfully connect residents to education, training and job placement opportunities and life skills programs. This has resulted in household stability and economic self-sufficiency for many of our residents. QHA has and will continue to accomplish its program goals by prioritizing outreach, networking and appropriate collaborations with community service providers. The City of Quincy and surrounding areas have a vast array of community service providers offering quality support services to its constituents. Consequently, the ROSS Family Grant Program has invested time and effort in proactively maintaining, strengthening and expanding relationships with these community service providers on behalf of QHA's family residents.

The ROSS Family Program will continue to proactively outreach and work with agencies and organizations that may assist QHA residents in achieving self-sufficiency. Linking QHA residents to appropriate resources and support services is critical to their achieving economic self-sufficiency and household stability. The Quincy Housing Authority has and will continue to partner with agencies and organizations committed to this endeavor. Generous in-kind services have been offered in support and commitment to this initiative.

We will conduct workshops to reach out to the Quincy Housing Authority teens from age 14 to 21 years old. We will work with local organization Training Resource of America Incorporated (TRA) formerly known as Mass. Job Training, is a private, non-profit organization that has been providing quality education, employment and training services in Massachusetts since 1975. TRA has made it possible for thousand of educationally and economically disadvantage youths and adults to improve their quality of live.

Our expectation is to conduct workshops sessions and interactive informative, fun and engaging rap session style that will cover; 1. Conflict Resolution/Anger Management; 2. Violence Prevention/Youth and Crime/Youth Statistics, 3. Teen Pregnancy/HIV/ AIDS/STD's Safe Sex Education/Career Exploration/College/Post-Secondary Education Opportunities.

The ROSS Family Program provides resident's on-site Programs and workshop such as:

- ▶ ESOL classes; basic and intermediate and advance levels: 15 federal family residents have completed 2008 Programs.
- ▶ Domestic Violence Program: 10 federal family residents have completed 2008 Program.
- ▶ ACT Program; Middlesex College Certificate Program: 12 federal family residents have completed 2008 Program.
- ▶ Safe and secure affordable After-School Programs: 34 federal family residents enrolled in 2008 Programs.
- ▶ Self Esteem workshops: 10 federal family residents have completed 2008 Programs
- ▶ Financial Fitness workshops: 10 federal family residents have completed 2008 Programs.

- ▶ Life Skills Training Programs: 10 residents have completed 2008 Programs.
- ▶ Teen Mentoring Programs: 10 residents enrolled in 2008

The ROSS Family Grant Program also allocated funds for QHA’s resident Computer Literacy Program that also provides on-site computer training to QHA residents. The PC Literacy Program and Job Placement Program offer instruction in Microsoft Office 2000 and internet capabilities. The Computer Literacy Program operates through the Quincy Housing Authority’s Family Resource and Career Development Center.

- ▶ Computer Literacy Program: 10 federal residents have completed 2007-2008 Program.

**Operation A.B.L.E of Greater Boston
Computer Training and Job Readiness Program
May 15th-January 2009**

Total Served For All Programs

	Total Residents Served	Total Attended Programs	Referred to Higher Education	Referred to Special Services
Family	49	18	10	13
Elderly	84	84	n/a	74
Total	133	102	10	87

All Residents who sought Job Search Support Totals by Type

	Participated in Job Search	Placements	Enhanced Employment	Referred/Enrolled to Higher Ed	Referred to Special Services	Hr. Avg. Wage
Federal	4	3		2	4	\$10
Fed Section 8	6	2	1	2	6	\$16
Total	10	5		4	10	\$13

Additional Program Users:

The 39 residents who were not enrolled in the program were assisted in other ways including: intake assessments, referrals to local service agencies including Mass. Rehab. Commission, the Quincy Career Center, and the Department of Transitional Assistance, tutoring, and cover letter and resume assistance.

Senior Life Enrichment Program

The Program Instructor, in coordination with QHA’s Elder Services Liaison, organized a series of workshops on Food Stamps and an Identity Theft workshop in addition to computer training.

Number Served	Food Stamp Program	Identity Theft Program	Computer Class	Referred to Special Services
84	62	12	10	74

Operation EmployABLE Office Skills Training

September 29th- January 30th

Enrolled	Placements	Enhanced Employment	Referred to Higher Education	Referred to Special Services	Hr. Avg. Wage
7	3	1	3	7	\$14

7
Referred to

Quincy Career Center

3 Referred to Interfaith Social Services Career Closet

3 Referred to FSS Homeownership, 2 Enrolled

3 Referred to FSS Escrow, 2 Enrolled

1 Referred to Greater Boston Legal Aid

By Housing Type

Federal Resident

Enrolled	Placements	Enhanced Employment	Referred to Higher Education	Referred to Special Services	Hr. Avg. Wage
1	1		1	1	\$12

Federal Section 8

Enrolled	Placements	Enhanced Employment	Referred to Higher Education	Referred to Special Services	Hr. Avg. Wage
6	2	1	2	6	\$16

Job Search Open Lab Participants

Enrolled	Placements	Enhanced Employment	Referred to Higher Education	Enrolled in College	Referred to Special Services	Hr. Avg. Wage
3	2		1	0	3	\$9

In addition the Operation A.B.L.E. students, three residents participated in job search activities with the Program Instructor.

One resident was hired as an Outreach Worker through the FSS Homeownership Program. One resident works as a Certified Nursing Assistant.

By Housing Type
Federal

Enrolled	Placements	Enhanced Employment	Referred to Higher Education	Enrolled in College	Referred to Special Services	Hr. Avg. Wage
3	2		1		3	\$9

B. ROSS Homeownership

The ROSS Homeownership program (2004 Grant) has made great progress in this last 11 months and is consistent with the Quincy Housing Authority’s (QHA) Support Services Department mission to provide a variety of resources, workshops and counseling to move our residents into Self Sufficiency and Homeownership. We have successfully offered many First time homebuyer workshops with 9 graduates of the program, they have learned how to apply for mortgages, select a real estate agent, how to understand a home inspection and the legalities of owning a property and the correct way of acquiring one. We provide a linkage to financial Counselors on site to work on credit issues, budgeting wisely and how to prepare your finances for a mortgage. We have had 9 graduates of this program as well.

We are offering weekly Self Esteem workshops with the cooperation of The Germantown Neighborhood Center to show our residents that they have the ability, should they choose to accept it, to move forward into self-sufficiency. These workshops have a great turn out and have 18 participants regularly attending who are encouraged to move onto the home ownership program upon completion. By becoming empowered our residents are able to see themselves living self sufficiently out of public housing and in a home of their very own.

The ROSS Homeownership program continues to have strong partnerships with outside resources to meet our goal of reaching as many residents as possible. Along with Neighborhood Housing Services, Germantown Neighborhood Center, Self-Esteem Boston, Quincy Public Schools, Citizens Bank, Eastern Bank, Interfaith Social Services and Quincy Asian Resources we have recently partnered with Quincy Community Action Programs to offer our Cantonese speaking residents a First Time Homebuyer course to be spoken in Cantonese. Classes are held one time a month January- August. . They will also be providing ESOL classes geared toward learning homeownership while learning the English language. We have hired a Cantonese speaking resident to work as an outreach to the community to assist Coordinator in communication of the program.

We have successfully opened 7 ISA accounts with Citizens bank and have one participant who has successfully graduated the program, met all of the requirements and has been issued a Section 8 voucher from the QHA to be paid toward her mortgage. She will now, with the help of the ROSS Coordinator, begin the buying process.

The ROSS homeownership Coordinator continues to meet with participants on a one on one basis regularly to monitor progress and counsel through this transition. It is expected to have at least 3 participants to be purchase ready within the next 6 months. Maintaining community collaborations and highlighting participation and success stories is an important strategy that will continue to be used to meet program goals. This is to be done on a one to one basis, through mailings and newsletters, and workshops. The ROSS Homeownership program will continue to outreach to the community on a wider scale and make each and every resident aware of this program offered.

The plan for 2009 is to continue monthly financial, home buying and empowerment seminars until the end of the grant (August 2009). We will continue to outreach to our federal residents regularly to increase numbers in the program. Our residents face many challenges such as lack of financial stability, language barriers, fear and ignorance of help available. We will continue to make our residents aware of all programs offered to them and counsel as needed to assist them in the transition from public housing to secular housing.

The 2007 ROSS Family/Homeownership program will continue services through community organizations, listed prior, and working on a one to one counseling with active homeownership participants.

C. Section 8 Homeownership Program

Since 2004, seven of the Quincy Housing Authority's 'Housing Choice Voucher Program' (HCVP) recipients have purchased a home through the 'Section 8 Homeownership Program'. The program has been in effect since 1999 and presently has three HCVP recipients enrolled. Single family homes and condominiums have been purchased in Quincy, Braintree, Hingham, Newton, Marshfield and Randolph. The program works closely with Eastern Bank, Quincy Community Action Programs, Inc. (QCAP), Neighborhood Housing Services (NHS), The City of Quincy's First Time Homebuyers Program and other community agencies or services which apply to homeownership.

Each of the participants is required to enroll into the 'Family Self-Sufficiency' (FSS) Program. The FSS Program will allow the HCVP recipients to generate escrow if they are employed and have an increase in earned income. The accrued escrow can be used towards homeownership expenses such as down-payment and closing costs. In addition to the possibility of an escrow account, the FSS Program offers case management through the homeownership process. The present Section 8 Homeownership Coordinator is a Real Estate Agent which allows for superior case management and guidance.

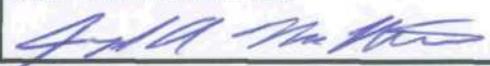
**Annual Statement /
Performance and Evaluation Report**

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

Part I: Summary

Capital Funds Financing Program Program (CFFP) Loan Funds

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

HA Name		Capital Funds Project Number		FFY of Approval	
QUINCY HOUSING AUTHORITY		CFFP Financing Proceeds		2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement/Revision Number # 1 <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ended June 30, 2009 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original Revision #	Revised (2)	Obligated	Expended
1	Total Non-CFF Funds				
2	1406 Operations (May not exceed 20% of line 20 for PHAs with 250 or more Units)	\$0	\$0	\$0	\$0
3	1408 Management Improvements (May not exceed 20% of line 20)	\$0	\$0	\$0	\$0
4	1410 Administration (May not exceed 10% of line 20)	\$0	\$0	\$0	\$0
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$344,047	\$306,930	\$306,930	\$306,930
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$159,489	\$64,811	\$64,811	\$64,811
10	1460 Dwelling Structures	\$2,774,742	\$2,943,037	\$2,943,037	\$2,943,014
11	1465.1 Dwelling Equipment - Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$12,727	\$11,228	\$11,228	\$11,228
13	1475 Nondwelling Equipment	\$0	\$0	\$0	\$0
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Mod Used for Development Activities	\$0	\$0	\$0	\$0
19a	1501 Collateralization / Debt Service (Capitalized Interest & Liquidity Acct Deposit)	\$301,061	\$301,061	\$301,061	\$301,061
19b	1502 Contingency (may not exceed 8% of line 20)	\$35,000	\$0	\$0	\$0
20	Amount of CFFP Proceeds (Sum of lines 2 - 19)	\$3,627,066.00	\$3,627,066.00	\$3,627,066.00	\$3,627,043.85
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				
(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.		(2) To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date  8/14/09		Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages

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

Capital Funds Program: Proposed Loan Funds

OMB Approval 2577-0157 (Exp. 9/31/2008)

Development Number / Name HA - Wide Disasters/Emergencies	General Description of Major Work Categories <input checked="" type="checkbox"/> Revised Annual Statement/Revision Number # 1	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Wide	<u>1406 Operations</u>	1406		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1408 Management Improvements</u>	1408		\$0.00	\$0.00	\$0.00	\$0.00	
MA02000001 PHA Wide	<u>1410 Administration</u>	1410		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1411 Audits</u>	1411		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1415 Liquidated Damages</u>	1415		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1430 Fees and Cost</u>	1430						
	Clerk of Works			\$157,500.00	\$120,382.50	\$120,382.50	\$120,382.50	
	Proportionate Share of Costs of Issuance			\$186,547.00	\$186,547.00	\$186,547.00	\$186,547.00	
	Total 1430			\$344,047.00	\$306,929.50	\$306,929.50	\$306,929.50	
PHA Wide	<u>1440 SITE ACQUISITION</u>	1440		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1490 REPLACEMENT RESERVE</u>	1490		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1499 MOD USED FOR DEVELOPMENT</u>	1499		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	<u>1501 COLLATERALIZATION/DEBT SERV.</u>	1501						
	Capitalized Interest			\$0.00	\$0.00	\$0.00	\$0.00	
	Liquidity Account Deposit			\$301,061.00	\$301,061.00	\$301,061.00	\$301,061.00	
	Total 1501			\$301,061.00	\$301,061.00	\$301,061.00	\$301,061.00	
	SUBTOTAL			\$645,108.00	\$607,990.50	\$607,990.50	\$607,990.50	

All work is being performed with Force Account labor.

**Annual Statement /
Performance and Evaluation Report**

Part II: Supporting Pages

Capital Funds Program: Proposed Loan Funds

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

OMB Approval 2577-0157 (Exp. 9/31/2008)

Development Number / Name HA - Wide Disasters/Emergencies	General Description of Major Work Categories [X] Revised Annual Statement/Revision Number # 1	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
20-1	Riverview Family Housing -- 24 Buildings							
	1450 Site Improvements	1450						
	Building Perimeter Finish Grading, Lawns, Planting			\$57,796.00	\$64,810.62	\$64,810.62	\$64,810.62	includes site prep for siding
	Paved Areas, Walks-Parking			\$101,693.00	\$0.00	\$0.00	\$0.00	
	Total 1450			\$159,489.00	\$64,810.62	\$64,810.62	\$64,810.62	
	1460 Dwelling Structure	1460						
	Remove and Dispose of Existing Siding			\$72,576.00	\$118,753.30	\$118,753.30	\$86,425.15	
	Remove and Dispose of Existing Roofing			\$72,576.00	\$72,576.00	\$72,576.00	\$86,425.15	
	Repair or Replace Roof and Sidewall Sheathing			\$44,688.00	\$44,688.00	\$44,688.00	\$53,215.48	
	Roof, Drip, Ridge, Wrap, Insul			\$492,552.00	\$492,552.00	\$492,552.00	\$435,942.04	
	Repair or Repoint Chimneys			\$17,056.00	\$36,912.00	\$36,912.00	\$15,547.38	
	Repair or Replace Rotted Sills			\$20,216.00	\$25,360.00	\$25,360.00	\$18,226.23	
	Replace Exterior Doors as Needed			\$14,400.00	\$24,400.00	\$24,400.00	\$17,147.85	
	Install New Siding			\$1,277,033.73	\$1,364,151.23	\$1,364,151.23	\$1,320,720.59	
	Bend and Install Metal Trim Coverage			\$749,164.00	\$749,164.00	\$749,164.00	\$892,121.40	
	Install Cable and Utility Cabinet			\$14,480.00	\$14,480.00	\$14,480.00	\$17,243.11	
	Total 1460			\$2,774,741.73	\$2,943,036.53	\$2,943,036.53	\$2,943,014.38	
	1465 Dwelling Equipment	1465		\$0.00	\$0.00	\$0.00	\$0.00	
	1470 Non-Dwelling Structures	1470						
	Office and Storage Trailers			\$12,727.27	\$11,228.35	\$11,228.35	\$11,228.35	
	Total 1470			\$12,727.27	\$11,228.35	\$11,228.35	\$11,228.35	
	1475 Non-Dwelling Equipment	1475		\$0.00	\$0.00	\$0.00	\$0.00	
	1485 DEMOLITION COSTS	1485		\$0.00	\$0.00	\$0.00	\$0.00	
	1495 RELOCATION COST	1495		\$0.00	\$0.00	\$0.00	\$0.00	
	1502 CONTINGENCY	1502		\$35,000.00	\$0.00	\$0.00	\$0.00	
	Total Cost for Riverview Family Housing			\$3,627,066.00	\$3,627,066.00	\$3,627,066.00	\$3,627,043.85	

All work is being performed with Force Account labor.

Annual Statement /
 Performance and Evaluation Report
 Part III: Implementation Schedule
 Capital Fund Program: Proposed Loan Funds

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

Development Number / Name [] Original Annual Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
HA-Wide MA02000001	07/01/07 07/01/07		N/A 01/12/06	07/01/10 07/01/10	1/12/2010	N/A	

To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date



8/14/09

Quincy Housing Authority

Resident Opportunity Self Sufficiency (ROSS) Public Housing Homeownership Program Administrative Plan

I. INTRODUCTION

In order to further the Quincy Housing Authority's ("QHA") goal of providing increased housing opportunities to low income families, the QHA will offer a Resident Opportunity (ROSS) Homeownership Program. The ROSS Homeownership Program will be available for up to fifty (50) Public Housing tenants. HUD regulations are subject to change and regulations as amended by HUD will govern where applicable. The Homeownership option is not available for units receiving Section 8 Project-Based assistance. The Homeownership Option is only available to families receiving Tenant Based assistance.

II. INITIAL ELIGIBILITY REQUIREMENTS

The Quincy Housing Authority emphasizes its strong support of the PHFSS Program and its equally strong support of those wishing to purchase homes through the ROSS Homeownership Program. The QHA will give preference to those participating in the Public Housing Family Self Sufficiency Program.

Federal Public Housing Family - Riverview Residents

1. The individual should have an interim or final goal of homeownership stated within the Contract/Individual Training and Services Plan.
2. The participant must be in compliance with their contract and have successfully met other interim goals.
3. The QHA's ROSS Homeownership Coordinator will make the determination as to whether the individual qualifies for the homeownership program under these criteria.

III. ELIGIBILITY REQUIREMENTS FOR PARTICIPANTS (24 CFR part 982.627)

Income:

1. At commencement of homeownership assistance, the participant must demonstrate that gross annual income is not less than federal minimum hourly wage x 2000 hours. Welfare assistance will not count when determining gross annual income, unless the individual is

an elderly or disabled person. Welfare assistance is defined by HUD in 24 CFR part 5.603. This definition reads as follows: "Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments."

2. Based on the HUD ruling issued on October 18, 2002, that establishes a separate national standard for those individuals whom are disabled, the minimum income standard will be equal to the monthly Federal SSI benefits for an individual living alone (or paying for his/her share of food and housing costs) multiplied by twelve.

Employment Requirements:

1. The family must demonstrate that one or more adult members of the family who will own the home at the commencement of homeownership assistance is currently employed for not less than an average of 30 hours per week, and has been continuously so employed during the year before commencement of homeownership assistance for the family. A resident who is employed in a position which has seasonal or periodic slowdowns or layoffs shall not be precluded from participation in the program because of a layoff or reduction in hours to less than 30 hours per week provided that on an annualized basis the resident meets the required time and income limits. A preference for participation in the QHA's ROSS Homeownership Program will be provided to families who have been continuously employed (for an average of 30 hours a week) for over two (2) years.
2. Self-employment in a business shall be considered employment if the family is operating a legal business and has reported income from said business to the QHA and the IRS at prior recertifications and on tax returns.

Minimum Down Payment Requirements:

1. The participant must have at least three (3) percent of the purchase price at the time a home is selected to apply as a down payment on a home in the ROSS Homeownership Program and (1) percent of this money must come from the family's personal resources.
2. The QHA will give preference for participation in the ROSS Homeownership Program to those participants who have a five (5) percent downpayment. Again, at least one (1) percent must come from personal resources.
3. The participant will also be responsible for the payment of the closing costs or settlement costs that are customarily incurred upon the sale of a property. Closing costs include title insurance fees, escrow fees, attorney costs and other necessary fees associated with the purchase of a home.
4. To maximize the potential success of the participants and the program, the matching funds will be awarded on a per case basis up to \$5,000.00 per participant subject to the recommendation from the ROSS Homeownership Coordinator and Administrator of Support Services and approval from the Executive Director.

Good Standing:

1. The individual must be in good standing with the QHA, meaning that the tenant has paid rent on time over the preceding 12 month period, and has not violated any lease provisions or family obligations.

Homebuyer:

1. To qualify as a “homebuyer” the assisted family may not include any person who owns a “present ownership interest” in a residence of any family member during the three years before the commencement of homeownership assistance for the family.
2. A ROSS Homeownership Participant determined ineligible for participation in the ROSS Homeownership Program may request an informal hearing in accordance with the Public Housing Plan.

IV. ELIGIBLE UNITS (24 CFR part 982.628)

1. Only a single family dwelling, or single unit in a cooperative or condominium is eligible for purchase under the ROSS Homeownership Program.
2. A home may be purchased under the homeownership option, if at the time the QHA determines that the family is eligible to purchase the home, the home is either under construction or already existing.

V. PHA REQUIREMENTS FOR FAMILY SEARCH AND PURCHASE (24 CFR part 982.629)

1. Participants will be provided with a period of 180 days to select the home, secure financing and purchase the property.
2. Any extension beyond 180 days will be made at the discretion of the Director Support Services, based upon the recommendation of the ROSS Homeownership Coordinator.

VI. HOMEOWNERSHIP COUNSELING (24 CFR part 982.630)

1. participants must successfully complete homebuyer counseling, which is performed by Neighborhood Housing Services and/or Quincy Community Action Program or other similar organizations approved by QHA and provide written verification of such successful completion to the QHA.

2. The QHA has entered into a Memorandum of Understanding with the Neighborhood Housing Services and Quincy Community Action Programs regarding the provision of said counseling services.
3. To maximize the potential success of the participants and the program, the matching funds will be awarded on a per case basis up to \$5,000.00 per participant subject to the recommendation from the ROSS Homeownership Coordinator and Administrator of Support Services and approval from the Executive Director.
4. The QHA shall give preference to up to ten participants each year who are Successful graduates of the QHA Public Housing Homeownership Program. The definition of Successful graduate” is defined in the Public Housing Homeownership Program Administrative Plan.

VII. HOME INSPECTIONS, CONTRACT OF SALES, AND PHA DISAPPROVAL OF SELLER (24 CFR part 982.631)

Inspections:

1. When a home is selected, the participant must have two inspections performed. The first inspection is to be performed by the QHA or its designee to determine that the home meets HUD’s Housing Quality Standards. The contract of sale shall also provide for a pre-purchase inspection by a licensed independent inspector. This inspection is to be paid for by the participant and the inspector must prepare a full inspection report. A copy of the independent inspection report must be given to the QHA.
2. Although not required by regulation, the Quincy Housing Authority will conduct annual inspections of homes purchased through the homeownership program to insure that housing quality standards continue to be met.

Contract of Sale:

1. The contract of sale must contain a seller certification that the seller is not debarred, suspended or subject to a limited denial of participation
2. The Purchase and Sale Agreement is subject to the approval of the QHA

The QHA will encourage families to obtain a fixed year mortgage for a 20, 30 or 40 year term.

VIII. FINANCING PURCHASE OF HOME; AFFORDABILITY OF PURCHASE
(24 CFR part 982.632)

1. The participant must supply the QHA with the specific financing terms and all other monthly expenses associated with the home (i.e. credit report, prequalification letter, taxes, water and sewer, insurance, repairs [can be based on inspection report] and maintenance costs).
2. The QHA will review this information, taking into consideration any other monthly costs of the family such as unreimbursed medical, child care or other costs.
3. The QHA will then determine if the purchase is “affordable” to the family. Generally, a purchase will not be approved if the Section 8 subsidy plus 40% of the family’s adjusted monthly income will not cover the costs associated with the home.
4. The QHA will also consider whether it is feasible that the family will be able to continually afford the purchase over the life of the mortgage.
5. The QHA’s decision as to affordability will be given to the family in writing. The family may request, in writing, an informal review with the ROSS Homeownership Coordinator or her designee to review this decision.
6. If a family is approved for a variable rate mortgage or a balloon financing, the QHA will generally not approve such arrangements. However, upon request of the family, the QHA will review the financing arrangement with the family and retains the authority to approve balloon financing or variable rate note in extenuating circumstances.
7. Seller financed arrangements will not be approved, unless the seller is a non-profit. Financing for purchase of a home under the ROSS Homeownership Program will be provided, insured or guaranteed by the state or federal government, comply with secondary mortgage market underwriting requirements, or comply with generally accepted private sector underwriting standards.

IX. HOMEOWNER OBLIGATIONS (24 CFR part 982.633)

Before housing assistance begins the family and QHA must execute a statement of homeowner obligations. The family must comply with the following obligations:

1. To the extent required by the QHA, the family must attend and complete ongoing homeownership and housing counseling.
2. The participant must comply with the terms of any mortgage securing debt incurred to purchase the home (or any refinancing of such debt).
3. The family may grant the mortgage on the home for debt incurred to finance purchase of the home or any refinancing of such debt.

4. The family must disclose and verify social security numbers (as provided by part 5, subpart B) and must sign and submit consent forms for obtaining information in accordance with said part.
5. Any information supplied by the family must be true and complete.
6. The family must comply with the obligations of a participant family described in 982.551., however the following provisions do not apply under the homeownership option: 982.551(c), (d), (e), (f), (g), and (j).
7. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs. The members of the family may not engage in drug-related criminal activity, or violent criminal activity. An assisted family, or members of the family, may not receive Section 8 Tenant-Based assistance while receiving another housing subsidy for the same unit or a different unit, under any duplicative federal, State or local housing assistance program.

Except for elderly or disabled families, the maximum term of Homeownership assistance is 15 years (if a Leased Housing voucher is obtained). If during the course of Homeownership Assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable.

Quincy Housing Authority

Section 8 Housing Choice Voucher Homeownership Program Administrative Plan Amendment

I. INTRODUCTION

In order to further the Quincy Housing Authority's ("QHA") goal of providing increased housing opportunities to low income families, the QHA will offer a Section 8 Homeownership Program. The Section 8 Homeownership Program will be limited to ten (10) new participants per year. HUD regulations are subject to change and regulations as amended by HUD will govern where applicable. The Homeownership option is not available for units receiving Section 8 Project-Based assistance. The Homeownership Option is only available to families receiving Tenant Based assistance.

II. INITIAL ELIGIBILITY REQUIREMENTS (24 CFR part 982.626)

The Quincy Housing Authority emphasizes its strong support of the FSS Program and its equally strong support of those wishing to purchase homes through the Section 8 Homeownership Program. However, the Quincy Housing Authority has concluded that in order to maximize the number of households who might take advantage of Section 8 Homeownership, that participation in the Section 8 Homeownership, that participation in the Section 8 Homeownership Program will be limited only to participants of the FSS Program as had been required previously.

Section 8 participant enrolled in the FSS Program:

1. The Family should have an interim or final goal of homeownership stated within the FSS Contract/Individual Training and Services Plan.
2. The family must be in compliance with their FSS contract and have successfully met other interim goals.
3. The QHA's FSS Coordinator will make the determination as to whether the family qualifies for the homeownership program under these criteria.

III. ELIGIBILITY REQUIREMENTS FOR FAMILIES (24 CFR part 982.627)

Income:

1. At commencement of homeownership assistance, the family must demonstrate that gross annual income is not less than federal minimum hourly wage x 2000 hours. Welfare assistance will not count when determining gross annual income, unless the family is an elderly or disabled family. Welfare assistance is defined by HUD in 24 CFR part 5.603. This definition reads as follows: "Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments."
2. Based on the HUD ruling issued on October 18, 2002, that establishes a separate national standard for those families whom are disabled, the minimum income standard will be equal to the monthly Federal SSI benefits for an individual living alone (or paying for his/her share of food and housing costs) multiplied by twelve.

Employment Requirements:

1. The family must demonstrate that one or more adult members of the family who will own the home at the commencement of homeownership assistance is currently employed for not less than an average of 30 hours per week, and has been continuously so employed during the year before commencement of homeownership assistance for the family. A preference for participation in the QHA's Section 8 Homeownership Program will be provided to families who have been continuously employed (for an average of 30 hours a week) for over two (2) years.
2. If there are interruptions in employment exceeding thirty (30) days this will be considered to break the "continuity of employment". Self-employment in a business shall be considered employment if the family is operating a legal business and has reported income from said business to the QHA and the IRS at prior recertifications and on tax returns.

Minimum Down Payment Requirements:

1. The family must have at least three (3) percent of the purchase price for participation in the Section 8 Homeownership Program and this money must come from the family's personal resources.
2. The QHA will give preference for participation in the Section 8 Homeownership Program to those FSS participants who have a five (5) percent downpayment. Again, at least three (3) percent must come from personal resources.
3. The participant will also be responsible for the payment of the closing costs or settlement costs that are customarily incurred upon the sale of a property. Closing costs include title

insurance fees, escrow fees, attorney costs and other necessary fees associated with the purchase of a home.

Good Standing:

1. The family must be in good standing with the QHA and their Section 8 landlord. In “good standing” means the tenant has paid rent on time over the preceding 12 month period, and has not violated any lease provisions or family obligations.
2. The family shall provide a statement from their landlord to document “good standing”.

1st time homebuyer:

1. The Section 8 Homeownership Program is only available to first time homebuyers. To qualify as a “first time homebuyer” the assisted family may not include any person who owns a “present ownership interest” in a residence of any family member during the three years before the commencement of homeownership assistance for the family.
2. Such interest includes ownership of title or of cooperative membership shares. 1st time homebuyer includes a single parent or displaced homemaker, who, while married, owned a home with his or her spouse, or resided in a home owned by his or her spouse.
3. An FSS Participant determined ineligible for participation in the Section 8 Homeownership Program may request an informal hearing in accordance with the Section 8 Administrative Plan.

VI. ELIGIBLE UNITS (24 CFR part 982.628)

1. Only a single family dwelling, or single unit in a cooperative or condominium is eligible for purchase under the Section 8 Homeownership Program.
2. The homeownership option is not available for units receiving Section 8 Project Based assistance.
3. The Homeownership Option is only available to families receiving Tenant Based assistance.
4. A home may be purchased under the homeownership option, if at the time the QHA determines that the family is eligible to purchase the home, the home is either under construction or already existing.

V. PHA REQUIREMENTS FOR FAMILY SEARCH AND PURCHASE (24 CFR part 982.629)

1. Families will be provided with a period of 180 days to select the home, secure financing and purchase the property.

2. Any extension beyond 180 days will be made at the sole discretion of the Director of Leased Housing, based upon the recommendation of the FSS Coordinator.

VI. HOMEOWNERSHIP COUNSELING (24 CFR part 982.630)

1. Families must successfully complete first time homebuyer counseling, which is performed by Neighborhood Housing Services and/or Quincy Community Action Program, and provide written verification of such successful completion to the QHA.
2. The QHA has entered into a Memorandum of Understanding with the Neighborhood Housing Services and Quincy Community Action Program regarding the provision of said counseling services.

VII. HOME INSPECTIONS, CONTRACT OF SALE, AND PHA DISAPPROVAL OF SELLER (24 CFR part 982.631)

Inspections:

1. When a home is selected, the family must have two inspections performed. One inspection is to be performed by the QHA or its designee to determine that the home meets HUD's Housing Quality Standards.
2. An inspection must also be performed by a licensed independent inspector. This inspection is to be paid for by the family and the inspector must prepare a full inspection report. A copy of the independent inspection report must be given to the QHA.
3. Although not required by regulation, the Quincy Housing Authority will conduct annual inspections of homes purchased through the homeownership program to insure that housing quality standards continue to be met.
4. A certificate of lead paint compliance must also be given to the QHA.

Contract of Sale:

1. The contract of sale must contain a seller certification that the seller is not debarred, suspended or subject to a limited denial of participation.
2. The contract of sale shall also provide for a pre-purchase inspection.

PHA disapproval of seller:

The QHA will encourage families to obtain a fixed year mortgage for a 20 or 30 year term.

1. If a family is approved for a variable rate mortgage or a balloon financing, the QHA will generally not approve such arrangements. However, upon request of the family,

the QHA will review the financing arrangement with the family and retains the authority to approve balloon financing or variable rate note in extenuating circumstances.

2. Seller financed arrangements will not be approved, unless the seller is a non-profit. Financing for purchase of a home under the Section 8 Homeownership Program will be provided, insured or guaranteed by the state or federal government, comply with secondary mortgage market underwriting requirements, or comply with generally accepted private sector underwriting standards.

VIII. FINANCING PURCHASE OF HOME; AFFORDABILITY OF PURCHASE

(24 CFR part 982.632)

1. The family must supply the QHA with the specific financing terms and all other monthly expenses associated with the home (i.e. taxes, water and sewer, insurance, repairs [can be based on inspection report] and maintenance costs).
2. The QHA will review this information, taking into consideration any other monthly costs of the family such as unreimbursed medical, child care or other costs.
3. The QHA will then determine if the purchase is “affordable” to the family. Generally, a purchase will not be approved if the Section 8 subsidy plus 40% of the family’s adjusted monthly income will not cover the costs associated with the home.
4. The QHA will also consider whether it is feasible that the family will be able to continually afford the purchase over the life of the mortgage.
5. The QHA’s decision as to affordability will be given to the family in writing. The family may request, in writing, an informal review with the Director of Leased Housing or her designee to review this decision.

IX. HOMEOWNER OBLIGATIONS (24 CFR part 982.633)

Before housing assistance begins the family and PHA must execute a statement of homeowner obligations. The family must comply with the following obligations:

1. To the extent required by the QHA, the family must attend and complete ongoing homeownership and housing counseling.
2. The family must comply with the terms of any mortgage securing debt incurred to purchase the home (or any refinancing of such debt).
3. So long as the family is receiving homeownership assistance, use and occupancy of the home is subject to 982.551(h) and (i) which read as follows:

(h) Use and occupancy of unit.

- (1) The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- (2) The composition of the assisted family residing in the unit must be approved by the QHA. The family must promptly inform the QHA of the birth, adoption or court-awarded custody of a child. The family must request QHA approval to add any other family members as an occupant of the unit. No other person (i.e. nobody but members of the assisted family) may reside in the unit (except for a foster child or live-in aide as provided in paragraph (h)(4) of this section).
- (3) The family must promptly notify the QHA if any family member no longer resides in the unit.
- (4) If the QHA has given approval, a foster child or a live-in-aide may reside in the unit. The QHA has the discretion to adopt reasonable policies concerning residence by a foster child or a live-in-aide and defining when QHA consent may be given or denied. Such policies are outlined in the Section 8 Administrative Plan.
- (5) Members of the household may engage in legal profitmaking activities in the unit, but only if such activities are incidental to primary use of the unit for residence by member of the family.
- (6) The family must not sublease or let the unit.
- (7) The family must not assign or transfer the home.

(i) Absence from unit.

- (1) The family must supply any information or certification requested by the QHA to verify that the family is living in the unit, or relating to family absence from the unit, including any QHA requested information or certification on the purposes of family absences. The family must cooperate with the QHA for this purpose.
 - (2) The family must promptly notify the QHA of absence from the unit.
4. The family may grant the mortgage on the home for debt incurred to finance purchase of the home or any refinancing of such debt.
 5. Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, so long as the home is solely occupied by the remaining family members in accordance with 982.551(h).

6. The family must supply required information to the PHA in accordance with 982.551(b) which reads as follows:

(b) Supplying required information:

- (1) The family must supply any information that the PHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR Part 5). "Information" includes any requested certification, release or other documentation.
 - (2) The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
 - (3) The family must disclose and verify social security numbers (as provided by part 5, subpart B) and must sign and submit consent forms for obtaining information in accordance with said part.
 - (4) Any information supplied by the family must be true and complete.
7. In addition to other required information, the family must supply any information as required by the PHA or HUD concerning:
 - a. Any mortgage or other debt incurred to purchase the home, and any refinancing of such debt (including information needed to determine whether the family has defaulted on the debt, and the nature of any such default), and information on any satisfaction or payment of the mortgage debt.
 - b. Any sale or other transfer of any interest in the home or
 - c. The family's homeownership expenses.
 8. The family must notify the PHA before the family moves out of the home.
 9. The family must notify the PHA if the family defaults on a mortgage securing any debt incurred to purchase the home.
 10. During the time the family receives homeownership assistance no family member may have any ownership interest in any other residential property.
 11. The family must comply with the obligations of a participant family described in 982.551., however the following provisions do not apply under the homeownership option: 982.551(c),(d),(e),(f),(g), and (j).
 12. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs. The members of the family may not engage in drug-

related criminal activity, or violent criminal activity. An assisted family, or members of the family, may not receive Section 8 Tenant-Based assistance while receiving another housing subsidy for the same unit for or a different unit, under any duplicative federal, State or local housing assistance program.

X. MAXIMUM TERM OF HOMEOWNERSHIP ASSISTANCE (24 CFR part 982.634)

Before the Housing Assistance begins, the Family and the QHA must execute a Statement of Homeownership Obligations. Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, the QHA may not continue homeownership assistance after the month when the family moves out.

Except for elderly or disabled families Section 8 Homeownership Assistance may only be paid for a maximum period of 15 years if the initial mortgage incurred to finance the home has a term of 20 years or longer. In all other cases, the maximum term of Homeownership assistance is 10 years. If during the course of Homeownership Assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive Section 8 Homeownership Assistance.)

XI. AMOUNT AND DISTRIBUTION OF MONTHLY HOMEOWNERSHIP ASSISTANCE PAYMENT (24 CFR part 982.635)

1. Federal regulations govern the calculation of Housing Assistance Payments (“HAP”), which are the funds paid on behalf of the family. Currently HAP is the lesser of Homeownership Expenses less TTP or the QHA’s Payment Standard less TTP. Under the QHA’s Section 8 Homeownership Program the HAP will be sent directly to the lender on behalf of the assisted family.
2. The PHA will annually reexamine the family income and composition and make appropriate adjustments to the amount of the monthly HAP.

XIII. AMOUNT AND DISTRIBUTION OF MONTHLY HOMEOWNERSHIP ASSISTANCE PAYMENT (24 CFR part 982.635)

A Homeownership Expense is a factor in determining affordability. In addition, it may be utilized to determine the amount of homeownership assistance to be paid by the QHA on behalf of the family.¹

Homeownership Expense includes the following costs:

¹ 24 C.F.R. 982.635 sets forth the amount of monthly homeownership payment. Generally, it is equal to the lesser of payment standard less total tenant payment (“TTP”) or monthly homeownership expense less TTP.

- Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
- Real estate taxes and public assessments on the home;
- Home Insurance;
- The QHA allowance for maintenance expenses: QHA will calculate \$50 per month toward maintenance costs.
- The QHA allowance for costs of major repairs and replacements: QHA will calculate \$100 per month toward the cost of major repairs and replacements:
- The QHA utility allowance for the home; and Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the QHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.

XII. PORTABILITY (24 CFR part 982.636)

The Housing Authority will either administer or work with a local Housing Authority if the family finds a home out of the local area.

1. A family may qualify to move and purchase a home outside of the QHA's jurisdiction with continued homeownership assistance if the receiving PHA is administering a voucher homeownership program and is accepting new homeownership families.
2. The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing for and the physical condition of the unit are acceptable

XIV. MOVE WITH CONTINUED TENANT-BASED ASSISTANCE: (24 CFR part 982.637)

Restriction on Moves:

Under the QHA's homeownership program families cannot move more than one time per year. The family may not move during the first year of homeownership. All initial rules will apply to a move such as required inspection and affordability restrictions.

XV. DENIAL OR TERMINATION OF ASSISTANCE FOR FAMILY (24 CFR part 982.638)

The family shall only be entitled to assistance in so far as HUD regulations and QHA policy allow. Any tenant may be terminated if the family is in violation of any homeownership obligations, family obligations, mortgage obligations, contract terms, or program requirements. Further, a tenant shall not be eligible for assistance if they are determined overincome, or otherwise ineligible based on program guidelines.

XVI. ADMINISTRATIVE FEES (24 CFR part 982.639)

The QHA shall be paid the administrative fee described in 24 CFR 982.152 (b) for each month that homeownership assistance is paid by the QHA on behalf of the participant family.

XVII. APPLICABILITY OF OTHER REQUIREMENTS (24 CFR part 982.641)

Transitional Supportive Services:

The QHA shall provide transitional supportive services through the FSS program.

XIV. RECAPTURE

PHAs shall recapture a percentage of homeownership assistance defined in HUD regulations upon the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 Homeownership Assistance are not subject to recapture. A family may refinance to take advantage of lower interest rates or better mortgage terms without a recapture penalty. Only those proceeds realized upon refinancing that are retained by the family are subject to the Program Recapture provision. The family is required to enter into a recapture agreement.

RECAPTURE OF ASSISTANCE HAS BEEN REMOVED WITH THE HUD OCTOBER 2002 FINAL RULE.

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

PHA Name:		Grant Type and Number		Federal FY of Grant:				
Quincy Housing Authority		Capital Fund Program Grant No MA06P020501-09 Replacement Housing Factor Grant No:		2009				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Management Consultants	1408						AMP Distribution to be determined as expended
	20-1 Riverview	"	1	\$10,000	\$1,000	\$0	\$0	
	20-2 Pagnano Towers	"	1	\$6,000	\$1,000	\$0	\$0	
	20-4 O'Brien Towers	"	1	\$6,000	\$1,000	\$0	\$0	
	20-6 Drohan Apartments	"	1	\$2,000	\$500	\$0	\$0	
	Software Upgrade/Maintenance							
	20-1 Riverview	"	1	\$1,000	\$1,000	\$0	\$0	
	20-2 Pagnano Towers	"	1	\$1,000	\$1,000	\$0	\$0	
	20-4 O'Brien Towers	"	1	\$1,000	\$1,000	\$0	\$0	
	20-6 Drohan Apartments	"	1	\$500	\$500	\$0	\$0	
	Resident Training Program			\$47,000	\$25,000			
	20-1 Riverview	"	1			\$0	\$0	
	20-2 Pagnano Towers	"	1			\$0	\$0	
	20-4 O'Brien Towers	"	1			\$0	\$0	
	20-6 Drohan Apartments	"	1			\$0	\$0	
	IT Services							
	20-1 Riverview	"	1	\$1,000	\$1,000	\$0	\$0	
	20-2 Pagnano Towers	"	1	\$1,000	\$1,000	\$0	\$0	
	20-4 O'Brien Towers	"	1	\$1,000	\$1,000	\$0	\$0	
	20-6 Drohan Apartments	"	1	\$500	\$500	\$0	\$0	
			Total 1408	\$78,000.00	\$35,500.00	\$0.00	\$0.00	
HA-Wide Operations		1406		\$0.00	\$0.00	\$0.00	\$0.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410	1	\$115,355.00	\$115,355.00	\$0.00	\$0.00	
			Amp 4		\$7,109.71	\$0.00	\$0.00	
HA-Wide	Collateralization of Debt Service	1501	1	\$290,352.00	\$290,352.00	\$0.00	\$0.00	
HA-Wide Fees and Costs	A/E Services max 7%	1430						
	20-1 Riverview	"	1	\$20,000.00	\$20,000.00	\$0.00	\$0.00	
	20-2 Pagnano Towers	"	1	\$17,250.00	\$20,000.00	\$0.00	\$0.00	
	20-4 O'Brien Towers	"	1	\$17,250.00	\$20,000.00	\$0.00	\$0.00	
	20-6 Drohan Apartments	"	1	\$5,000.00	\$10,000.00	\$0.00	\$0.00	
"	Relocation expenses	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

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

PHA Name:		Grant Type and Number		Federal FY of Grant:					
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-09 Replacement Housing Factor Grant No:		2009					
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MA02000001 Riverview	Site: Landscape/Site Improvements	1450	1	\$75,000.00	\$85,000.00	\$0.00	\$0.00	Step Up	
			Total Site:	\$75,000.00	\$85,000.00	\$0.00	\$0.00		
	Mechanical and Electrical: Heating System Replacement Basement Drainage		1 1	\$ 50,000.00 \$50,000.00	\$32,034.00 \$50,000.00	\$0.00	\$0.00	Step Up/Force Account	
			Total M&E:	\$100,000.00	\$82,034.00	\$0.00	\$0.00		
	Building Exterior: Replace Exterior Siding	"	45	\$100,000.00	\$238,800.00	\$0.00	\$0.00	Force Account	
			Total B.E.:	\$100,000.00	\$238,800.00	\$0.00	\$0.00		
	Dwelling Units: 504 Compliance Kitchens		1460	1	\$1,000.00 \$88,245.00	\$1,000.00 \$21,000.00	\$0.00 \$0.00	\$0.00 \$0.00	Force Account
			Total DUs:	\$88,245.00	\$21,000.00	\$0.00	\$0.00		
	Dwelling Equipment: None		1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	Interior Common Areas: None		1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00		
	Site-Wide Facilities: Alternative Energy Products		1470	1	\$5,000.00	\$2,000.00	\$0.00	\$0.00	
			Total SWFs:	\$5,000.00	\$2,000.00	\$0.00	\$0.00		
	Nondwelling Equipment: Computer Hardware Force Account Tools Step Up Tools Force Account Vehicle (Repairs)		1475	1 1 1 1	\$1,000.00 \$3,000.00 \$1,500.00 \$4,000.00	\$1,000.00 \$0.00 \$1,000.00 \$1,000.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	
		Total NDE:	\$9,500.00	\$3,000.00	\$0.00	\$0.00			
Total, Riverview			Project Total:	\$377,745.00	\$431,834.00	\$0.00	\$0.00		

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

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

PHA Name:		Grant Type and Number		Federal FY of Grant:				
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-09 Replacement Housing Factor Grant No:		2009				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA02000002 Pagnano Towers	Site: Site Improvement	1450	1	\$10,000.00	\$9,000.00	\$0.00	\$0.00	Step Up
			Total Site:	\$10,000.00	\$9,000.00	\$0.00	\$0.00	
	Mechanical and Electrical: Security System Upgrades	1460	1	\$1,000.00	\$1,000.00	\$0.00	\$0.00	
				Total M&E:	\$1,000.00	\$1,000.00	\$0.00	\$0.00
	Building Exterior: Window and/or Patio Doors	1460	25	\$10,000.00	\$5,000.00	\$0.00	\$0.00	
			Total B.E.:	\$10,000.00	\$5,000.00	\$0.00	\$0.00	
	Dwelling Units: Reasonable Accommodations 504 Compliance Asbestos Remediation	1460	35	\$1,000.00 \$2,000.00 \$20,000.00	\$1,000.00 \$1,000.00 \$10,500.00	\$0.00	\$0.00	
			Total DUs:	\$23,000.00	\$12,500.00	\$0.00	\$0.00	FA - Finish Work
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Maintenance Equipment	1475		\$2,000.00	\$1,000.00	\$0.00	\$0.00	0
		Total NDE:	\$2,000.00	\$1,000.00	\$0.00	\$0.00		
Total, Pagnano			Project Total:	\$46,000.00	\$28,500.00	\$0.00	\$0.00	

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²To be completed for the Performance and Evaluation Report.

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

PHA Name:		Grant Type and Number			Federal FY of Grant:				
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-09 Replacement Housing Factor Grant No:			2009				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MA02000004 O'Brien Towers	Site: Landscaping/Site Improvement	1450		\$30,000.00	\$43,000.00	\$0.00	\$0.00	Step Up	
			Total Site:	\$30,000.00	\$43,000.00	\$0.00	\$0.00		
	Mechanical and Electrical: Security System Upgrades	"	1	\$1,500.00	\$1,500.00	\$0.00	\$0.00		
				Total M&E:	\$1,500.00	\$1,500.00	\$0.00	\$0.00	
	Building Exterior: Windows/Patio Door/Exterior	1460	17	\$40,000.00	\$98,911.00	\$0.00	\$0.00	Force Account	
			Total B.E.:	\$40,000.00	\$98,911.00	\$0.00	\$0.00		
	Dwelling Units: Selective Floor Replacement Reasonable Accommodations 504 Compliance Asbestos Remediation	1460	20	\$6,000.00	\$4,000.00	\$0.00	\$0.00		
					\$2,000.00	\$2,000.00	\$0.00	\$0.00	
					\$2,000.00	\$2,000.00	\$0.00	\$0.00	
				Total DUs:	\$45,000.00	\$24,500.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1			\$0.00	\$0.00	\$0.00	\$0.00	FA - Finish Work
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	Interior Common Areas: None	1470			\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470			\$0.00	\$0.00	\$0.00	\$0.00	
		Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Nondwelling Equipment: Maintenance Equipment	1475			\$2,000.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total, O'Brien		Project Total:		\$118,500.00	\$167,911.00	\$0.00	\$0.00		

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²To be completed for the Performance and Evaluation Report.

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-09 Replacement Housing Factor Grant No:			2009			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA0200006 Drohan Apartments	Site: Landscaping/Site Improvements	1450		\$10,000.00	\$10,000.00	\$0.00	\$0.00	Step Up
			Total Site:	\$10,000.00	\$0.00	\$0.00	\$0.00	
	Mechanical and Electrical: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Unit Floors	1460		\$30,000.00	\$7,000.00	\$0.00	\$0.00	
	Reasonable Accommodations			\$1,000.00	\$1,000.00	\$0.00	\$0.00	
	504 Compliance			\$1,000.00	\$1,000.00	\$0.00	\$0.00	
	Common Area Floors			\$25,000.00	\$5,000.00	\$0.00	\$0.00	
			Total DUs:	\$57,000.00	\$14,000.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00		
		Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00		
Nondwelling Equipment: Maintenance Equipment	1475		\$1,000.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$1,000.00	\$0.00	\$0.00	\$0.00		
Total, Drohan		Project Total:	\$68,000.00	\$14,000.00	\$0.00	\$0.00		

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

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

PHA Name:		Grant Type and Number					Federal FY of Grant:
Quincy Housing Authority		Capital Fund Program Grant No.: MA06P020501-09 Replacement Housing Factor Grant No:					2009
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide Management Improvements	09/01/11			09/01/13			
HA Wide Administration	09/01/11			09/01/13			
HA-Wide Fees & Costs	09/01/11			09/01/13			
HA-Wide Nonroutine vacancy prep.							
" Nonroutine PM repairs							
" Appliances							
" Vehicle replacement							
" Demolition (specify location[s])							
MA 20-01 Riverview	09/01/11			09/01/13			
MA 20-02 Pagnano Towers	09/01/11			09/01/13			
MA 20-04 O'Brien Towers	09/01/11			09/01/13			
MA 20-06 Drohan Apartments	09/01/11			09/01/13			
HA Wide Non Dwelling	09/01/11			09/01/13			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Quincy Housing Authority								<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: 1		
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		Comments
	2009 Statement	FFY Grant: 2010	FFY Grant: 2011	FFY Grant: 2012	FFY Grant: 2013	FFY Grant: 2013	FFY Grant: 2013	FFY Grant: 2013		
HA Wide Management Improvements (1408)	See	\$49,000	\$49,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	AMP to be determined
HA Wide Dwelling Units (1460)		\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	AMP to be determined
HA Wide Administration (1410)		\$115,355	\$115,355	\$115,355	\$115,355	\$115,355	\$115,355	\$115,355	\$115,355	
HA Wide Non-Dwelling Equipment (1475)		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	AMP to be determined
MA 20-1 Mgmt Improvements (1408)	Annual Statement	\$7,000	\$7,000	\$7,000	\$7,000	\$6,000	\$6,000	\$5,000	\$5,000	
MA 20-1 Architects/Engineers (1430)		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	
MA 20-1 Site Improvement (1450)		\$80,000	\$80,000	\$80,000	\$80,000	\$60,641	\$60,641	\$65,000	\$65,000	Step Up
MA 20-1 Dwelling Structures (1460)		\$265,000	\$265,000	\$215,604	\$215,604	\$145,804	\$145,804	\$170,000	\$170,000	
MA 20-1 Site Wide Facility (1470)		\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	
MA 20-1 Non-Dwelling Equipment (1475)		\$3,500	\$3,500	\$4,500	\$4,500	\$3,500	\$3,500	\$4,500	\$4,500	
MA 20-2 Mgmt Improvements (1408)		\$7,000	\$7,000	\$8,000	\$8,000	\$7,000	\$7,000	\$8,000	\$8,000	Step Up
MA 20-2 Architects/Engineers (1430)		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
MA 20-2 Site Improvement (1450)		\$17,250	\$17,250	\$15,641	\$15,641	\$17,500	\$17,500	\$17,500	\$17,500	
MA 20-2 Dwelling Structures (1460)		\$51,995	\$51,995	\$67,000	\$67,000	\$70,000	\$70,000	\$90,000	\$90,000	
MA 20-2 Non-Dwelling Equipment (1475)	\$1,000	\$1,000	\$0	\$0	\$1,000	\$1,000	\$0	\$0		
MA 20-4 Mgmt Improvements (1408)	Annual Statement	\$7,000	\$7,000	\$8,000	\$8,000	\$7,000	\$7,000	\$8,000	\$8,000	Step Up
MA 20-4 Architects/Engineers (1430)		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
MA 20-4 Site Improvement (1450)		\$27,500	\$27,500	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
MA 20-4 Dwelling Structures (1460)		\$110,000	\$110,000	\$142,000	\$142,000	\$247,000	\$247,000	\$205,204	\$205,204	
MA 20-4 Non-Dwelling Equipment (1475)		\$1,000	\$1,000	\$0	\$0	\$1,000	\$1,000	\$0	\$0	
MA 20-6 Mgmt Improvements (1408)		\$2,250	\$2,250	\$2,500	\$2,500	\$2,250	\$2,250	\$2,500	\$2,500	Step Up
MA 20-6 Architects/Engineers (1430)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
MA 20-6 Site Improvement (1450)	\$8,000	\$8,000	\$10,250	\$10,250	\$5,000	\$5,000	\$4,141	\$4,141		
MA 20-6 Dwelling Structures (1460)	\$25,500	\$25,500	\$23,500	\$23,500	\$11,500	\$11,500	\$7,000	\$7,000		
MA 20-6 Non-Dwelling Equipment (1475)	\$250	\$250	\$0	\$250	\$250	\$250	\$0	\$0		
HA Wide Debt Service		\$290,458	\$290,458	\$289,458	\$289,458	\$288,258	\$288,258	\$286,858	\$286,858	
TOTAL		\$1,153,558	\$1,153,558	\$1,153,308	\$1,153,558	\$1,153,558	\$1,153,558	\$1,153,558	\$1,153,558	

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

Activities for Year 1 2009	Activities for Year 4 FFY Grant: 2012 PHA FY:			Activities for Year 5 FFY Grant: 2013 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	HA-Wide Physical Improvements	HA-WIDE Site: None	\$0	HA-Wide Physical Improvements	HA-WIDE Site: None	\$0
		Total Site:	\$0		Total Site:	\$0
		ON-DEMAND Mech. and Electrical: None	\$0		ON-DEMAND Mech. and Electrical: None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		ON-DEMAND Building Exterior: None	\$0		ON-DEMAND Building Exterior: None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		ON-DEMAND Dwelling Units: Reasonable Accommodations	\$4,500		ON-DEMAND Dwelling Units: Reasonable Accommodations	\$4,500
		1460			1460	
		1460	\$5,000		1460	\$5,000
		504 Compliance			504 Compliance	
		Total DUs:	\$9,500		Total DUs:	\$9,500
		HA-WIDE Dwelling Equipment: None	\$0		HA-WIDE Dwelling Equipment: None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		HA-WIDE Interior Common Areas: None	\$0		HA-WIDE Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		HA-WIDE Site-Wide Facilities: None	\$0		HA-WIDE Site-Wide Facilities: None	\$0
	Total SWFs:	\$0	Total SWFs:	\$0		
HA-WIDE Nondwelling Equipment: Maintenance Equipment Replacement	\$5,000	HA-WIDE Nondwelling Equipment: Maintenance Equipment Replacement	\$5,000			
1475		1475				
Total NDE:	\$5,000	Total NDE:	\$5,000			
	Total CFP Estimated Cost	\$14,500		Total CFP Estimated Cost	\$14,500	

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

Activities for Year 1 2009	Activities for Year 2 FFY Grant: 2010 PHA FY:			Activities for Year 3 FFY Grant: 2011 PHA FY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	20-1 Riverview			20-1 Riverview			
	1450	Site: Site Improvement (Step Up)	\$80,000	1450	Site: Site Improvements (Step Up)	\$80,000	
		Total Site:	\$80,000		Total Site:	\$80,000	
	1460	Mechanical and Electrical: Electrical Service Upgrade Plumbing Upgrades	\$65,000 \$0	1460 "	Mechanical and Electrical: Electrical Service Upgrade Plumbing Upgrades	\$25,000 \$70,000	
		Total M&E:	\$65,000		Total M&E:	\$95,000	
	1460	Building Exterior: Roofs/DUA (Force Account)	\$100,000		Building Exterior: None	\$0	
		Total B.E.:	\$100,000		Total B.E.:	\$0	
		Dwelling Units: Kitchen Modernization	\$100,000		Dwelling Units: Kitchen Modernization	\$120,604	
		Total DUs:	\$100,000		Total DUs:	\$120,604	
		Dwelling Equipment: None	\$0		Dwelling Equipment: None	\$0	
		Total D.E.:	\$0		Total D.E.:	\$0	
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0	
		Total ICAs:	\$0		Total ICAs:	\$0	
		Site-Wide Facilities: Alternative Energy Projects	\$10,000		Site-Wide Facilities: None	\$0	
		Total SWFs:	\$10,000		Total SWFs:	\$0	
	1475 " "	Nondwelling Equipment: Computer Hardware Step Up Tools Force Account Vehicle	\$0 \$1,500 \$2,000		Nondwelling Equipment: Computer Hardware Step Up Tools Force Account Vehicle	\$1,000 \$1,500 \$2,000	
		Total NDE:	\$3,500		Total NDE:	\$4,500	
		Total CFP Estimated Cost		\$358,500	Total CFP Estimated Cost		\$300,104

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

Activities for Year 1 2009	Activities for Year 4 FFY Grant: 2012 PHA FY:			Activities for Year 5 FFY Grant: 2013 PHA FY:				
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost		
See Annual Statement	20-1 Riverview	Site: Site Improvements (Step Up)	\$60,641	20-1 Riverview	Site: Site Improvements (Step Up)	\$65,000		
		Total Site:	\$60,641		Total Site:	\$65,000		
		Mechanical and Electrical: Electrical Service Upgrade	\$20,000		1460 " 1460	Mechanical and Electrical: Electrical Service Upgrade	\$20,000	
		Plumbing Upgrades	\$35,804			Plumbing Upgrades	\$50,000	
		Total M&E:	\$55,804			Total M&E:	\$70,000	
		Building Exterior: None	\$0			Building Exterior: None	\$0	
		Total B.E.:	\$0			Total B.E.:	\$0	
		Dwelling Units: Kitchen Modernization	\$90,000			Dwelling Units: Kitchen Modernization	\$100,000	
		Total DUs:	\$90,000			Total DUs:	\$100,000	
		Dwelling Equipment: None	\$0			Dwelling Equipment: None	\$0	
		Total D.E.:	\$0			Total D.E.:	\$0	
		Interior Common Areas: None	\$0			Interior Common Areas: None	\$0	
		Total ICAs:	\$0			Total ICAs:	\$0	
		Site-Wide Facilities: None	\$0			Site-Wide Facilities: None	\$0	
		Total SWFs:	\$0			Total SWFs:	\$0	
		Nondwelling Equipment: Computer Hardware	\$0			Nondwelling Equipment: Computer Hardware	\$1,000	
		1475 Step up Tools	\$1,500			1475 Step Up Tools	\$1,500	
		1475 Force Account Vehicle (Repairs)	\$2,000			1475	\$2,000	
		Total NDE:	\$3,500			Total NDE:	\$4,500	
			Total CFP Estimated Cost			\$209,945	Total CFP Estimated Cost	\$239,500

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

Activities for Year 1 2009	Activities for Year 2 FFY Grant: 2010 PHA FY:			Activities for Year 3 FFY Grant: 2011 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	20-2 Pagnano Towers			20-2 Pagnano Towers		
	1450	Site: Site Improvement (Step Up)	\$17,250	1450	Site: Site Improvement (Step Up)	\$15,641
		Total Site:	\$17,250		Total Site:	\$15,641
	1460	Mechanical and Electrical: Security System Upgrade	\$2,000	1460	Mechanical and Electrical: Security System Upgrade	\$2,000
		Total M&E:	\$2,000		Total M&E:	\$2,000
	1460	Building Exterior: Windows/Exterior (possible F/A)	\$29,995	1460	Building Exterior: Windows/Exterior	\$40,000
		Total B.E.:	\$29,995		Total B.E.:	\$40,000
	1460	Dwelling Units: Asbestos Remediation	\$20,000	1460	Dwelling Units: Asbestos Remediation	\$25,000
		Total DUs:	\$20,000		Total DUs:	\$25,000
		Dwelling Equipment: None	\$0		Dwelling Equipment: None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		Nondwelling Equipment: Computer Hardware	\$1,000		Nondwelling Equipment: None	\$0
	Total NDE:	\$1,000		Total NDE:	\$0	
	Total CFP Estimated Cost		\$70,245	Total CFP Estimated Cost		\$82,641

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

Activities for Year 1 2009	Activities for Year 4 FFY Grant: 2012 PHA FY:			Activities for Year 5 FFY Grant: 2013 PHA FY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	20-2 Pagnano Towers			20-2 Pagnano Towers			
	1450	Site: Site Improvements (Step Up)	\$17,500	1450	Site: Site Improvements (Step Up)	\$17,500	
		Total Site:	\$17,500		Total Site:	\$17,500	
		Mechanical and Electrical: Security System Upgrades	\$2,000	1460	Mechanical and Electrical: Security System Upgrades	\$2,000	
		Total M&E:	\$2,000		Total M&E:	\$2,000	
		Building Exterior: None	\$0		Building Exterior: Roof Survey	\$18,000	
		Total B.E.:	\$0		Total B.E.:	\$18,000	
		Dwelling Units: Asbestos Remediation	\$20,000	1460	Dwelling Units: Asbestos Remediation	\$20,000	
		Apartment Reconfiguration	\$48,000		Apartment Reconfiguration	\$50,000	
		Total DUs:	\$68,000		Total DUs:	\$70,000	
		Dwelling Equipment: None	\$0		Dwelling Equipment: None	\$0	
		Total D.E.:	\$0		Total D.E.:	\$0	
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0	
		Total ICAs:	\$0		Total ICAs:	\$0	
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0	
		Total SWFs:	\$0		Total SWFs:	\$0	
		Nondwelling Equipment: Computer Hardware	\$1,000		Nondwelling Equipment: None	\$0	
		Total NDE:	\$1,000		Total NDE:	\$0	
		Total CFP Estimated Cost		\$88,500	Total CFP Estimated Cost		\$107,500

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

Activities for Year 1 2009	Activities for Year 2 FFY Grant: 2010 PHA FY:			Activities for Year 3 FFY Grant: 2011 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	20-4 O'Brien Towers			20-4 O'Brien Towers		
	1450	Site: Site Improvement (Step Up)	\$27,500	1450	Site: Site Improvement (Step Up)	\$30,000
		Total Site:	\$27,500		Total Site:	\$30,000
	1460	Mechanical and Electrical: Security System Upgrades	\$2,000	1460	Mechanical and Electrical: Security System Upgrades	\$2,000
		Total M&E:	\$2,000		Total M&E:	\$2,000
	1460	Building Exterior: Windows/Exterior	\$60,000	1460	Building Exterior: Windows/Exterior	\$70,000
		Total B.E.:	\$60,000		Roof Survey	\$20,000
					Total B.E.:	\$90,000
	1460	Dwelling Units: Asbestos Remediation	\$38,000	1460	Dwelling Units: Asbestos Remediation	\$40,000
		Selective Floor Replacement (FA)	\$10,000	1460	Selective Floor Replacement	\$10,000
		Total DUs:	\$48,000		Total DUs:	\$50,000
		Dwelling Equipment: None	\$0		Dwelling Equipment: None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
1475	Nondwelling Equipment: Computer Hardware	\$1,000	1475	Nondwelling Equipment: None	\$0	
	Total NDE:	\$1,000		Total NDE:	\$0	
	Total CFP Estimated Cost	\$138,500		Total CFP Estimated Cost	\$172,000	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages---Work Activities

Activities for Year 1	Activities for Year 4 FFY Grant: 2012 PHA FY:			Activities for Year 5 FFY Grant: 2013 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
2009 See Annual Statement	20-4 O'Brien Towers			20-4 O'Brien Towers		
	1450	Site: Site Improvements (Step Up)	\$30,000	1450	Site: Site Improvements (Step Up)	\$30,000
		Total Site:	\$30,000		Total Site:	\$30,000
	1460	Mechanical and Electrical: Security System Upgrade	\$2,000	1460	Mechanical and Electrical: Security System Upgrade	\$2,000
		Total M&E:	\$2,000		Total M&E:	\$2,000
	1460	Building Exterior: Windows/Exterior	\$50,000	1460	Building Exterior: Windows/Exterior	\$7,204
	1460	Roof Replacement	\$145,000	1460	Roof Replacement	\$146,000
		Total B.E.:	\$195,000		Total B.E.:	\$153,204
	1460	Dwelling Units: Asbestos Remediation	\$40,000	1460	Dwelling Units: Asbestos Remediation	\$40,000
		Selective Floor Replacement	\$10,000		Selective Floor Replacement	\$10,000
		Total DUs:	\$50,000		Total DUs:	\$50,000
		Dwelling Equipment: None	\$0		Dwelling Equipment: None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		Nondwelling Equipment: Computer Hardware	\$1,000		Nondwelling Equipment: None	\$0
		Total NDE:	\$1,000		Total NDE:	\$0
		Total CFP Estimated Cost	\$278,000		Total CFP Estimated Cost	\$235,204

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages---Work Activities

Activities for Year 1	Activities for Year 2 FFY Grant: 2010 PHA FY:			Activities for Year 3 FFY Grant: 2011 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
2009 See Annual Statement	20-6 Drohan Apartments			20-6 Drohan Apartments		
	1450	Site: Site Improvements (Step Up)	\$8,000	1450	Site: Site Improvement (Step Up)	\$7,500
		Total Site:	\$8,000		Total Site:	\$7,500
	1460	Mechanical and Electrical: Security System Upgrades	\$1,500	1460	Mechanical and Electrical: Security System Upgrades	\$1,500
		Total M&E:	\$1,500		Total M&E:	\$1,500
		Building Exterior: None	\$0		Building Exterior: Roof Survey	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
	1460	Dwelling Units: Closet Doors/Shelving	\$24,000	1460	Dwelling Units: Closet Doors/Shelving	\$20,000
		Total DUs:	\$24,000		Total DUs:	\$20,000
		Dwelling Equipment: None	\$0		Dwelling Equipment: None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities: None	\$0	1475	Site-Wide Facilities: Computer Hardware	\$250
		Total SWFs:	\$0		Total SWFs:	\$250
	1475	Nondwelling Equipment: Computer Hardware	\$250		Nondwelling Equipment: None	\$0
		Total NDE:	\$250		Total NDE:	\$0
	Total CFP Estimated Cost	\$33,750		Total CFP Estimated Cost	\$29,250	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages---Work Activities

Activities for Year 1	Activities for Year 4 FFY Grant: 2012 PHA FY:			Activities for Year 5 FFY Grant: 2013 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
2009	20-6 Drohan Apartments			20-6 Drohan Apartments		
	1450	Site: Site Improvement (Step Up)	\$5,000	1450	Site: Site Improvements	\$4,141
		Total Site:	\$5,000		Total Site:	\$4,141
	1460	Mechanical and Electrical: Security System Upgrade	\$1,500	1460	Mechanical and Electrical: Security System Upgrade	\$1,500
		Total M&E:	\$1,500		Total M&E:	\$1,500
	1460	Building Exterior: Roof Survey	\$10,000	1460	Building Exterior: Roof Repair	\$6,000
		Total B.E.:	\$10,000		Total B.E.:	\$6,000
		Dwelling Units: None	\$0		Dwelling Units: None	\$0
		Total DUs:	\$0		Total DUs:	\$0
		Dwelling Equipment: None	\$0		Dwelling Equipment: None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		Interior Common Areas: None	\$0		Interior Common Areas: None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		Site-Wide Facilities: None	\$0		Site-Wide Facilities: None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
1475	Nondwelling Equipment: Computer Hardware	\$250		Nondwelling Equipment: None	\$0	
	Total NDE:	\$250		Total NDE:	\$0	
	Total CFP Estimated Cost	\$16,750		Total CFP Estimated Cost	\$11,641	

Part I: Summary						
PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No. MA06S02050109 Date of CFFP: _____			Replacement Housing Factor Grant No: FFY of Grant: <u>2009</u> FFY of Grant Approval: <u>2009</u>	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 7/31/09 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 20) ³	\$0.00	\$0.00	\$0.00	\$0.00	
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00	
4	1410 Administration (may not exceed 10% of line 20)	\$0.00	\$0.00	\$0.00	\$0.00	
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00	
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00	
7	1430 Fees and Costs	\$70,000.00	\$70,000.00	\$35,000.00	\$0.00	
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	
9	1450 Site Improvement	\$249,676.00	\$249,676.00	\$0.00	\$0.00	
10	1460 Dwelling Structures	\$1,045,500.00	\$1,080,500.00	\$280,000.00	\$278,997.90	
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00	
12	1470 Non-dwelling Structures	\$95,000.00	\$60,000.00	\$0.00	\$0.00	
13	1475 Non-dwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00	
15	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00	
16	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00	
17	1499 Development Activities ⁴	\$0.00	\$0.00	\$0.00	\$0.00	
18a	1501 Collateralization or Debt Service paid by the PHA	\$0.00	\$0.00	\$0.00	\$0.00	
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	\$0.00	\$0.00	\$0.00	\$0.00	
19	1502 Contingency (may not exceed 8% of line 20)	\$0.00	\$0.00	\$0.00	\$0.00	
20	Amount of Annual Grant: (sum of lines 2 -- 19)	\$1,460,176.00	\$1,460,176.00	\$315,000.00	\$278,997.90	
21	Amount of line 20 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00	
22	Amount of line 20 Related to Section 504 Activities	\$0.00	\$0.00	\$0.00	\$0.00	
23	Amount of line 20 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00	
24	Amount of line 20 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00	
25	Amount of line 20 Related to Energy Conservation Measures	\$1,045,500.00	\$828,500.00	\$0.00	\$0.00	
Signature of Executive Director		Date	Signature of Public Housing Director		Date	

¹ To be completed for the Performance and Evaluation Report

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No. MA06S02050109 CFFP (Yes/No): No Replacement Housing Factor Grant No:			Federal FY of Grant: 2009			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA-Wide Mgmt. Improvmts	1) Item 1 2) Item 2 3) Item 3	1408 " "		\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	
			Total 1408	\$0.00	\$0.00	\$0.00	\$0.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan or Prog. Mgmt. fees	1410		\$0.00	\$0.00	\$0.00	\$0.00	
HA-Wide Fees and Costs	A & E services @ 7% of the annual grant amount, based on actual scope of design work	1430	A/E	\$0.00	\$0.00	\$0.00	\$0.00	
			Amp 1	\$0.00	\$15,000.00	\$15,000.00	\$0.00	
			Amp 2	\$0.00	\$20,000.00	\$20,000.00	\$0.00	
			Amp 4	\$0.00	\$0.00	\$0.00	\$0.00	
			Amp 6	\$0.00	\$0.00	\$0.00	\$0.00	
			Clerk					
			Amp 1	\$35,000.00	\$0.00	\$0.00	\$0.00	
			Amp 2	\$35,000.00	\$15,000.00	\$0.00	\$0.00	
			Amp 4	\$0.00	\$20,000.00	\$0.00	\$0.00	
			Amp 6	\$0.00	\$0.00	\$0.00	\$0.00	

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06S02050109 CFFP (Yes/No): No Replacement Housing Factor Grant No:			2009			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
MA02000001 Riverview	Site: Walkways	1450		\$161,352.00	\$161,352.00	\$0.00	\$0.00	Step Up
			Total Site:	\$161,352.00	\$161,352.00	\$0.00	\$0.00	
	Mechanical and Electrical: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	Force Account
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: Exterior Shell Repair/Replacement	1460		\$0.00	\$280,000.00	\$280,000.00	\$278,997.90	
			Total B.E.:	\$0.00	\$280,000.00	\$280,000.00	\$278,997.90	
	Dwelling Units: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
		Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00		
Nondwelling Equipment: None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
Total, Riverview			Project Total:	\$161,352.00	\$441,352.00	\$280,000.00	\$278,997.90	

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06S02050109 CFFP (Yes/No): No Replacement Housing Factor Grant No:			2009			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
MA0200002 Pagnano Towers	Site: None	1450		\$0.00	\$0.00	\$0.00	\$0.00	Force Account
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Mechanical and Electrical: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Windows and/or Balcony Doors	1460		\$475,500.00	\$360,500.00	\$0.00	\$0.00	
			Total DUs:	\$475,500.00	\$360,500.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
Nondwelling Equipment: None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
Total, Pagnano Towers		Project Total:		\$475,500.00	\$360,500.00	\$0.00	\$0.00	

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name:		Grant Type and Number				Federal FY of Grant:		
Quincy Housing Authority		Capital Fund Program Grant No. MA06S02050109 CFFP (Yes/No): No Replacement Housing Factor Grant No:				2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
MA02000004 O'Brien Towers	Site: None	1450		\$0.00	\$0.00	\$0.00	\$0.00	Force Account
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Mechanical and Electrical: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: Windows and/or Balcony Doors	1460		\$570,000.00	\$440,000.00	\$0.00	\$0.00	
			Total B.E.:	\$570,000.00	\$440,000.00	\$0.00	\$0.00	
	Dwelling Units: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: Entrance Doors	1470		\$95,000.00	\$60,000.00	\$0.00	\$0.00	
			Total SWFs:	\$95,000.00	\$60,000.00	\$0.00	\$0.00	
Nondwelling Equipment: None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
Total, O'Brien Towers		Project Total:	\$665,000.00	\$500,000.00	\$0.00	\$0.00		

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Quincy Housing Authority		Capital Fund Program Grant No. MA06S02050109 CFFP (Yes/No): No Replacement Housing Factor Grant No:				2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
MA0200006 Drohan Apartments	Site: Paving	1450		\$88,324.00	\$88,324.00	\$0.00	\$0.00	
			Total Site:	\$88,324.00	\$88,324.00	\$0.00	\$0.00	
	Mechanical and Electrical: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
Nondwelling Equipment: None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
Total, Drohan			Project Total:	\$88,324.00	\$88,324.00	\$0.00	\$0.00	

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Quincy Housing Authority					Federal FY of Grant: 2009
Development Number Name/PHA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
MA02000001 Riverview	03/17/10		03/17/12		
MA02000002 Pagnano Towers	03/17/10		03/17/12		
MA02000004 O'Brien Towers	03/17/10		03/17/12		
MA02000006 Drohan Apartments	03/17/10		03/17/12		

¹Obligation and expenditure end date can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No. MA06P020501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Management Consultants	1408						
	20-1 Riverview	"	1	\$10,000	\$1,000	\$0	\$0	
	20-2 Pagnano Towers	"	1	\$6,000	\$500	\$0	\$0	
	20-4 O'Brien Towers	"	1	\$6,000	\$750	\$0	\$0	
	20-6 Drohan Apartments	"	1	\$2,000	\$250	\$0	\$0	
	Software Upgrade/Maintenance							
	20-1 Riverview	"	1	\$1,000	\$500	\$0	\$0	
	20-2 Pagnano Towers	"	1	\$1,000	\$300	\$0	\$0	
	20-4 O'Brien Towers	"	1	\$1,000	\$500	\$0	\$0	
	20-6 Drohan Apartments	"	1	\$500	\$200	\$0	\$0	
	Resident Training Program			\$47,000	\$5,000			
	20-1 Riverview	"	1			\$0	\$0	AMP Distribution to be determined as expended
	20-2 Pagnano Towers	"	1			\$0	\$0	
	20-4 O'Brien Towers	"	1			\$0	\$0	
	20-6 Drohan Apartments	"	1			\$0	\$0	
	IT Services							
	20-1 Riverview	"	1	\$1,000	\$500	\$0	\$0	
	20-2 Pagnano Towers	"	1	\$1,000	\$300	\$0	\$0	
	20-4 O'Brien Towers	"	1	\$1,000	\$500	\$0	\$0	
	20-6 Drohan Apartments	"	1	\$500	\$200	\$0	\$0	
ROSS Coordinator	"	1	\$15,000	\$15,000	\$0	\$0		
			Total 1408	\$93,000.00	\$25,500.00	\$0.00	\$0.00	
HA-Wide Operations		1406		\$0.00	\$0.00	\$0.00	\$0.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410		\$115,355.00	\$115,355.00			
			Amp 1		\$31,815.94	\$31,815.94	\$0.00	
			Amp 2		\$27,727.86	\$27,727.86	\$0.00	
			Amp 4		\$48,701.49	\$48,701.49	\$0.00	
			Amp 6		\$7,109.71	\$7,109.71	\$0.00	
HA-Wide Debt Service	Collateralization of Debt Service	1501	1	\$290,352.00	\$290,352.00	\$72,676.00	\$72,676.00	
HA-Wide Fees and Costs	A/E Services max 7%	1430						
	20-1 Riverview	"	1	\$25,000.00	\$25,000.00	\$20,000.00	\$0.00	
	20-2 Pagnano Towers	"	1	\$15,000.00	\$20,000.00	\$15,000.00	\$0.00	
	20-4 O'Brien Towers	"	1	\$15,000.00	\$20,000.00	\$15,000.00	\$0.00	
	20-6 Drohan Apartments	"	1	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No. MA06P020501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MA 20-1 Riverview	Site: Landscape/Site Improvements	1450	1	\$75,000.00	\$75,000.00	\$75,000.00	\$24,345.58	Step Up	
			Total Site:	\$75,000.00	\$75,000.00	\$75,000.00	\$24,345.58		
	Mechanical and Electrical: Basement Drainage		1	\$20,000.00	\$10,000.00	\$10,000.00	\$0.00	Step Up/Force Account	
			Total M&E:	\$20,000.00	\$10,000.00	\$10,000.00	\$0.00		
	Building Exterior: Replace Exterior Siding	"	45	\$125,000.00	\$344,200.00	\$344,200.00	\$344,200.00	Force Account	
			Total B.E.:	\$125,000.00	\$344,200.00	\$344,200.00	\$344,200.00		
	Dwelling Units: None		1460	\$0.00	\$0.00	\$0.00	\$0.00		
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00		
	Dwelling Equipment: None		1465.1	\$0.00	\$0.00	\$0.00	\$0.00		
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	Interior Common Areas: None		1470	\$0.00	\$0.00	\$0.00	\$0.00		
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00		
	Site-Wide Facilities: Alternative Energy Products		1470	1	\$5,000.00	\$2,000.00	\$0.00	\$0.00	
			Total SWFs:	\$5,000.00	\$2,000.00	\$0.00	\$0.00		
	Nondwelling Equipment: Computer Hardware Maintenance Equipment Force Account Tools Step Up Tools Force Account Vehicle (Repairs)		1475	1 1 1 1 1	\$1,000.00 \$3,000.00 \$1,500.00 \$4,000.00	\$1,000.00 \$2,000.00 \$1,500.00 \$3,000.00	\$0.00 \$0.00 \$1,500.00 \$3,000.00	\$0.00 \$629.00 \$0.00 (\$388.32) \$0.00	
			Total NDE:	\$9,500.00	\$7,500.00	\$3,000.00	\$0.00		
	Total, Riverview		Project Total:		\$234,500.00	\$438,700.00	\$432,200.00	\$368,545.58	

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No. MA06P020501-08 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-2 Pagnano Towers	Site: Site Improvement	1450	1	\$15,000.00	\$10,000.00	\$10,000.00	\$3,186.75	Step Up
			Total Site:	\$15,000.00	\$10,000.00	\$10,000.00	\$3,186.75	
	Mechanical and Electrical: Security System Upgrades	1460	1	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
			Total M&E:	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
	Building Exterior: Windows/Exterior	1460	25	\$40,000.00	\$10,000.00	\$0.00	\$0.00	Force Account
			Total B.E.:	\$40,000.00	\$10,000.00	\$0.00	\$0.00	
	Dwelling Units: Asbestos Remediation	1460	35	\$45,000.00	\$30,000.00	\$0.00	\$0.00	FA - Finish Work
			Total DUs:	\$45,000.00	\$30,000.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	0
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: None	1475		\$0.00	\$0.00	\$0.00	\$0.00	
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
Total, Pagnano			Project Total:	\$102,000.00	\$52,000.00	\$10,000.00	\$3,186.75	

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No. MA06P020501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-4 O'Brien Towers	Site: Landscaping/Site Improvement	1450		\$46,851.00	\$26,851.00	\$26,851.00	\$2,124.50	Step Up
			Total Site:	\$46,851.00	\$26,851.00	\$26,851.00	\$2,124.50	
	Mechanical and Electrical: Security System Upgrades	"	1	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
			Total M&E:	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
	Building Exterior: Windows/Patio Door/Exterior	1460	17	\$80,000.00	\$45,800.00	\$0.00	\$22,741.39	Force Account
			Total B.E.:	\$80,000.00	\$45,800.00	\$0.00	\$22,741.39	
	Dwelling Units: Selective Floor Replacement Asbestos Remediation	1460	20 26	\$9,000.00 \$40,000.00	\$5,000.00 \$43,000.00	\$0.00 \$2,000.00	\$0.00 \$0.00	Force Account FA - Finish Work
			Total DUs:	\$49,000.00	\$48,000.00	\$2,000.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: None	1475		\$0.00	\$0.00	\$0.00	\$0.00	
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
Total, O'Brien			Project Total:	\$177,851.00	\$122,651.00	\$28,851.00	\$24,865.89	

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-08 Replacement Housing Factor Grant No:			2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-6 Drohan Apartments	Site: Landscaping/Site Improvements	1450		\$10,000.00	\$7,000.00	\$7,000.00	\$4,957.15	Step Up
			Total Site:	\$10,000.00	\$7,000.00	\$7,000.00	\$4,957.15	
	Mechanical and Electrical: Electrical System Upgrades	1460	1	\$19,500.00	\$1,000.00	\$0.00	\$0.00	
	Security System Upgrades		1	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
			Total M&E:	\$21,500.00	\$3,000.00	\$0.00	\$0.00	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Unit Flooring	1460		\$0.00	\$5,000.00	\$0.00	\$0.00	
	Closet Doors/Shelving			\$35,000.00	\$5,000.00	\$0.00	\$0.00	
			Total DUs:	\$35,000.00	\$10,000.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: Flooring	1470		\$0.00	\$5,000.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$5,000.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
		Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00		
Nondwelling Equipment: None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
Total, Drohan			Project Total:	\$66,500.00	\$25,000.00	\$7,000.00	\$4,957.15	

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No. MA06P020501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide	Site: None	1450		\$0.00	\$0.00	\$0.00	\$0.00	AMP to be determined AMP to be determined
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Mechanical and Electrical: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Reasonable Accommodations 504 Compliance	1460		\$4,000.00 \$5,000.00	\$4,000.00 \$5,000.00	\$0.00 \$0.00	\$0.00 \$0.00	
			Total DUs:	\$9,000.00	\$9,000.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Maint Equip Replacement	1475		\$5,000.00	\$5,000.00	\$0.00	\$0.00	
		Total NDE:	\$5,000.00	\$5,000.00	\$0.00	\$0.00		
Total,	0		Project Total:	\$14,000.00	\$14,000.00	\$0.00	\$0.00	

¹To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

²To be completed for the Performance and Evaluation Report.

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

PHA Name:		Grant Type and Number					Federal FY of Grant:
Quincy Housing Authority		Capital Fund Program Grant No.: MA06P020501-08 Replacement Housing Factor Grant No:					2008
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Revised Annual Statement
	Original	Revised	Actual	Original	Revised	Actual	Reasons for Revised Target Dates
HA-Wide Management Improvements	06/13/10	06/13/10		06/13/12	06/13/12		
HA Wide Administration	06/13/10	06/13/10		06/13/12	06/13/12		
HA-Wide Fees & Costs	06/13/10	06/13/10		09/26/02	06/13/12		
HA-Wide Nonroutine vacancy prep.				05/14/01			
" Nonroutine PM repairs				01/19/02			
" Appliances				09/06/00			
" Vehicle replacement							
" Demolition (specify location[s])				05/14/01			
MA 20-01 Riverview	06/13/10	06/13/10		10/26/00	06/13/12		
MA 20-02 Pagnano Towers	06/13/10	06/13/10		05/14/01	06/13/12		
MA 20-04 O'Brien Towers	06/13/10	06/13/10		07/18/00	06/13/12		
MA 20-06 Drohan Apartments	06/13/10	06/13/10		09/08/13	06/13/12		
HA Wide Non Dwelling	06/13/10	06/13/10		06/13/12	06/13/12		
				05/14/01			
				10/26/00			
				05/14/01			
				07/18/00			

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

PHA Name:		Grant Type and Number		Federal FY of Grant:					
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-07 Replacement Housing Factor Grant No:		2007					
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
HA-Wide Mgmt. Improvmnts	Management Consultants	1408						AMP Distribution to be determined	
	20-1 Riverview	"	1	\$5,000	\$0	\$0.00	\$0.00		
	20-2 Pagnano Towers	"	1	\$5,000	\$0	\$0.00	\$0.00		
	20-4 O'Brien Towers	"	1	\$5,000	\$0	\$0.00	\$0.00		
	20-6 Drohan Apartments	"	1	\$2,000	\$0	\$0.00	\$0.00		
	Software Upgrade/Maintenance	"							
	20-1 Riverview	"	1	\$1,000	\$0	\$0.00	\$0.00		
	20-2 Pagnano Towers	"	1	\$1,000	\$0	\$0.00	\$0.00		
	20-4 O'Brien Towers	"	1	\$1,500	\$0	\$0.00	\$0.00		
	20-6 Drohan Apartments	"	1	\$1,000	\$0	\$0.00	\$0.00		
	Resident Training Program	"		\$48,000	\$0				
	20-1 Riverview	"	1		\$14,683.56	\$14,683.56	\$14,683.56		
	20-2 Pagnano Towers	"	1		\$0	\$0.00	\$0.00		
	20-4 O'Brien Towers	"	1		\$0	\$0.00	\$0.00		
	20-6 Drohan Apartments	"	1		\$0	\$0.00	\$0.00		
	IT Services	"							
	20-1 Riverview	"	1		\$1,500	\$0	\$0.00		\$0.00
	20-2 Pagnano Towers	"	1		\$750	\$0	\$0.00		\$0.00
	20-4 O'Brien Towers	"	1		\$1,500	\$0	\$0.00		\$0.00
	20-6 Drohan Apartments	"	1		\$500	\$0	\$0.00		\$0.00
	ROSS Coordinator	"	1		\$15,000	\$0	\$0.00		\$0.00
	Staff Training	"			\$0	\$0	\$0.00		\$0.00
	Update Office/Comm Equipment	"			\$0	\$0	\$0.00		\$0.00
Capital Fund Planning	"			\$0	\$0	\$0.00	\$0.00		
Implement Preventative Maintenance	"		4	\$5,000	\$0	\$0.00	\$0.00		
LEP Consultant	"		4	\$5,000	\$0	\$0.00	\$0.00		
Employee Assistance Program	"			\$0	\$0	\$0.00	\$0.00		
			Total 1408	\$98,750.00	\$14,683.56	\$14,683.56	\$14,683.56		
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410	1	\$118,006.00		\$0.00	\$0.00		
			AMP 1		\$5,424.52	\$5,424.52	\$5,424.52		
			AMP 2		\$4,727.51	\$4,727.51	\$4,727.51		
			AMP 3		\$8,303.45	\$8,303.45	\$8,303.45		
			AMP 4		\$1,212.18	\$1,212.18	\$1,212.18		
HA-Wide Debt Service	Collateralization of Debt Service	1501	1	\$290,428.00	\$290,428.00	\$290,428.00	\$290,428.00		
HA-Wide Fees and Costs	A & E Services max 7%	1430				\$0.00	\$0.00		
	20-1 Riverview	"	1	\$25,000.00	\$25,000.00	\$25,000.00	\$28,200.00		
	20-2 Pagnano Towers	"	1	\$15,000.00	\$15,000.00	\$12,500.00	\$2,795.00		
	20-4 O'Brien Towers	"	1	\$15,000.00	\$15,000.00	\$12,500.00	\$4,429.40		
	20-6 Drohan Apartments	"	1	\$5,000.00	\$5,000.00	\$10,000.00	\$0.00		

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

PHA Name:		Grant Type and Number			Federal FY of Grant:				
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-07 Replacement Housing Factor Grant No:			2007				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MA 20-1 Riverview	Site: Boardwalk Playground Landscape/Site Improvements	1450	1	\$40,000.00	\$19,353.50	\$19,353.50	\$19,509.50	Force Account/Youth Build Step Up Step Up	
			1	\$28,134.00	\$46,880.50	\$46,880.50	\$47,262.20		
			1	\$75,000.00	\$87,000.00	\$87,000.00	\$107,742.38		
		Total Site:	\$143,134.00	\$153,234.00	\$153,234.00	\$174,514.08			
	Mechanical and Electrical: Heating System Replacement Basement Drainage	1460	43	\$0.00	\$0.00	\$0.00	\$0.00	ESCO Step Up/Force Account	
			2	\$70,000.00	\$169,000.00	\$169,000.00	\$182,737.07		
		Total M&E:	\$70,000.00	\$169,000.00	\$169,000.00	\$182,737.07			
	Building Exterior: Replace Exterior Siding	"	45		\$92,500.00	\$249,545.00	\$249,545.00	\$249,545.00	Force Account
				Total B.E.:	\$92,500.00	\$249,545.00	\$249,545.00	\$249,545.00	
	Dwelling Units: Kitchen Modernization (Prototype)	1460	1		\$50,000.00	\$18,443.00	\$18,443.00	\$9,955.33	Force Account
				Total DUs:	\$50,000.00	\$18,443.00	\$18,443.00	\$9,955.33	
	Dwelling Equipment: None	1465.1			\$0.00	\$0.00	\$0.00	\$0.00	
				Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470			\$0.00	\$0.00	\$0.00	\$0.00	
				Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470			\$0.00	\$0.00	\$0.00	\$0.00	
				Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Computer Hardware Force Account Tools Step Up Tools Force Account Vehicles (Repairs)	1475		1	\$0.00	\$0.00	\$0.00	\$0.00	
				1	\$3,000.00	\$1,000.00	\$1,000.00	\$1,503.66	
				1	\$1,500.00	\$1,500.00	\$1,500.00	\$753.37	
				3	\$4,000.00	\$2,500.00	\$2,500.00	\$2,451.19	
Total NDE:				\$8,500.00	\$5,000.00	\$5,000.00	\$4,708.22		
Total, Riverview				Project Total:	\$364,134.00	\$595,222.00	\$595,222.00	\$621,459.70	

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-07 Replacement Housing Factor Grant No:				2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-2 Pagnano Towers	Site: Site Improvement	1450	1	\$10,000.00	\$21,500.00	\$21,500.00	\$9,728.06	Step Up
			Total Site:	\$10,000.00	\$21,500.00	\$21,500.00	\$9,728.06	
	Mechanical and Electrical: Sprinkler System Repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Asbestos Removal	1460	10	\$17,500.00	\$2,000.00	\$2,000.00	\$2,778.10	
			Total DUs:	\$17,500.00	\$2,000.00	\$2,000.00	\$2,778.10	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: Community Room Renovations	1470	1	\$12,750.00	\$2,000.29	\$2,000.29	\$0.00	
			Total ICAs:	\$12,750.00	\$2,000.29	\$2,000.29	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
Nondwelling Equipment: Fire Alarm System Upgrade Computer Hardware	1475	1 1	\$150,000.00 \$1,000.00	\$117,566.49 \$0.00	\$117,566.49 \$0.00	\$135,955.73 \$0.00		
		Total NDE:	\$151,000.00	\$117,566.49	\$117,566.49	\$135,955.73		
Total, Pagnano		Project Total:	\$191,250.00	\$143,066.78	\$143,066.78	\$148,461.89		

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

PHA Name:		Grant Type and Number		Federal FY of Grant:				
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-07 Replacement Housing Factor Grant No:		2007				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-4 O'Brien Towers	Site: Landscaping/Site Improvement	1450	1	\$10,000.00	\$21,500.00	\$21,500.00	\$12,400.84	Step Up
			Total Site:	\$10,000.00	\$21,500.00	\$21,500.00	\$12,400.84	
	Mechanical and Electrical: None	"		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: Windows/Patio Doors/Exterior	1460	6	\$30,000.00	\$2,000.00	\$2,000.00	\$0.00	
			Total B.E.:	\$30,000.00	\$2,000.00	\$2,000.00	\$0.00	
	Dwelling Units: Asbestos Remediation	1460		\$0.00	\$20,000.00	\$20,000.00	\$17,533.32	
			Total DUs:	\$0.00	\$20,000.00	\$20,000.00	\$17,533.32	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
Nondwelling Equipment: Computer Hardware	1475	1	\$1,000.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$1,000.00	\$0.00	\$0.00	\$0.00		
Total, O'Brien			Project Total:	\$41,000.00	\$43,500.00	\$43,500.00	\$29,934.16	

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

PHA Name:		Grant Type and Number		Federal FY of Grant:				
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-07 Replacement Housing Factor Grant No:		2007				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-6 Drohan Apartments	Site: Landscaping/Site Improvements	1450	1	\$4,500.00	\$9,000.00	\$9,000.00	\$6,664.01	Step Up
			Total Site:	\$4,500.00	\$9,000.00	\$9,000.00	\$6,664.01	
	Mechanical and Electrical: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
		Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00		
Nondwelling Equipment: None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
Total, Drohan			Project Total:	\$4,500.00	\$9,000.00	\$9,000.00	\$6,664.01	

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

PHA Name:		Grant Type and Number		Federal FY of Grant:				
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-07 Replacement Housing Factor Grant No:		2007				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA Wide	Site: None	1450		\$0.00	\$0.00	\$0.00	\$0.00	AMP to be determined AMP to be determined
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Mechanical and Electrical: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Reasonable Accommodations 504 Compliance	1460		\$3,000.00 \$4,500.00	\$1,000.00 \$3,500.00	\$1,000.00 \$3,500.00	\$0.00 \$0.00	
			Total DUs:	\$7,500.00	\$4,500.00	\$4,500.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Maint Equip Replacement Force Account Tools Step Up Tools Force Account Vehicle Computer System Hardware	1475 " " "		\$4,500.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	
		Total NDE:	\$4,500.00	\$0.00	\$0.00	\$0.00		
Total,	0		Project Total:	\$12,000.00	\$4,500.00	\$4,500.00	\$0.00	

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No.: MA06P020501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide Management Improvements	09/12/09		04/30/09	09/12/11			
HA Wide Administration	09/12/09		04/30/09	09/12/11			
HA-Wide Fees & Costs	09/12/09		04/30/09	09/12/11			
HA-Wide Nonroutine vacancy prep.							
" Nonroutine PM repairs							
" Appliances							
" Vehicle replacement							
" Demolition (specify location[s])							
MA 20-01 Riverview	09/12/09		04/30/09	09/12/11			
MA 20-02 Pagnano Towers	09/12/09		04/30/09	09/12/11			
MA 20-04 O'Brien Towers	09/12/09		04/30/09	09/12/11			
MA 20-06 Drohan Apartments	09/12/09		04/30/09	09/12/11			
HA Wide Non Dwelling	09/12/09		04/30/09	09/12/11			

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

PHA Name:		Grant Type and Number			Federal FY of Grant:				
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-06 Replacement Housing Factor Grant No:			2006				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MA 20-1 Riverview	Site: Landscape/Site Improvements	1450	1	\$119,309.65	\$94,818.67	\$94,818.67	\$94,818.67	Step Up	
	Playground		1	\$13,000.00	\$52,440.81	\$52,440.81	\$52,440.81	Step Up	
	Boardwalk		1	\$40,000.00	\$59,100.88	\$59,100.88	\$59,100.88	Force Account/Youth Build	
		Total Site:			\$172,309.65	\$206,360.36	\$206,360.36	\$206,360.36	
	Mechanical and Electrical: Basement Drainage	1460	3	\$100,000.00	\$143,484.59	\$143,484.59	\$143,484.59	Step Up/Force Account	
			Total M&E:		\$100,000.00	\$143,484.59	\$143,484.59	\$143,484.59	
	Building Exterior: Handicap Ramp	1460	1	\$0.00	\$22,388.59	\$22,388.59	\$22,388.59	FA/Youth Build/Step Up	
	Replace Exterior Siding		45	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	FA/Youth Build/Step Up	
		Total B.E.:		\$50,000.00	\$72,388.59	\$72,388.59	\$72,388.59		
	Dwelling Units: Kitchen Modernization Prototvpe	1460		\$4,406.32	\$7,977.87	\$7,977.87	\$7,977.87	Force Account	
			Total DUs:		\$4,406.32	\$7,977.87	\$7,977.87	\$7,977.87	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00		
			Total D.E.:		\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00		
			Total ICAs:		\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00		
			Total SWFs:		\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Computer Hardware	1475	1	\$702.50	\$1,047.39	\$1,047.39	\$1,047.39		
	Force Account Vehicle (Repairs)			\$4,000.00	\$1,762.17	\$1,762.17	\$1,762.17		
	Force Account Tools			\$3,000.00	\$4,583.64	\$4,583.64	\$4,583.64		
Step Up Tools	\$1,500.00			\$26.61	\$26.61	\$26.61			
	Total NDE:				\$9,202.50	\$7,419.81	\$7,419.81	\$7,419.81	
Total, Riverview		Project Total:		\$335,918.47	\$437,631.22	\$437,631.22	\$437,631.22		

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

PHA Name:		Grant Type and Number		Federal FY of Grant:				
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-06 Replacement Housing Factor Grant No:		2006				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-2 Pagnano Towers	Site: Site Improvement	1450	1	\$8,000.00	\$4,918.43	\$4,918.43	\$4,918.43	Step Up
			Total Site:	\$8,000.00	\$4,918.43	\$4,918.43	\$4,918.43	
	Mechanical and Electrical: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: Reasonable Accommodation	1460		\$0.00	\$113.04	\$113.04	\$113.04	
			Total B.E.:	\$0.00	\$113.04	\$113.04	\$113.04	
	Dwelling Units: Asbestos Remediation	1460		\$0.00	\$30,888.07	\$30,888.07	\$30,888.07	
			Total DUs:	\$0.00	\$30,888.07	\$30,888.07	\$30,888.07	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Community Room A/C Computer Hardware Step Up Tools Exigent Elevator Repairs Fire System/Generator Upgrades	1475	1 1 1 2 1	\$0.00 \$608.67 \$0.00 \$19,721.00 \$237,666.52	\$3,462.24 \$608.67 \$23.19 \$12,467.06 \$194,706.91	\$3,462.24 \$608.67 \$23.19 \$12,467.06 \$194,706.91	\$3,462.24 \$608.67 \$23.19 \$12,467.06 \$194,706.91	
			Total NDE:	\$257,996.19	\$211,268.07	\$211,268.07	\$211,268.07	
	Total, Pagnano		Project Total:	\$265,996.19	\$247,187.61	\$247,187.61	\$247,187.61	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-06 Replacement Housing Factor Grant No:			2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-4 O'Brien Towers	Site: Landscaping/Site Improvement	1450	11	\$11,002.60	\$25,206.57	\$25,206.57	\$25,206.57	Step Up
			Total Site:	\$11,002.60	\$25,206.57	\$25,206.57	\$25,206.57	
	Mechanical and Electrical: None	"		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: Windows/Patio Doors/Exterior	1460	42	\$0.00	\$7,500.00	\$7,500.00	\$7,500.00	
			Total B.E.:	\$0.00	\$7,500.00	\$7,500.00	\$7,500.00	
	Dwelling Units: Reasonable Accommodation Asbestos	1460		\$0.00 \$0.00	\$198.52 \$24,307.17	\$198.52 \$24,307.17	\$198.52 \$24,307.17	
			Total DUs:	\$0.00	\$24,505.69	\$24,505.69	\$24,505.69	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
Nondwelling Equipment: Computer Hardware Step Up Tools	1475	1	\$1,068.97 \$0.00	\$1,068.97 \$40.73	\$1,068.97 \$40.73	\$1,068.97 \$40.73		
		Total NDE:	\$1,068.97	\$1,109.70	\$1,109.70	\$1,109.70		
Total, O'Brien			Project Total:	\$12,071.57	\$58,321.96	\$58,321.96	\$58,321.96	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-06 Replacement Housing Factor Grant No:			2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-6 Drohan Apartments	Site: Landscaping/Site Improvements	1450	1	\$6,275.80	\$8,466.31	\$8,466.31	\$8,466.31	Step Up
			Total Site:	\$6,275.80	\$8,466.31	\$8,466.31	\$8,466.31	
	Mechanical and Electrical: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Reasonable Accommodation	1460		\$0.00	\$28.96	\$28.96	\$28.96	
			Total DUs:	\$0.00	\$28.96	\$28.96	\$28.96	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Computer Hardware Step Up Tools	1475	1	\$155.97 \$0.00	\$155.97 \$5.94	\$155.97 \$5.94	\$155.97 \$5.94	
		Total NDE:	\$155.97	\$161.91	\$161.91	\$161.91		
Total, Drohan			Project Total:	\$6,431.77	\$8,657.18	\$8,657.18	\$8,657.18	

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

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

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

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

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

PHA Name: Quincy Housing Authority	Grant Type and Number Capital Fund Program Grant No. MA06P020501-05 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: 5)
 Performance and Evaluation Report for Period Ending: July 31, 2009
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$117,295.52	\$64,031.61	\$64,031.61	\$64,031.61
4	1410 Administration	\$119,423.00	\$119,423.00	\$119,423.00	\$119,423.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$75,000.00	\$61,558.56	\$61,558.56	\$61,558.56
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$213,853.93	\$227,171.69	\$227,171.69	\$227,171.69
10	1460 Dwelling Structures	\$397,723.08	\$430,015.87	\$430,015.87	\$430,015.87
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$120,528.47	\$141,623.27	\$141,623.27	\$141,623.27
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
19A	9000 Debt Service	\$150,413.00	\$150,413.00	\$150,413.00	\$150,413.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$1,194,237.00	\$1,194,237.00	\$1,194,237.00	\$1,194,237.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$29,063.65	\$29,063.65	\$29,063.65
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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Annual Statement /Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-05 Replacement Housing Factor Grant No:			2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Management Consultants	1408		\$10,350.95	\$0.00	\$0.00	\$0.00	
	Resident Training	"		\$95,835.50	\$0.00	\$0.00	\$0.00	
	Staff Training	"		\$1,728.00	\$0.00	\$0.00	\$0.00	
	Update Office/Comm Equipment	"		\$4,714.41	\$0.00	\$0.00	\$0.00	
	Employee Assistance Program	"		\$500.00	\$0.00	\$0.00	\$0.00	
	Resident Initiative (20-1 Riverview)	"		\$4,166.66	\$57,865.83	\$57,865.83	\$57,865.83	
	Mgmt Consultant (20-1 Riverview)	"		\$0.00	\$4,350.00	\$4,350.00	\$4,350.00	
	Emp Assistance (20-1 Riverview)	"		\$0.00	\$137.90	\$137.90	\$137.90	
	Mgmt Consultant (20-2 Pagnano)	"		\$0.00	\$373.70	\$373.70	\$373.70	
	Emp Assistance (20-2 Pagnano)	"		\$0.00	\$120.20	\$120.20	\$120.20	
	Mgmt Consultant (20-4 O'Brien)	"		\$0.00	\$846.31	\$846.31	\$846.31	
	Emp Assistance (20-4 O'Brien)	"		\$0.00	\$211.10	\$211.10	\$211.10	
	Mgmt Consultant (20-6 Drohan)	"		\$0.00	\$95.77	\$95.77	\$95.77	
	Emp Assistance (20-6 Drohan)	"		\$0.00	\$30.80	\$30.80	\$30.80	
			Total 1408	\$117,295.52	\$64,031.61	\$64,031.61	\$64,031.61	
HA-Wide Operations		1406		\$0.00	\$0.00	\$0.00	\$0.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410		\$119,423.00	\$119,423.00	\$119,423.00	\$119,423.00	
HA-Wide Fees and Costs	A & E services @ 7% of the annual grant amount, based on actual scope of design work	1430		\$75,000.00	\$0.00	\$0.00	\$0.00	
		1430	20-1 Riverview	\$54,707.51	\$58,583.56	\$58,583.56	\$58,583.56	
			20-2 Pagnano	\$8,000.00	\$985.32	\$985.32	\$985.32	
			20-4 O'Brien	\$8,000.00	\$1,737.10	\$1,737.10	\$1,737.10	
			20-6 Drohan	\$4,292.49	\$252.58	\$252.58	\$252.58	
			Amp 4		\$7,109.71	\$0.00	\$0.00	
HA-Wide	Collateralization of Debt Service	1501	1	\$290,352.00	\$290,352.00	\$0.00	\$0.00	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-05 Replacement Housing Factor Grant No:			2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-1 Riverview	Site: Boardwalk Landscape/Site Improvement:	1450		\$77.00 \$153,776.93	\$0.00 \$183,477.16	\$0.00 \$183,477.16	\$0.00 \$183,477.16	Force Account/Youth Build Step Up
			Total Site:	\$153,853.93	\$183,477.16	\$183,477.16	\$183,477.16	
	Mechanical and Electrical: Heating System Replacemen Basement Drainage	1460		\$44,242.73 \$99,165.69	\$63,168.73 \$109,529.35	\$63,168.73 \$109,529.35	\$63,168.73 \$109,529.35	ESCO Step Up/Force Account
			Total M&E:	\$143,408.42	\$172,698.08	\$172,698.08	\$172,698.08	
	Building Exterior: Replace Exterior Siding	1460		\$100,000.00	\$106,436.61	\$106,436.61	\$106,436.61	Force Account/Youth Build/Step Up
			Total B.E.:	\$100,000.00	\$106,436.61	\$106,436.61	\$106,436.61	
	Dwelling Units: Kitchen Prototypes	1460		\$0.00	\$0.00	\$0.00	\$0.00	Force Account
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Force Account Tools Step Up Tools Force Account Vehicle	1475		\$3,302.97 \$686.99 \$383.08	\$12,786.29 \$2,180.12 \$1,115.99	\$12,786.29 \$2,180.12 \$1,115.99	\$12,786.29 \$2,180.12 \$1,115.99	
		Total NDE:	\$4,373.04	\$16,082.40	\$16,082.40	\$16,082.40		
Total, Riverview			Project Total:	\$401,635.39	\$478,694.25	\$478,694.25	\$478,694.25	

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No. MA06P020501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original with Bond	Revised with Bond	Obligated	Expended	
MA 20-2 Pagnano Towers	Site: Site Improvemen	1450		\$20,000.00	\$11,321.07	\$11,321.07	\$11,321.07	Step Up
			Total Site:	\$20,000.00	\$11,321.07	\$11,321.07	\$11,321.07	
	Mechanical and Electrical: Safety & Security Gas Conversion	1460		\$0.00 \$0.00	\$9,553.03 \$0.00	\$9,553.03 \$0.00	\$9,553.03 \$0.00	ESCO
			Total M&E:	\$0.00	\$9,553.03	\$9,553.03	\$9,553.03	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Asbestos Remediator HVAC Upgrades	1460		\$42,500.77 \$0.00	\$6,799.20 \$0.00	\$6,799.20 \$0.00	\$6,799.20 \$0.00	Force Account (Finish Work) ESCO
			Total DUs:	\$42,500.77	\$6,799.20	\$6,799.20	\$6,799.20	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Elevator Repairs F/A Vehicle Repai Step Up Tools Fire Alarm Upgrad Community Room A/C	1475		\$41,617.00 \$0.00 \$0.00 \$0.00 \$51,623.10	\$36,485.26 \$972.75 \$157.00 \$34,029.16 \$51,623.10	\$36,485.26 \$972.75 \$157.00 \$34,029.16 \$51,623.10	\$36,485.26 \$972.75 \$157.00 \$34,029.16 \$51,623.10	ESCO
		Total NDE:	\$93,240.10	\$123,267.27	\$123,267.27	\$123,267.27		
Total, Pagnano		Project Total:	\$155,740.87	\$150,940.57	\$150,940.57	\$150,940.57		

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-05 Replacement Housing Factor Grant No:			2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original with Bond	Revised with Bond	Obligated	Expended	
MA 20-4 O'Brien Towers	Site: Landscaping/Site Improvemen	1450		\$20,000.00	\$10,944.24	\$10,944.24	\$10,944.24	Step Up
			Total Site:	\$20,000.00	\$10,944.24	\$10,944.24	\$10,944.24	
	Mechanical and Electrical: Safety & Security	1460		\$0.00	\$16,841.82	\$16,841.82	\$16,841.82	ESCO
	Gas Conversion	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$16,841.82	\$16,841.82	\$16,841.82	
	Building Exterior: Windows/Patio Doors	1460		\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	
			Total B.E.:	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	
	Dwelling Units: HVAC Upgrades	1460		\$0.00	\$0.00	\$0.00	\$0.00	ESCO
	Asbestos Remova			\$75,000.00	\$107,518.30	\$107,518.30	\$107,518.30	
			Total DUs:	\$75,000.00	\$107,518.30	\$107,518.30	\$107,518.30	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
		Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00		
Nondwelling Equipment: Elevator Repairs	1475		\$9,300.00	\$0.00	\$0.00	\$0.00		
F/A Vehicle Repai			\$0.00	\$1,708.38	\$1,708.38	\$1,708.38		
Step Up Tools			\$0.00	\$275.73	\$275.73	\$275.73		
		Total NDE:	\$9,300.00	\$1,984.11	\$1,984.11	\$1,984.11		
Total, O'Brien			Project Total:	\$111,800.00	\$144,788.47	\$144,788.47	\$144,788.47	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-05 Replacement Housing Factor Grant No:			2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original with Bond	Revised with Bond	Obligated	Expended	
MA 20-6 Drohan Apartments	Site: Landscaping/Site Improvement	1450		\$20,000.00	\$21,429.22	\$21,429.22	\$21,429.22	Step Up
			Total Site:	\$20,000.00	\$21,429.22	\$21,429.22	\$21,429.22	
	Mechanical and Electrical: Safety & Security	1460		\$0.00	\$2,668.83	\$2,668.83	\$2,668.83	
			Total M&E:	\$0.00	\$2,668.83	\$2,668.83	\$2,668.83	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Air Quality	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
		Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00		
Nondwelling Equipment: Boiler Replacemen F/A Vehicle Repair Step Up Tools	1475		\$0.00	\$0.00	\$0.00	\$0.00	ESCO	
			\$0.00	\$249.26	\$249.26	\$249.26		
			\$0.00	\$40.23	\$40.23	\$40.23		
			Total NDE:	\$0.00	\$289.49	\$289.49	\$289.49	
Total, Drohan			Project Total:	\$20,000.00	\$24,387.54	\$24,387.54	\$24,387.54	

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

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No. MA06P020501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original without Bond	Original with Bond	Obligated	Expended	
HA Wide	Site: None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	Mechanical and Electrical: Security Systems	1460		\$28,843.68	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$28,843.68	\$0.00	\$0.00	\$0.00	
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Reasonable Accommodation:	1460		\$470.21	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$470.21	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Maint Equip Replacemen Force Account Tools Step Up Tools Force Account Vehicle Computer System Hardwar	1475		\$0.00 \$8,490.71 \$749.55 \$4,375.07 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00
		Total NDE:	\$13,615.33	\$0.00	\$0.00	\$0.00	\$0.00	
Total,			Project Total:	\$42,929.22	\$0.00	\$0.00	\$0.00	

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

		Grant Type and Number			Federal FY of Grant:			
		Capital Fund Program Grant No.: MA06P020501-05			2005			
		Replacement Housing Factor Grant No:						
		All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
		Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	Management Improvements	08/18/07		07/31/07	08/18/09		06/10/09	
HA Wide	Administration	08/18/07		07/31/07	08/18/09		06/10/09	
HA-Wide	Fees & Costs	08/18/07		07/31/07	08/18/09		06/10/09	
0	0	08/18/07		07/31/07	08/18/09		06/10/09	
0	0	08/18/07		07/31/07	08/18/09		06/10/09	
0	0	08/18/07		07/31/07	08/18/09		06/10/09	
0	0	08/18/07		07/31/07	08/18/09		06/10/09	
0	0	08/18/07		07/31/07	08/18/09		06/10/09	
MA 20-01	Riverview	08/18/07		07/31/07	08/18/09		06/10/09	
MA 20-02	Pagnano Towers	08/18/07		07/31/07	08/18/09		06/10/09	
MA 20-04	O'Brien Towers	08/18/07		07/31/07	08/18/09		06/10/09	
MA 20-06	Drohan Apartments	08/18/07		07/31/07	08/18/09		06/10/09	
HA Wide	Non Dwelling	08/18/07		07/31/07	08/18/09		06/10/09	

Annual Statement /Performance and Evaluation Report

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

Part I: Summary

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program Grant No. MA06P020501-04 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: 3)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:				<input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$63,032.00	\$63,032.00	\$63,032.00	\$63,032.00
3	1408 Management Improvements	\$111,401.33	\$118,519.00	\$118,519.00	\$118,519.00
4	1410 Administration	\$125,044.00	\$126,064.00	\$126,064.00	\$126,064.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$75,000.00	\$74,999.16	\$74,999.16	\$74,999.16
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$113,254.79	\$113,251.54	\$113,251.54	\$113,251.54
10	1460 Dwelling Structures	\$701,281.46	\$690,612.16	\$690,612.16	\$690,612.16
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$54,192.00	\$54,192.00	\$54,192.00	\$54,192.00
13	1475 Nondwelling Equipment	\$17,438.42	\$19,974.14	\$19,974.14	\$19,974.14
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$1,260,644.00	\$1,260,644.00	\$1,260,644.00	\$1,260,644.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$181,000.00	\$181,000.00	\$181,000.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00
Signature of Executive Director		Signature of Public Housing Director		Date	

¹ To be completed for the Performance and Evaluation Report

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-04 Replacement Housing Factor Grant No:			2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Performance and Evaluation Report for Period Ending:	Development Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Management Consultants	1408		\$21,240.00	\$21,240.00	\$21,240.00	\$21,240.00	X
	Resident Training Program	"		\$67,720.15	\$77,197.25	\$77,197.25	\$77,197.25	X
	Staff Training	"		\$4,075.94	\$4,075.94	\$4,075.94	\$4,075.94	X
	Update Office/Comm Equipment	"		\$3,642.81	\$3,642.81	\$3,642.81	\$3,642.81	
	Accelerate Comp Implementation	"		\$6,466.90	\$7,228.27	\$7,228.27	\$7,228.27	
	Capital Fund Planning	"		\$5,814.78	\$2,844.33	\$2,844.33	\$2,844.33	
	Employee Assistance Program			\$2,440.75	\$2,290.40	\$2,290.40	\$2,290.40	
	Total 1408			\$111,401.33	\$118,519.00	\$118,519.00	\$118,519.00	
HA-Wide Operations		1406		\$63,032.00	\$63,032.00	\$63,032.00	\$63,032.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410		\$125,044.00	\$126,064.00	\$126,064.00	\$126,064.00	
HA-Wide Fees and Costs	A & E services @ 7% of the annual grant amount, based on actual scope of design work	1430		\$52,929.68	\$52,928.84	\$52,928.84	\$52,928.84	Special Counsel
		1430		\$22,070.32	\$22,070.32	\$22,070.32	\$22,070.32	
HA-Wide	Nonroutine vacancy prep.	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Nonroutine PM repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Appliances	1465		\$0.00	\$0.00	\$0.00	\$0.00	
"	Vehicle replacement	1475		\$0.00	\$0.00	\$0.00	\$0.00	
"	Demolition (specify location[s])	1485		\$0.00	\$0.00	\$0.00	\$0.00	
"	Relocation expenses	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-04 Replacement Housing Factor Grant No:			2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-1 Riverview	Site: Landscape/Site Improvements	1450		\$52,764.71	\$48,836.11	\$48,836.11	\$48,836.11	Step Up
			Total Site:	\$52,764.71	\$48,836.11	\$48,836.11	\$48,836.11	
	Mechanical and Electrical: Bldg Sumps/Drains Heating System Replacement	1460		\$0.00	\$0.00	\$0.00	\$0.00	Force Account/Youth Buil
			Total M&E:	\$120,792.00	\$101,866.05	\$101,866.05	\$101,866.05	
	Building Exterior: Exterior Shel	"		\$366,494.93	\$372,558.39	\$372,558.39	\$372,558.39	
			Total B.E.:	\$366,494.93	\$372,558.39	\$372,558.39	\$372,558.39	
	Dwelling Units: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Maintenance Equipmen Force Account Tools Force Account Vehicle Computer Hardware Step Up Tools	1475		\$0.00	\$2,220.69	\$2,220.69	\$2,220.69	
			Total NDE:	\$0.00	\$7,175.00	\$7,175.00	\$7,175.00	
	Total, Riverview			Project Total:	\$540,051.64	\$530,435.55	\$530,435.55	\$530,435.55

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-04 Replacement Housing Factor Grant No:			2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-2 Pagnano Towers	Site: Site Improvement	1450		\$15,721.22	\$17,025.33	\$17,025.33	\$17,025.33	
			Total Site:	\$15,721.22	\$17,025.33	\$17,025.33	\$17,025.33	
	Mechanical and Electrical: Security System Upgrade	1460		\$74,343.00	\$87,937.02	\$87,937.02	\$87,937.02	
			Total M&E:	\$74,343.00	\$87,937.02	\$87,937.02	\$87,937.02	
	Building Exterior: Windows/Patio Doors/Exterior	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Units: Reasonable Accomadation	1460		\$0.00	\$721.20	\$721.20	\$721.20	
			Total DUs:	\$0.00	\$721.20	\$721.20	\$721.20	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Maintenance Equipmen Computer Equipment Step Up Tools Force Account Vehicle	1475		\$0.00 \$0.00 \$0.00 \$0.00	\$1,935.65 \$31.97 \$884.77 \$1,396.32	\$1,935.65 \$31.97 \$884.77 \$1,396.32	\$1,935.65 \$31.97 \$884.77 \$1,396.32	
			Total NDE:	\$0.00	\$4,248.71	\$4,248.71	\$4,248.71	
	Total, Pagnano			Project Total:	\$90,064.22	\$109,932.26	\$109,932.26	\$109,932.26

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-04 Replacement Housing Factor Grant No:			2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-4 O'Brien Towers	Site: Landscaping/Site Improvement	1450		\$20,563.49	\$22,850.91	\$22,850.91	\$22,850.91	Step Up
			Total Site:	\$20,563.49	\$22,850.91	\$22,850.91	\$22,850.91	
	Mechanical and Electrical: Security System Upgrades Gas Conversion	1460		\$19,022.16 \$0.00	\$39,222.63 \$0.00	\$39,222.63 \$0.00	\$39,222.63 \$0.00	
			Total M&E:	\$19,022.16	\$39,222.63	\$39,222.63	\$39,222.63	
	Building Exterior: Reasonable Accommodation	1460		\$0.00	\$1,266.60	\$1,266.60	\$1,266.60	
			Total B.E.:	\$0.00	\$1,266.60	\$1,266.60	\$1,266.60	
	Dwelling Units: Asbestos Remediation	1460		\$43,178.37	\$43,178.37	\$43,178.37	\$43,178.37	
			Total DUs:	\$43,178.37	\$43,178.37	\$43,178.37	\$43,178.37	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: G24 Conversion	1470		\$54,192.00	\$54,192.00	\$54,192.00	\$54,192.00	
			Total ICAs:	\$54,192.00	\$54,192.00	\$54,192.00	\$54,192.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Maintenance Equipment Computer Equipment Step Up Tools Force Account Vehicle	1475		\$0.00 \$0.00 \$0.00 \$0.00	\$3,399.47 \$56.15 \$1,553.86 \$2,452.27	\$3,399.47 \$56.15 \$1,553.86 \$2,452.27	\$3,399.47 \$56.15 \$1,553.86 \$2,452.27	
		Total NDE:	\$0.00	\$7,461.75	\$7,461.75	\$7,461.75		
Total, O'Brien			Project Total:	\$136,956.02	\$168,172.26	\$168,172.26	\$168,172.26	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-04 Replacement Housing Factor Grant No:			2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MA 20-6 Drohan Apartments	Site: Landscaping/Site Improvements	1450		\$24,205.37	\$24,539.19	\$24,539.19	\$24,539.19	
			Total Site:	\$24,205.37	\$24,539.19	\$24,539.19	\$24,539.19	
	Mechanical and Electrical: Security System Upgrades	1460		\$26,157.00	\$29,012.10	\$29,012.10	\$29,012.10	
			Total M&E:	\$26,157.00	\$29,012.10	\$29,012.10	\$29,012.10	
	Building Exterior: HP Baths Reasonable Accommodation	1460		\$14,665.00 \$0.00	\$14,665.00 \$184.80	\$14,665.00 \$184.80	\$14,665.00 \$184.80	
			Total B.E.:	\$14,665.00	\$14,849.80	\$14,849.80	\$14,849.80	
	Dwelling Units: None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	Nondwelling Equipment: Maintenance Equipmen Computer Equipment Step Up Tools Force Account Vehicle	1475		\$0.00 \$0.00 \$0.00 \$0.00	\$495.99 \$8.19 \$226.71 \$357.79	\$495.99 \$8.19 \$226.71 \$357.79	\$495.99 \$8.19 \$226.71 \$357.79	
			Total NDE:	\$0.00	\$1,088.68	\$1,088.68	\$1,088.68	
Total, Drohan			Project Total:	\$65,027.37	\$69,489.77	\$69,489.77	\$69,489.77	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:				
Quincy Housing Authority		Capital Fund Program Grant No. MA06P020501-04 Replacement Housing Factor Grant No:			2004				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
HA Wide	Site: None	1450		\$0.00	\$0.00	\$0.00	\$0.00		
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00		
	Mechanical and Electrical: Upgrade Security Systems	1460		\$33,629.00	\$0.00	\$0.00	\$0.00		
			Total M&E:	\$33,629.00	\$0.00	\$0.00	\$0.00		
	Building Exterior: None	1460		\$0.00	\$0.00	\$0.00	\$0.00		
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	Dwelling Units: Reasonable Accommodations	1460		\$3,000.00	\$0.00	\$0.00	\$0.00		
			Total DUs:	\$3,000.00	\$0.00	\$0.00	\$0.00		
	Dwelling Equipment: None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00		
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00		
	Interior Common Areas: None	1470		\$0.00	\$0.00	\$0.00	\$0.00		
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00		
	Site-Wide Facilities: None	1470		\$0.00	\$0.00	\$0.00	\$0.00		
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00		
	Nondwelling Equipment: Maint Equip Replacement Force Account Tools Step Up Tools Force Account Vehicle Computer System Hardware	1475 " " " "			\$6,820.00 \$996.72 \$3,680.39 \$5,808.32 \$132.99	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	
			Total NDE:	\$17,438.42	\$0.00	\$0.00	\$0.00		
	Total,	0		Project Total:	\$54,067.42	\$0.00	\$0.00	\$0.00	

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

			Grant Type and Number			Federal FY of Grant:	
			Capital Fund Program Grant No.: MA06P020501-04			2004	
			Replacement Housing Factor Grant No:				
Performance and Evaluation Report for Period Ending:		All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide Management Improvements	09/13/06		09/15/06	09/13/08		06/27/08	
HA Wide Administration	09/13/06		09/15/06	09/13/08		06/27/08	
HA-Wide Fees & Costs	09/13/06		09/15/06	09/13/08		06/27/08	
MA 20-01 Riverview	09/13/06		09/15/06	09/13/08		06/27/08	
MA 20-02 Pagnano Towers	09/13/06		09/15/06	09/13/08		06/27/08	
MA 20-04 O'Brien Towers	09/13/06		09/15/06	09/13/08		06/27/08	
MA 20-06 Drohan Apartments	09/13/06		09/15/06	09/13/08		06/27/08	
HA Wide Non Dwelling	09/13/06		09/15/06	09/13/08		06/27/08	

QUINCY HOUSING AUTHORITY

RESPONSES TO RAB COMMENTS ON FY 2009 AGENCY PLAN

Comments and Recommendations from the Resident Advisory Board Members Regarding: Quincy Housing Authority's (QHA) 2009 Draft Five Year and Annual Plan; Limited English Proficiency Plan (LEP) and Cultural Barriers; Proposed Change to QHA's Admission and Occupancy Plan and Section 8 Administrative Plans; Disposition of Property; Stimulus Funding; Discretionary Rent Deduction; Amending CORI Policy; and, Foreclosure Policy

[Submitted by Greater Boston Legal Services on behalf of RAB Members, April 8, 2009]

Overall Comment

The Resident Advisory Board Members (RAB) extends it welcome to Robert Quinn who has been hired to fill the vacant position of Assistance Executive Director. We understand that among other responsibilities, Mr. Quinn will also be addressing issues involving 504 Compliance and Limited English Proficiency (previously covered by Jackie Loud). In addition, we also welcome Adriano Cello who now heads the various support service programs, including ROSS and Family Self-sufficiency, at the Germantown development.

The PHA 5-Year and Annual Plan process has undergone significant streamlining and QHA's current submission only addresses the Annual Plan and some limited changes in the Admissions and Continued Occupancy Plan (ACOP) and the Section 8 Administrative Plan. Consequently, there was little to review by the RAB members in regard to proposed amendments. The RAB members did however present other issues which are addressed further on in these comments.

●Positive Aspects Include:

- 1) Translation into Chinese of the following standard forms: a) QHA's notices to residents of rent change; b) 14 day and 30 day notices to quit; c) maintenance requests; and, d) the federal lease which is currently under HUD review. The RAB members appreciate the progress made to date but would like to see more documents translated such as the Community Service Policy (CSP) and notices sent to residents regarding the policy, violations that may place a resident at risk, and how to seek exemptions;
- 2) Increase in the number of bi-lingual staff available;
- 3) Expansion and use of the ROSS funding to bring in outside resources to conduct weekly on-site group sessions for victims of domestic abuse and counseling sessions for children who were victims or witnesses to domestic abuse with a future goal to conduct similar sessions for non-English speakers in collaboration with the Asian Task Force;

- 4) Senior resident satisfaction regarding the response from maintenance addressing the painting of common areas in more palatable colors as well as meeting with residents to discuss other issues of maintenance significance;
- 5) Award of Stimulus Funds under the American Recovery and Reinvestment Act of 2009 (ARRA) for capital improvements in the amount of \$1,460,176.00 over and above existing funding allocations for addressing Capital needs and the planned use for these funds. The RAB wants to ensure that residents have more input into the process of identifying where these funds should be allocated which are currently targeted to capital needs assessments; QHA maintenance staff have started to meet at some of the developments with Senior residents;
- 6) Potential for additional Stimulus dollars to fund “green programs”; and
- 7) No overall changes in policies or procedures (i.e. grievance, ACOP, Section 8 Administrative Plan, CSP, Pet Policy, Designated Housing Plan (DHP)).

In view of the fact there was only one minor change in the ACOP, the RAB will limit its comments to topics it raised at the QHA RAB meetings and various changes in the Section 8 Administrative Plan. The RAB expressed its concern that no Section 8 residents participated in the RAB process and noted its intention to make comments on their behalf. This is significant in that many of the changes proposed impact Section 8 participants and we would suggest that QHA, in its future invitations to participate in the RAB process, notify Section 8 residents about the specific changes that will directly impact them.

QHA RESPONSE TO OVERALL COMMENTS: The QHA appreciates the positive comments and acknowledges that it needs to do a better job attracting Section 8 voucher holders to be part of the RAB and Agency Plan process.

•PHA 5-Year and Annual Plan, p.2, § 6.0, PHA Plan Update, Section 8 Administrative Plan

Proposed change #2, to clarify HQS enforcement: Although not required to by regulations, QHA is going to inspect dwellings purchased by Section 8 voucher holders under the Section 8 Homeownership Program to ensure the dwellings conform to HQS standards.

#1 Comment: We believe this change should be incorporated into the Section 8 Homeownership Attachment to the Section 8 Administrative Plan. In addition, RAB members are concerned that participants in the Section 8 Homeownership program could be faced with foreclosure if conditions exist that could warrant a stop payment under the contract. The Section 8 Homeowners receive the subsidy payment directly and this is then used to make the mortgage payments. RAB recommends that QHA take no steps that could jeopardize the mortgage payments but instead work closely with the Section 8 Homeowner to locate available resources to bring the property up to HQS standards (i.e. weatherization programs, referrals to appropriate agencies for funding assistance or interest free loans under CDBG funds). QHA has indicated

that its goal is to assist the Section 8 Homeowners and to avoid taking steps that could result in a foreclosure.

QHA RESPONSE #1: The QHA agrees that this change should be incorporated into the Section 8 Homeownership Addendum. Please note that the QHA's intent behind the HQS inspection is to accomplish precisely what is suggested, that is, to allow for a potential early intervention before a major problem, such as foreclosure, occurs.

Proposed change #5, and Section 8 Administrative Plan, Section VIII, B.1, Mandatory Interim Reporting, p. 27: to change the policy regarding interim re-exams from 90 days to every 60 days for those who have zero income or sporadic income.

#2 Comment: This may be more of a burden on QHA staff and the Section 8 participant than necessary. Although QHA has indicated that it will affirmatively notify residents who have reported \$0 income or those with sporadic income every two months that they must complete an interim recertification, we would recommend that QHA take responsibility for the third party verifications rather than place this burden on the residents (i.e., QHA contact DTA, DUA, SSA, or Employer if the Section 8 participant states there is no change). Further, if a participant doesn't timely respond in this situation but ultimately it is verified that there has been no change, the QHA should not take any adverse steps such as proposing to terminate the subsidy. In those instances where there has been a positive income change, QHA has the option of implementing the change as of the date it would have been effective had the Section 8 participant timely reported.

The QHA also notes that decreases in tenant payments shall become effective the first month after the participant notifies the QHA **and** provides any necessary documentation.

QHA RESPONSE #2: The QHA appreciates the comment; however, it believes that this change benefits tenants in two ways: (1) it reduces potential backcharges, which might itself be a burden; and (2) it assists in promoting timely and accurate reporting of income by residents.

#3 Comment: The QHA should minimally decrease the tenant payments retroactively to the first month following the decrease, once it receives the verification. A tenant often cannot provide the required documentation of decreased income simultaneously with reporting the change and requesting a decrease. For example, the tenant is laid off from employment. The employer may or may not have provided a written notice and it is not until after the tenant signs up for alternative benefits and is found eligible (or ineligible) that it can be determined what the amount of the rent decrease. Meanwhile, the way this is currently written, the tenant would still be required to pay rent on income not received until the tenant is able to provide sufficient verification and then the change is only prospective even though several months may have passed since the decrease. **See HUD's Multi-Family Occupancy Handbook, Ch. 7, 7-13 regarding Effective Date of Interim Recertifications.**

QHA RESPONSE #3: The QHA does currently, and will continue to make retroactive adjustments, as recommended, provided the information is reported by tenants in a timely manner and verification of the change is provided.

#4 RAB recommends that the Section 8 Administrative Plan be amended relative to when rent is decreased and proposes that the decreased rent become effective in the month in which it is reported if reported on or before the 15th of month, and if reported after the 15th, then it would be effective on the 1st of the month following the decrease. Where the tenant, due to a disability, was not able to timely report the decrease in income, the QHA should, for good cause shown, apply it retroactively to the month in which the decrease occurred¹.

QHA RESPONSE #4: The QHA does currently, and will continue to make retroactive adjustments, as recommended, provided the information is reported by tenants in a timely manner and verification of the change is provided.

•QHA Annual Plan Update (7.0), p. 7, Property Disposition: QHA has left open its ongoing consideration of disposing of land on which the City of Quincy fire station is located. QHA recognizes its obligation to first seek HUD approval and to follow the criteria set out in 24 CFR 960 and the 3/25/08 Notice PIH 2008-17 (HA) issued by HUD which discusses the Disposition of Non-Dwelling Real Property under Asset Management.

#5 RAB Recommendation: As it has stated in prior year comments, the RAB recognizes that this matter would have to be presented to the Harbor View Residents' Committee as they are to be offered first right of refusal on any disposition. Should HRCI decline, the RAB proposes that the property be deeded over to the City of Quincy in perpetuity, with qualifying restrictions. If the City no longer is using the building as a functioning fire station and/or fails to maintain the building creating a hazard to the neighborhood, the land must be returned to the QHA. The restriction should also make clear that the City of Quincy cannot

¹ Note that a correction is needed on page 42 of the Section 8 Administrative Plan, p. 42, 7. , reads (VAWS) and should read VAWA.

sell the land to any other entity or use it for any other reason than its intended purpose as an active and operational fire department.

QHA RESPONSE #5: It is the QHA's intent to have reversion language in any agreement with the City for the use of this property.

•RAB Proposed Discretionary Deduction In Annual Total Rent for Elderly/Disabled Households Pursuant to 24 CFR 5.611(b)(1), 6.0 PHA Plan Update, p. 3 (a)3. Rent Determinations and ACOP

Like the majority of our population in the United States financially impacted by the downturn in the economy, seniors and disabled households on fixed incomes are faced with ever increasing medical costs for out-of-pocket co-pays, insurance premiums, life essential medications and supplies. While the government seeks to rectify this crisis for banks, the auto industry, and the public sector through stimulus funds given to States, Cities and Housing Agencies, it has yet to recognize the impact on those who cannot change their economic status. While every year seniors and disabled receiving some level of SSA benefits experience a modest cost-of living increase, those living in federal public housing who are not on flat rents lose 30% or more of the meager increase as a result of required annual rent adjustments. This creates further hardship where one must either forego food or divide medication to make it last longer. Similarly, those who are recipients of welfare benefits such as TAFDC or EAEDC have not experienced any COLAs for a number of years, making it even more difficult to pay for necessary medical expenses.

The RAB recognizes that these increased medical burdens are not the sole responsibility of the QHA and that households paying out of pocket medical expenses in excess of 3% of their income are given deductions from gross annual income for anything above 3%. On the other hand some households may only have 2% out of pocket medical expense but nevertheless are just as financially strapped, forcing difficult choices to make ends meet.

#6 Recommendation of the RAB: In recognition of the ever increasing financial burdens faced by its federal elderly and disabled tenants the RAB is requesting that QHA amend its Annual Plan, Section 6.0 updates, (3), Rent determinations and its ACOP, Section XI, p. 25-26 for households paying income based rent and insert a provision for a Discretionary \$200.00 a year gross income deduction which would then translate into a \$60.00 year rent credit (200 x 30%) for elderly/disabled households and those on fixed incomes who have verification of out-of-pocket medical expenses in excess of \$60.00 per year. This would provide each qualifying household on income based rent with the equivalent of \$5.00 per month. Such a discretionary deduction is permissible under federal regulations found at 24 CFR 6.11(b)(1). With the additional \$1,460,176.00 Stimulus funds that it will be receiving along with the potential for further Stimulus funding with "green programs", this should not create a financial hardship for the QHA nor create any difficulty in accounting. It could however, make a difference, albeit small, for households on fixed incomes.

QHA RESPONSE #6: The QHA recognizes the difficult economic times that affect all of us; it simply cannot afford this discretionary adjustment at

this time. Additionally, the QHA cannot use any of its stimulus money, which is largely restricted to capital projects, to support this type of discretionary adjustment.

●RAB Recommended Revisions, 6.0, PHA Plan Update, p. 3, (a)4 Operations and Management and (a)5, Grievance Procedures, regarding QHA's Policy on Criminal Offender Record Information

The QHA screens all applicants for its Section 8, federal, and state housing programs for Criminal or drug-related activity. It requests CORI data through the Criminal History Systems Board and Public Safety. In order to access CORI through the State, QHA must be certified and it must comply with state law, M.G.L. c 6 §§172(b) or (c) and the underlying regulations promulgated found at 803 CMR 1.00 *et seq.* In 2005 and subsequently in 2008, the Massachusetts Criminal History Systems Board revised its regulations at 803 CMR 6.11 in part because of new requirements enacted by the State legislature and subsequently to address identity theft. QHA has not updated its CORI policy to reflect these changes.

#7 RAB recommends that QHA take the needed steps to revise its CORI Policy and any underlying policies in its ACOP and Section 8 Administrative Plans. We have attached a copy of a 2005 notice from the CHSB to all agencies certified to receive CORI informing them of the regulatory changes and outlining the steps agencies must take to conform to the regulatory changes. You will note the 2005 changes are highlighted in the attached notice. We have also attached a copy of the revised 2008 regulations found at 803 CMR 6.11. We believe this is an oversight on the part of QHA and would ask the QHA to respond to this request and to provide the RAB with either its objection or a copy of its revised policies on CORI. See **Attachment 1.**

QHA RESPONSE #7: The QHA believes that it complies with the CORI requirements as established by the state. The protections recommended are already in-place for applicants through the appeals and grievance processes.

●Discussion on Foreclosed Properties and RAB Recommendations and Suggested Policy on Foreclosure (attached).

QHA is now starting the process of identifying properties occupied by Section 8 participants that may be pending foreclosure or have already been foreclosed. While the RAB input and recommendations under the Agency Plan process only apply to federal housing participants, QHA may want to consider the similar recommendations for its State tenant-based programs (MRVP, AHVP). The underlying goal is to preserve Section 8 tenancies and rights and to prevent subsidy dollars going to prior owners after a property has foreclosed. Because QHA Section 8 participants may locate anywhere in Massachusetts, QHA will need to broaden its research on properties in the foreclosure process, and in those cases where another PHA or Agency is hosting the subsidy, request that they follow the criteria and/or suggestions made by the RAB.

#8 RAB recommends that the QHA, if it has not done so already, take the following steps as part of its overall management of Section 8 vouchers:

-QHA should send written notice to all Section 8 participants in rental housing asking the participant to contact them promptly if they have reason to believe the property in which they reside is pending foreclosure and/or has been foreclosed. As part of that notice, inform the Participants that the new owner cannot seek to evict them simply because the property has been foreclosed. Discuss this at briefings with prospective participants and during annual and interim re-certifications with participants.

- Develop other mechanisms for identifying properties occupied by QHA Section 8 tenants that are foreclosed or about to be foreclosed such as reviewing Banker and Tradesmen on a weekly basis. In addition, send a notice to owners/landlord that it must notify QHA if foreclosure is pending and consequences of accepting Section 8 funds from QHA and/or Section 8 participant if the property has already been conveyed. Payments should be stopped to prior owner as soon as QHA learns the property is foreclosed resulting in a change of ownership.

- Adopt **the attached recommended Foreclosure Policy** that QHA could take to preserve Section 8 tenancies, prevent unnecessary displacement, and avoid making payments to the wrong owner.

QHA RESPONSE #8: The QHA believes that a practice of notifying all Section 8 participants to determine whether the property they reside may have foreclosures issues may have many unintentional consequences not the least of which might be the fear and concern that such a notice might cause. However, the QHA is very mindful of the seriousness of the foreclosure issue and its effects on many in our community. The QHA intends to work with and be involved with participants, landlords, and banks on this issue. As part of its current initiatives in addressing this issue, QHA's Leased Housing staff reviews foreclosure information from the Norfolk County Registry of Deeds on a monthly basis to determine what, if any, potential issues the QHA might have with its landlords and affected tenants. Based on this review, the QHA will be better able to assist voucher holders and to prevent improper payments to owner/landlords no longer if full possession. It is the QHA's intent to continue to monitor foreclosures and to adopt new procedures as warranted.

#9 Conclusion of Comments: We wish to be notified if QHA anticipates any major change in funding, utilization of stimulus funds, or other major changes not proposed in the 5/1 Year Plan. In closing the RAB members appreciate the opportunity to give input into the QHA Plans and policies and look forward to your response.

QHA RESPONSE #9: The QHA's has a long standing provision regarding what would constitute a "substantial deviation" or "significant amendment/modification" to its Annual Plan, which would require that the RAB process be re-opened. This provision is included in the FY 2009 Annual Plan.

Memo

To: Alan Spera, Metro Division Director, HUD

From: Joseph A. MacRitchie, Executive Director

Date: 7/21/09

Re: Riverview Building Project

As a follow up to our telephone conversation yesterday, attached please find, what we hope you will agree, is a succinct package showing the sources of funding to complete the Riverview Building Project.

At the outset, we would respectfully point out that the proceeds of the Pooled Bond Fund that became available in January 2006 were not considered to be the sole source of funding for the remainder of the program. Schedule 1 to the Participating Authority Tax Certificate (page 8 of attachment) found at Tab 42 of the Pooled Bond Fund closing documents, provides a general project description as follows:

“The greater part of the funding will be used to accelerate the comprehensive building shell modernization of the Riverview family housing development (180 dwelling units in 45 four unit buildings), which has been ongoing but at a measured pace dictated by annual Capital Fund awards.”

Additionally, Schedule C to the Loan Agreement found at Tab 41C of the original closing documents, which is the actual spending plan, page 3 contains as the general description of major work categories as “Riverview Family Housing – 24 Buildings.” (page 9 of attachment)

The most recent quarterly report, dated June 30, 2009, submitted to your office on July 15, 2009 and also attached hereto as pages 3-6, indicates on page 5 that the pooled bond fund is for “Riverview Family Housing – 24 Buildings.”

The attached timeline, page 7, indicates that the first building that started after the pooled bond funds became available in January, 2006 was 50 Quarterdeck Road.

This was the 17th building in the entire program. The 24th building completed after that date was 65 Doane Street with a completion date of April 2, 2009, the 40th building overall. Since our average cost per building to date of \$127,529 is less than the cost per building in the pooled bond fund estimate \$130,788.25, a significant portion of the 41st building, 9 Quarterdeck Road, was covered by the bond proceeds.

We would also point out that significant additional work, such as the replacement of all roofs, rather than repair and selective replacement of roofs as originally contemplated occurred.

In April, we recognized that upon the completion of the Pooled Bond Fund Project, additional budget authority was necessary to complete the remainder of the Riverview Building Envelope Program. At a Special Board Meeting in early May, a proposal was made to our Board to reallocate unspent funds in several open capital grants and to utilize ARRA funds. Those proposed amendments are pending before your office of this time. If approved, those amendments will bring the total budget for the Riverview Building Envelope Project to \$6,282,920. If the "soft costs" associated with the pooled bond including costs of issuance and Liquidity Account Deposit totaling \$488,148 are factored out, the total "hard cost" budget would be \$5,794,772 or \$128,773 per building.

To date, the QHA calculates actual costs through 40.25 buildings (3/31/09 quarterly report) at \$5,621,170 or \$127,529 per building. The current proposal, if approved, would provide a contingency of \$55,980, if the final 4.75 buildings are completed at the average cost to date.

It is the expectation of the Quincy Housing Authority that we will complete the comprehensive building envelope project during calendar year 2009.

To answer Mr. Hebert's inquiry in his recent email, if ARRA funds are not available for this program, it would be our intent to provide final funding in our Fiscal 2010 Capital Fund Program. However, we would appreciate it if you would approve our proposal as clarified by the memorandum so that we may move forward expeditiously.

I hope this memorandum answers your questions, and we are available at your convenience for any needed clarification.

Thank you for your assistance with this important program.

JM:tc

Attachments

**Quincy Housing Authority
Riverview Development
Envelope and Weatherization Program**

A. Budget and Funding Sources

1. Funding Sources for Riverview (Approved 2008 Plan)

501-02	\$	620,173	
501-03	\$	304,275	
502-03	\$	76,506	
501-04	\$	366,825	
501-05	\$	100,000	
501-06	\$	50,000	
501-07	\$	92,500	
501-08	\$	-	
501-09	\$	-	
501-09s	\$	-	
Bond	\$	3,627,066	
Total			\$ 5,237,344

2. Funding Sources for Riverview (Proposed 2009 Plan as amended) Pending

501-02	\$	620,173	
501-03	\$	304,275	
502-03	\$	76,506	
501-04	\$	366,825	
501-05	\$	103,271	
501-06	\$	72,259	
501-07	\$	249,545	
501-08	\$	323,000	
501-09	\$	260,000	
501-09s	\$	280,000	
Bond	\$	3,627,066	
Total			\$ 6,282,920

3. Soft Costs

Liquidity Acct Depo	\$	301,601	
Costs of Issuance	\$	186,547	
Total			\$ (488,148)

4. Hard Costs

\$ 5,794,772

5. Hard Costs per building/45

\$ 128,773

**Quincy Housing Authority
Riverview Development
Envelope and Weatherization Program**

B. Project Status

1. Funds Expended (3/31/09)	\$ 5,621,170
2. Soft Costs	\$ (488,148)
3. Hard Costs Expended	\$ 5,133,022
4. Buildings completed	40.25
5. Hard Costs per Building	\$ 127,529

C. Additional Funds Needed to Complete

1. Buildings Left	4.75
2. Cost per Building	\$ 127,529
3. Funds Needed	\$ 605,760
4. Project Cost	\$ 6,226,931
5. Contingency Fund for close down	\$ 55,989
6. Total Project Cost	\$ 6,282,920

Annual Statement / Performance and Evaluation Report
Part I: Summary
Capital Funds Financing Program (CFFP) Loan Funds

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

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

QUINCY HOUSING AUTHORITY		Capital Funds Project Number		FFY of Approval	
HA Name		CFFP Financing Proceeds		2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement/Revision Number # 1 <input type="checkbox"/> Final Performance and Evaluation Report <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ended June 30, 2009					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original Revision #	Revised (2)	Obligated	Expended
1	Total Non-CFF Funds				
2	1406 Operations (May not exceed 20% of line 20 for PHAs with 250 or more Units)	\$0	\$0	\$0	\$0
3	1408 Management Improvements (May not exceed 20% of line 20)	\$0	\$0	\$0	\$0
4	1410 Administration (May not exceed 10% of line 20)	\$0	\$0	\$0	\$0
5	1411 Audit	\$0	\$0	\$0	\$0
6	1416 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$344,047	\$306,930	\$306,930	\$306,930
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$159,489	\$64,811	\$64,811	\$64,811
10	1466 Dwelling Structures	\$2,774,742	\$2,943,037	\$2,943,037	\$2,943,014
11	1485.1 Dwelling Equipment - Non-perishable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$12,727	\$11,228	\$11,228	\$11,228
13	1475 Nondwelling Equipment	\$0	\$0	\$0	\$0
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Mod Used for Development Activities	\$0	\$0	\$0	\$0
19a	1501 Collateralization / Debt Service (Capitalized Interest & Liquidity Acct Deposit)	\$301,061	\$301,061	\$301,061	\$301,061
19b	1502 Contingency (may not exceed 8% of line 20)	\$35,000	\$0	\$0	\$0
20	Amount of CFFP Proceeds (Sum of lines 2 - 19)	\$3,627,066.00	\$3,627,066.00	\$3,627,066.00	\$3,627,043.85
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
 Signature of Executive Director and Date

[Signature] 7/15/09

(2) To be completed for the Performance and Evaluation Report.
 Signature of Public Housing Director/Office of Native American Programs Administrator and Date

[Signature] 7/15/09

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Funds Program: Proposed Loan Funds

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

OMB Approval 2577-0197 (Rev. 09/12/2009)

Development Number / Name PHA - Wide Capital Funds Program	General Description of Major Work Categories [X] Revised Annual Statement/Revision Number # 1	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Wide	1406 Operations	1406		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1408 Management Improvements	1408		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1410 Administration	1410		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1411 Audits	1411		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1415 Liquidated Damages	1415		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1430 Fees and Cost Clerk of Works Proportional Share of Costs of Issuance	1430		\$157,500.00 \$186,547.00	\$120,382.50 \$186,547.00	\$120,382.50 \$186,547.00	\$120,382.50 \$186,547.00	
	Total 1430			\$344,047.00	\$306,929.50	\$306,929.50	\$306,929.50	
PHA Wide	1440 SITE ACQUISITION	1440		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1490 REPLACEMENT RESERVE	1490		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1499 MOD USED FOR DEVELOPMENT	1499		\$0.00	\$0.00	\$0.00	\$0.00	
PHA Wide	1501 COLLATERALIZATION/DEBT SERV Capitalized Interest Liquidity Account Deposit	1501		\$0.00 \$301,061.00	\$0.00 \$301,061.00	\$0.00 \$301,061.00	\$0.00 \$301,061.00	
	Total 1501			\$301,061.00	\$301,061.00	\$301,061.00	\$301,061.00	
	SUBTOTAL			\$645,108.00	\$607,990.50	\$607,990.50	\$607,990.50	

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7/15/09

All work is being performed with Force Account labor.

Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Funds Program: Proposed Loan Funds

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

OMB Approval #577-0147 (Exp. 03/31/2002)

Development Number / Name HA - Wide States/Emergencies	General Description of Major Work Categories [X] Revised Annual Statement/Revision Number #1	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
26-1	Riverview Family Housing -- 24 Buildings	1450						
	1450 Site Improvements							
	Building Perimeter Finish Grading, Lawns, Planting			\$67,796.00	\$64,810.62	\$64,810.62	\$64,810.62	Includes site prep for siding
	Paved Areas, Walks-Parking			\$101,693.00	\$0.00	\$0.00	\$0.00	
	Total 1450			\$159,489.00	\$64,810.62	\$64,810.62	\$64,810.62	
	1460 Dwelling Structure	1460						
	Remove and Dispose of Existing Siding			\$72,576.00	\$118,753.30	\$118,753.30	\$86,425.15	
	Remove and Dispose of Existing Roofing			\$72,576.00	\$72,576.00	\$72,576.00	\$86,425.15	
	Repair or Replace Roof and Sidelwall Sheathing			\$44,688.00	\$44,688.00	\$44,688.00	\$53,215.48	
	Roof Drip, Ridge, Wrap, Insul			\$492,552.00	\$492,552.00	\$492,552.00	\$435,942.04	
	Repair or Repoint Chimneys			\$17,056.00	\$36,912.00	\$36,912.00	\$15,547.38	
	Repair or Replace Rotted Sills			\$20,216.00	\$25,360.00	\$25,360.00	\$18,226.23	
	Replace Exterior Doors as Needed			\$14,400.00	\$24,400.00	\$24,400.00	\$17,147.85	
	Install New Siding			\$1,277,033.73	\$1,364,151.23	\$1,364,151.23	\$1,320,720.59	
	Bend and Install Metal Trim Coverage			\$749,164.00	\$749,164.00	\$749,164.00	\$892,121.40	
	Install Cable and Utility Cabinet			\$14,480.00	\$14,480.00	\$14,480.00	\$17,243.11	
	Total 1460			\$2,774,741.73	\$2,943,036.53	\$2,943,036.53	\$2,943,014.38	
	1465 Dwelling Equipment	1465						
				\$0.00	\$0.00	\$0.00	\$0.00	
	1470 Non-Dwelling Structures	1470						
	Office and Storage Trailers			\$12,727.27	\$11,228.35	\$11,228.35	\$11,228.35	
	Total 1470			\$12,727.27	\$11,228.35	\$11,228.35	\$11,228.35	
	1475 Non-Dwelling Equipment	1475						
				\$0.00	\$0.00	\$0.00	\$0.00	
	1485 DEMOLITION COSTS	1485						
				\$0.00	\$0.00	\$0.00	\$0.00	
	1495 RELOCATION COST	1495						
				\$0.00	\$0.00	\$0.00	\$0.00	
	1502 CONTINGENCY	1502						
				\$35,000.00	\$0.00	\$0.00	\$0.00	
	Total Cost for Riverview Family Housing			\$3,627,066.00	\$3,627,066.00	\$3,627,066.00	\$3,627,043.85	

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7/15/09

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Annual Statement / U.S. Department of Housing and Urban Development
Performance and Evaluation Report and Urban Development
Part III: Implementation Schedule Office of Public and Indian Housing
 Capital Fund Program: Proposed Loan Funds

OMB Approval No 2577-0157 (Exp 3/31/2002)

Development Number / Name [] Original Annual Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates (2)
	Original	Revised (1)	Original	Revised (1)	
HA-Wide MA020000001	07/01/07 07/01/07		N/A 01/12/08	07/01/10 07/01/10	1/12/2010 N/A

To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date *[Signature]* 7/15/09

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

RIVERVIEW SIDING AND ROOFING
FORCE ACCOUNT
Start Date: October 7, 2002

Bldg #	Start Date	End Date	Building	Bldg #	Start Date	End Date	Building
1	10/7/2002	1/18/2003	79 Quarterdeck	23	11/9/2006	1/19/2007	40 Quarterdeck Rd
2	1/17/2003	3/24/2003	129 Doane	24	1/3/2007	3/30/2007	83 Doane
3	3/26/2003	7/8/2003	130 Doane	25	3/7/2007	5/22/2007	30 Quarterdeck
	4/27/2009	5/8/2009	Roof	26	4/30/2007	6/22/2007	22 Quarterdeck
4	7/8/2003	10/3/2003	122 Doane	27	6/12/2007	8/21/2007	12 Quarterdeck
5	10/6/2003	1/6/2004	118 Doane	28	8/9/2007	10/29/2007	77 Doane
6	1/7/2004	3/19/2004	114 Doane	29	10/15/2007	1/23/2008	78 Doane
	10/20/2004	11/13/2004	roof				
7	3/22/2004	6/8/2004	112 Doane	30	10/29/2007	3/19/2008	64 Doane
8	6/9/2004	8/13/2004	108 Doane	31	2/4/2008	5/2/2008	21 Sextant
9	8/16/2004	10/22/2004	100 Doane	32	3/28/2008	5/29/2008	32 Sextant
10	11/15/2004	2/11/2005	65 Yardarm	33	5/1/2008	7/8/2008	28 Sextant
11	2/9/2005	6/16/2005	65 Quarterdeck Rd.	34	6/16/2008	9/1/2008	24 Sextant
12	4/15/2005	6/15/2005	60 Quarterdeck Rd.	35	7/9/2008	9/25/2008	22 Sextant
13	6/15/2005	8/25/2005	71 Quarterdeck Rd.	36	9/2/2008	10/28/2008	20 Sextant
14	8/25/2005	11/9/2005	117 Doane St.	37	9/29/2008	12/12/2008	16 Sextant
15	11/10/2005	1/10/2006	78 Quarterdeck Rd.	38	10/28/2008	1/9/2009	14 Sextant
16	12/28/2005	2/14/2006	70 Quarterdeck Rd.	39	1/12/2009	2/20/2009	6 Sextant
17	2/7/2006	4/14/2006	50 Quarterdeck Rd.	40	2/12/2009	4/3/2009	65 Doane
18	4/12/2006	7/7/2006	44 Quarterdeck Rd.	41	3/31/2009	5/29/2009	9 Quarterdeck
19	7/10/2006	8/8/2006	97 Doane St.	42	6/4/2009	7/20/2009	37 Quarterdeck
20	7/23/2006	9/8/2006	105 Doane St.	43	7/8/2009		17 Quarterdeck
21	8/25/2006	10/20/2006	111 Doane St.	44			25 Quarterdeck
22	9/23/2006	12/12/2006	89 Doane St.	45			29 Quarterdeck

Schedule I to Authority's Tax Certificate

General Description of Capital Projects and Itemized Cost Breakdown by Category of
Cost Financed

Participating Authority:

Quincy Housing Authority

General Project Description: *(From CFFP Submittal Term Sheet.)*

The greater part of the funding will be used to accelerate the comprehensive building shell modernization of the Riverview family housing development (180 dwelling units in 45 four unit buildings), which has been ongoing but at a measured pace dictated by annual Capital Fund awards. Additionally, some funds (\$250,914) will be used for the Step Up Program, which will be used to make site improvements, such as tree planting and other landscaping at Riverview and the other Federal Elderly/Non-Elderly Disabled building locations, 20-2 Pagnano Towers with 156 units, 20-4 O'Brien Towers with 275 units and 20-6 Drohan Apartments with 40 units.

Annual Statement of Performance and Evaluation Report
Part II: Supporting Pages
Capital Funds Program Proposed Loan Funds

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

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

Development Number Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)			
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)				
H129P015-001 Riverside Family Housing - 24 Buildings	1450 Site Improvements	1450									
	Planting		\$57,796.00	\$0.00	\$0.00	\$0.00					
	Paved Areas, Walks-Parking		\$101,693.00	\$0.00	\$0.00	\$0.00					
	Total 1450		\$159,489.00	\$0.00	\$0.00	\$0.00					
	1460 Dwelling Structure		1460								
	Remove and Dispose of Existing Siding			\$72,576.00	\$0.00	\$0.00	\$0.00				
	Remove and Dispose of Existing Roofing			\$72,576.00	\$0.00	\$0.00	\$0.00				
	Repair or Replace Roof and Sidewall Sheathing			\$44,688.00	\$0.00	\$0.00	\$0.00				
	Roof Drip, Ridge, Wrap, Insul			\$492,552.00	\$0.00	\$0.00	\$0.00				
	Repair or Repoint Chimneys			\$13,056.00	\$0.00	\$0.00	\$0.00				
	Repair or Replace Rotted Sills			\$15,360.00	\$0.00	\$0.00	\$0.00				
	Replace Exterior Doors as Needed			\$14,400.00	\$0.00	\$0.00	\$0.00				
	Install New Siding			\$1,277,033.73	\$0.00	\$0.00	\$0.00				
	Bend and Install Metal Trim Coverage			\$749,164.00	\$0.00	\$0.00	\$0.00				
	Install Cable and Utility Cabinet			\$14,480.00	\$0.00	\$0.00	\$0.00				
Total 1460	\$2,765,885.73	\$0.00		\$0.00	\$0.00						
1465 Dwelling Equipment	1465										
Office and Storage Trailers		\$12,727.27		\$0.00	\$0.00	\$0.00					
Total 1470		\$12,727.27		\$0.00	\$0.00	\$0.00					
1475 Non-Dwelling Equipment		1475									
Total 1485			\$0.00	\$0.00	\$0.00	\$0.00					
1485 DEMOLITION COSTS			1485								
Total 1495				\$0.00	\$0.00	\$0.00	\$0.00				
1495 RELOCATION COST				1495							
Total 1502					\$43,856.00	\$0.00	\$0.00	\$0.00			
1502 CONTINGENCY					1502						
Total Cost for Riverside Family Housing						\$3,627,066.00	\$0.00	\$0.00	\$0.00		

9.

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

PHA Name: Quincy Housing Authority	Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No:	MA06P020501-05	Federal FY of Grant: 2005
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: <u>5</u>)
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: July 31, 2009	<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	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$117,295.52	\$64,031.61	\$64,031.61	\$64,031.61
4	1410 Administration	\$119,423.00	\$119,423.00	\$119,423.00	\$119,423.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$75,000.00	\$61,558.56	\$61,558.56	\$61,558.56
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$213,853.93	\$227,171.69	\$227,171.69	\$227,171.69
10	1460 Dwelling Structures	\$397,723.08	\$430,015.87	\$430,015.87	\$430,015.87
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$120,528.47	\$141,623.27	\$141,623.27	\$141,623.27
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
19A	9000 Debt Service	\$150,413.00	\$150,413.00	\$150,413.00	\$150,413.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2-20)	\$1,194,237.00	\$1,194,237.00	\$1,194,237.00	\$1,194,237.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$29,063.65	\$29,063.65	\$29,063.65
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00

Signature of Executive Director 	Date 8/14/09	Signature of Public Housing Director	Date
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Part I: Summary		
PHA Name: Quincy Housing Authority	Grant Type and Number Capital Fund Program Grant No. MA06S02050109 Date of CFFP: _____	Replacement Housing Factor Grant No: FFY of Grant: <u>2009</u> FFY of Grant Approval: <u>2009</u>

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 7/31/09 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20) ³	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration (may not exceed 10% of line 20)	\$0.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$70,000.00	\$70,000.00	\$35,000.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$249,676.00	\$249,676.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$1,045,500.00	\$1,080,500.00	\$280,000.00	\$278,997.90
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Non-dwelling Structures	\$95,000.00	\$60,000.00	\$0.00	\$0.00
13	1475 Non-dwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
16	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
17	1499 Development Activities ⁴	\$0.00	\$0.00	\$0.00	\$0.00
18a	1501 Collateralization or Debt Service paid by the PHA	\$0.00	\$0.00	\$0.00	\$0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	\$0.00	\$0.00	\$0.00	\$0.00
19	1502 Contingency (may not exceed 8% of line 20)	\$0.00	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2 -- 19)	\$1,460,176.00	\$1,460,176.00	\$315,000.00	\$278,997.90
21	Amount of line 20 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
22	Amount of line 20 Related to Section 504 Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 20 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 20 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 20 Related to Energy Conservation Measures	\$1,045,500.00	\$828,500.00	\$0.00	\$0.00

Signature of Executive Director <i>Joseph A. MacArthur (R2)</i>	Date 8/18/09	Signature of Public Housing Director	Date
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¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.