

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Gloucester Housing Authority</u> PHA Code: <u>MA025</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/01/2009</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>74</u> Number of HCV units: <u>573</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 <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. NOT APPLICABLE FOR ANNUAL PLAN SUBMISSION				
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: NOT APPLICABLE FOR ANNUAL PLAN SUBMISSION				
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. NOT APPLICABLE FOR ANNUAL PLAN SUBMISSION				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <ul style="list-style-type: none">▪ Eligibility, Selection and Administrative Policies, including Deconcentration and Wait List Procedures▪ Operations and Management▪ Financial Resources▪ Fiscal Audit▪ Violence Against Women Act (VAWA) (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. <ul style="list-style-type: none">▪ Gloucester Housing Authority – Main Office, 259 Washington Street, Gloucester MA▪ Sawyer Free Library, 2 Dale Avenue, Gloucester MA▪ Gloucester Housing Authority website: www.ghama.com				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> - See 7.0 Below				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. - See Below				
8.1	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. - See Below				
8.2	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. - See Below				
8.3	Capital Fund Financing Program (CFFP). <input 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.				

9.0	<p>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.</p> <p>Small PHA – Not Applicable for Annual Plan</p>
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>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(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. – See Below</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” – See Below</p>
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> <p>All attached - See Below</p>

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.

Demolition/Disposition/Development Activities

The GHA plans to complete its Demolition and/or Disposition of the former MA025-007 – 10 Taylor Street (5 units) development and may submit a Section 32 Application – 10 Taylor Street (5 units). The property will be redeveloped either by the GHA or disposed to an outside party for affordable housing development.

Section 8 Homeownership Option

The GHA will also continue to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982. The GHA will limit the maximum number of participants this fiscal year to 50 and has adopted the following eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria:

- 1) Minimum income limits for non-elderly/disabled households must be above 30% of HUD defined income limits for the Boston PMSA.
- 2) Non-elderly/disabled households must be enrolled in FSS for at least one year, or document that they meet all other requirements.
- 3) 3% Down-payment requirement from family’s own resources unless they are an eligible elderly/disabled household.
- 4) Credit report for individual applying for mortgage cannot have any unsatisfied collection accounts/liens or show any late payments for the 12-month period prior to voucher issuance.

The GHA will undertake the following actions to implement the program this year:

- 1) The GHA will continue to work with FSS participants, working families and elderly/disabled households with homeownership interest to meet the minimum homeownership requirements.
- 2) The GHA will continue to market the program to lending institutions.
- 3) The GHA will continue to offer pre-ownership and post-ownership counseling in-house to assist participants in meeting purchase-counseling requirements.

The PHA has demonstrated its capacity to administer the program by:

- Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price come from the family’s resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):
 - The GHA has operated the 5(h) Homeownership Option and other Homeownership Programs for the past 10 years.
 - The GHA’s Homeownership Counseling Program is certified and is the recipient of the Massachusetts Homeownership Seal of Approval.

Use of the Project-Based Voucher Program

Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year?

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

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

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):
10 Dale Avenue, Gloucester, MA (20 Units) – eligible census tract
147 Essex Avenue, Gloucester, MA (8 Units) – eligible census tract
Various units in buildings being rehabilitated through funding by the City of Gloucester (12 units)

8.0 Capital Improvements

See “Attachment A” (PDF Document)

10.0 Additional Information. Describe the following, as well as any additional information HUD has requested.

10.0 (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.

The Gloucester Housing Authority maintained the integrity of its valuable housing resources during 2008; we scored 97 % on HUD’s Section Eight Management Assessment Program earning High Performer status; we administered \$644,400 in contracts for everything from roof replacements, elevator repairs, new siding, new windows and water conservation measures to grass cutting and landscaping and building demolition. We continued working with advocates for affordable housing and increased funding for housing preservation through the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials, the Citizens for Housing and Planning Association, the Riverdale Residents Group and the City’s Health Plan Committee’s subcommittee for Senior Housing Options. We added a Social Worker to our staff.

We are proud of the service we provide to all the households who rely on our assistance for affordable housing. We take satisfaction from the progress we make in improving and expanding that service. Our Home Ownership Counseling Center responded to the foreclosure crisis in 2008 with an expanded offering of courses and counseling.

In 2008 we completed several construction contracts and began several more:

Elevator Repairs

We maintain four elevators in our three five-story and six-story buildings which transport 250 residents every day in addition to the many people who visit them and provide them with services. Elevator service contractors perform monthly maintenance on the equipment. In 2008 we specified a more thorough and inclusive service. Associated Elevator of South Yarmouth was awarded the contract for \$62,280. During their monthly visits they will recommend needed repairs. In 2008 our former service contractor, Stanley Elevator suggested we install all new controllers for the elevators at the Sheedy Building and the Clark Building. This called for shutting down service for 8 days at each building while the work was done and inspected by the State. This was accomplished with tremendous cooperation from all the residents in these buildings. Their patience and consideration allowed the work to be done in a timely, efficient and effective manner with only 2 of the 140 residents requiring alternative accommodations. We also added new door contacts to the McPherson elevators. We invested \$163,000 in our elevators during 2008.

Poplar Park Culvert Repair

The Poplar Park culvert repair and new bridge were 97% complete in the Summer of 2008. We celebrated the near completion of the work and the opening of the new roadway with a reception for the residents, local legislators, Senator Bruce Tarr and Representative Tony Verga, Ward Councilor Jackie Hardy, GHA Board and staff. The celebration featured a ribbon cutting with Executive Secretary Maryanne Koeller, Executive Director William Dugan, Poplar Park Tenant Association President Barbara Snare, Hardy, GHA Chair Mike McLeod, Tarr, GHA Treasurer Dorothy Martins, Verga and GHA Assistant Treasurer and Ward 2 Councilor Gus Foote.

Lincoln Park Windows

Phase 2 of Window Replacement at Lincoln Park was awarded and completed in 2008. A loan from Gloucester’s Community Development Department of \$50,000 allowed the work to proceed. We also asked for and received a \$9,000 matching grant from the State to hire Robert Mitnik, Architect. Our own Operating Reserves filled the \$12,000 gap when the low bid came in at \$62,000 from Atlas Contracting, Canton, MA. The result was a beautifully designed window expertly installed. The residents are very pleased with their new windows. This completes new windows for all of Lincoln Park.

10 Taylor Street

This building, one that failed HUD inspections every year requiring constant maintenance attention, was demolished in November 2008. Although we prefer to build housing to tearing it down, the units at 10 Taylor Street provided poor quality housing. The 5 families who occupied the two-bedroom units were satisfactorily relocated to other subsidized housing. For the first 7 months of 2008 we sought Environmental Clearance for the demolition from Local, State and Federal agencies. By July we had obtained HUD approval. In October Jeffrey’s Creek of Manchester-By-The -Sea was awarded the contract to demolish. At the December 2008 Board meeting the GHA Board Chairman appointed a committee to plan new housing at 10 Taylor Street. In 2009 we will seek a developer to partner with us in the creation of three units for ownership on the cleared site.

Roofs, Water Conservation, Flooring, Painting, Siding

Every year we generate an amazing amount of repair and update work financed through our limited Operating Budgets. The State budget allowed a modest 4% increase in our budget. Unfortunately, our Federal Operating Subsidy was only funded at 82% of the amount due. Additionally, HUD’s allotment for our Capital Fund, used for major renovations to our Federal Public Housing shrunk another \$3,000 from 2007 to 2008.

With careful planning for the use of our scarce resources we made the following improvements to our units:

\$ 8,730	New roofs at Lincoln Park
\$ 28,310	New roofs at Riverdale Park
\$ 8,960	New hall flooring at McPherson Park
\$ 42,760	All new Low-Flow toilets at 60 units in Willowood Gardens
\$ 6,620	New office windows at McPherson Park
\$ 19,825	Interior painting of occupied apartments
\$128,380	New roofing and siding at 3 scattered-site homes

Many of these jobs and countless others are done by our excellent Maintenance staff, small in number but big in talent.

New Elevators

The existing elevators at the Sheedy Building, 27 years, and the Clark Building, 22 years, needed work to replace obsolete controllers. This work was done in 2008 as mentioned previously in this report. The State also felt these buildings should each have an additional elevator. In February we signed a contract with architects Livermore, Edwards & Associates for a fee of \$140,000 and a construction estimate of \$1,200,000. During 2008 we studied 5 different concepts. The final approved concepts had new elevators added to the interior space at both buildings. Livermore completed the Schematic design phase in August. The State approved the designs but the fiscal crisis in the State brought further work on the project to a halt at the end of 2008.

Willowood Gardens Exterior Improvements

Our Five-Year Plans for Willowood Gardens include repairs to the entry overhangs, the addition of two bulkheads for maintenance access and improved storage facilities for the Maplewood Avenue homes. Robert I. Mitnik, AIA of Gloucester was hired for a fee of \$15,000 and a construction estimate of \$150,000. We worked with Bob during the Summer and Fall 2008 on concepts and designs. We will be going out to bid for the work in early 2009.

RESIDENT SERVICES

Housing First

This program went into its second year in 2008. The program budget funded by a grant amounts to \$81,200 for staff, support services and operating costs. The first 12 families were housed from shelters from November 2007 to January 2008. Four of these families had completed their program within the year achieving standard resident status. Four additional families moved from shelters to Riverdale under the Housing First Program. They all hope to achieve standard resident status and we hope they succeed in having a stable tenancy.

Supportive Housing at McPherson Park

This unique program comes from collaboration among SeniorCare, Action, Inc., State Department of Elder Affairs and State Department of Housing and Community Development. The service coordination and program development provided through this initiative is very much appreciated by the residents and adds considerable value to the quality of life in this building. The Case Manager assigned to McPherson Park under this program works with more than half the 97 residents. There are some elders on our housing waiting list who we could not help if we could not offer the additional services provided through the Supportive Housing model.

Homework Program

Sixteen dedicated volunteers from the Assembly of God Church provide one-on-one tutoring and homework help to children at Riverdale Park. The volunteers also serve as role models and counselors to the kids. We are very grateful for their commitment to our Riverdale neighborhood.

Cool Kids Club

This club with 20 children as members formed from a Summer Bible School at the Calvary Baptist Church, nearby to Riverdale Park. We granted permission to use the Riverdale Youth Center for a couple hours each week to provide study and other positive activities for kids in grades from Kindergarten to 4th.

Mobile Food Mart

Kathy Ross, Assistant Director-Resident Services, worked with residents and the Cape Ann Food Pantry to assure the continued success of this popular event at the Riverdale Youth Center and Willowood Gardens. This activity fosters a strong, supportive community.

Christmas Party

More than 150 children enjoyed Christmas parties at Riverdale and Willowood Gardens Youth Centers in December. The help of many people and organizations made this possible. Residents did the majority of the planning and they made it happen. Maureen Dexter worked with residents in the planning and organization. We received donations from GE Good Neighbor Fund, Domino's, Jim's Bagel and Bake Shop, Toys for Tots, Assembly of God Church and Santa was provided by Bob Gillis. We owe the success of this party to a true community effort.

Family Self Sufficiency (FSS)

Kathy Ross meets regularly with 26 families who receive Section 8 assistance and enrolled in our Family Self-Sufficiency Program. She reviews their goals and lends help where needed as they strive to meet their goals. The Program is funded in part by a grant from HUD. The 2008 grant was in the amount of \$41,690, a 1% increase from 2007. There are twenty families with escrow accounts. On average they have \$3,000 in their escrow accounts. Two families graduated from the program in 2008. One family purchased a home with her Housing Choice Voucher. The other family paid for nursing school with her escrow funds and achieved total self-sufficiency. The highest escrow account is over \$19,000. At the end of 2008 twelve FSS members are working full time, ten are working part time, and seven are attending college or a job training program.

The FSS program gives families on Section 8 a chance to seek ways to improve their employability; increase their earnings; pursue a career; or achieve some other goal. As they progress in their individual plans and as their income increases their share of the rent will increase also. The GHA's Family Self-Sufficiency Program offers an incentive to these families by monthly contributions to an escrow account equal to the increase in their share of the rent. As families graduate from FSS or no longer participate they are replaced with families off the waiting list.

Since 1995 an average of 3 families have graduated each year from our FSS Program. As they embark on their new lives they take out earnings from their accounts averaging \$7,100. We are proud of their achievements and look forward to continuing this worthy program.

PARTNERSHIPS

In times of limited resources we seek to make progress through effective partnerships with other groups or agencies serving a similar mission. In 2008, among other groups, we worked with private developers, the Assembly of God, the City's Health Department and the Senior Housing Options Subcommittee of the Community Health Plan Committee in our effort to further our mission and increase and maintain the supply of affordable housing in Gloucester.

Open Door/Cape Ann Food Pantry

Collaborations with Open Door always bring wonderful benefits to our residents. The Food Mart and the Summer Lunch Programs bring wholesome food to the residents. Some residents volunteer for the programs and we hire some to help monitor the lunch programs. Kathy Ross, Assistant Director-Resident Services, supervises the helpers and fills in when needed. Julie LaFontaine, Director of Open Door, brings a great resource and valuable service to our residents that we greatly appreciate.

Gloucester Community Development

Our Cape Ann Homeownership Counseling Center, managed by Kathy Erkkila, relies on funding from the City's Block Grant Program along with six other funding sources to cover the costs of operation. The Center has a budget of nearly \$57,000 and the City has provided annual grants for the past several years in the amount of \$5,000.

Gloucester Health Department

Our annual collaboration with Gloucester's Public Health Nurse Sunny Robinson during Flu shot time is a very important service provide to our elderly residents. We assist in the administration of flu vaccines to two-thirds of the residents of our elderly housing, about 220 individuals.

We began a new collaborative effort with the Health Department in 2008—the Medication Disposal Program. The Department's Substance Abuse Prevention Program, led by Joan Whitney works with health professionals including physicians, pharmacists, law and drug enforcement officials and community leaders partnering together to encourage residents to clean out medicine cabinets to keep youth safe and protect a clean water supply. Joan and Police Lieut. Mike Lane visited each of our elderly housing developments to explain the program and collect unused or expired prescription medications. This will be a regular ongoing effort.

Monitoring Agreements

We have taken on the role of conducting lotteries for first-time homebuyer opportunities having been designated as monitoring agents in permits granted by the City Council or Board of Appeals. In 2008 we worked on the planning of lotteries for a new housing unit at 347B Washington Street. At year's end we have met several families interested but none that could afford the condominium unit. In 2008 we also partnered with the North Shore Affordable Housing Trust as they prepared to market a two-bedroom condo unit in Ipswich for first-time homebuyers. In 2009 we will be conducting a lottery for this unit.

PROGRAM MANAGEMENT

State Budget Increase

The Governor and the Legislature continue to recognize the need to increase funding for the operation and maintenance of the State's public housing program. In 2008 when many other State programs were level funded or reduced the Governor asked for a 22% increase in the public housing subsidy line item and the Legislature approved a 10.5% increase. This was a step in the right direction but rising costs did not allow an increase in our budget's bottom line.

Section 8 Management Assessment Program (SEMAP)

The GHA received a score of 97% on SEMAP for the Fiscal Year Ended June 30, 2008. This means we are doing a great job in all aspects of managing our Section 8 Voucher Program and that HUD has designated us a High Performer. This score comes from a tremendous team effort with excellent coordination among our program, supervisory and fiscal staff.

Resident Meetings

Throughout 2008 we continued our monthly meetings with residents at our State-aided housing developments. The Governor's Appointee to the Board, Gus Foote and GHA staff attend the meetings. These meetings keep residents informed on issues and projects. GHA staff provides updates on ongoing improvement projects, future plans, budget issues and news on housing legislation. The residents inform GHA staff on issues in their neighborhood, work items that need attention and they provide suggestions for improvements to their grounds, buildings or individual units.

Homeownership Counseling

The subprime mortgages and the prevailing foreclosure crisis in the Commonwealth prompted Kathy Erkkila, Homeownership/Administrative Specialist to add new classes to her training schedule. Kathy conducted her regularly scheduled courses in March and October, "Your First Home"-First Time Homebuyer Workshop. In addition she held a two-evening course called "After the Move", a Post Ownership Course. Also in May she gave a one-night seminar on how to avoid foreclosure—"Safe and Sensible Mortgages". In July Kathy gave a one-night seminar "Introduction to Buying a Home". We are grateful to local bankers, realtors, attorneys, insurance agents and inspectors who provide guidance at these sessions.

We could not afford to provide so many courses without local private sponsorship, specifically from Cape Ann Savings Bank, TD Banknorth and Rockport National Bank-Rockport and Gloucester. "Safe and Sensible Mortgages" was funded by a special State grant of \$5,000 for Statewide Foreclosure Assistance and Prevention Efforts. In response to our solicitation for donations we received \$8,000 to support our operating costs.

Since 2004 Kathy has counseled 533 families regarding all aspects of homeownership. 2008 saw a 33% increase in her number of clients served.

Employees

We filled a vacancy in the Housing First Case Manager position with Suzan Killough. Suzan brings valuable social work experience to the GHA. A small reorganization allowed us to promote part-time Receptionist Dawna Rowe to part-time Housing Specialist. We changed the full-time position of Housing Specialist/Inspector to part-time Inspector. Our part-time Receptionists are Mary Sutura and Selena Robbins.

Records Management

We take serious our role as custodians of public records. We safeguard confidentiality and we keep orderly files that can be readily available for independent audit. Storage and management of records presents the biggest challenge in this task. The paper generated through our program administration adds up to mountains of records. The State's Records Conservation Board issues guidelines on what records need to be kept and when they can be

approved for disposal. We received permission from the Board to destroy certain records on two occasions in 2008. These were records dating from 2000-2004. The mountain of paper weighed 2,989 pounds.

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

The GHA hereby defines significant amendment or modification as any change in policy, which significantly and substantially alters the Authority's stated mission and the persons the Authority serves. Discretionary or administrative amendments consistent with the Authority's stated overall mission and basic objectives will not be considered a significant amendment or modification.

10.0 (c) 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 that helps child or adult victims of domestic violence, dating violence, sexual assault, or stalking to obtain or maintain housing; (3) any activities, services, or programs provided or offered to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. PHA's are also encouraged to describe in its VAWA statement the PHA procedures in place that assures that tenants are notified of their rights under VAWA.

The GHA has adopted the following VAWA Policy and adhered to the domestic violence protocol which follows the policy:

**GLOUCESTER HOUSING AUTHORITY
VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY**

I. PURPOSE AND APPLICABILITY

THE PURPOSE OF THIS POLICY (HEREIN CALLED "POLICY") IS TO IMPLEMENT THE APPLICABLE PROVISIONS OF THE VIOLENCE AGAINST WOMEN AND DEPARTMENT OF JUSTICE REAUTHORIZATION ACT OF 2005 (PUB. L. 109-162) AND MORE GENERALLY TO SET FORTH GHA'S POLICIES AND PROCEDURES REGARDING DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING, AS HEREINAFTER DEFINED.

This Policy shall be applicable to the administration by GHA of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

II. GOALS AND OBJECTIVES

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by GHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between GHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by GHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by GHA.

III. Other GHA Policies and Procedures

This Policy shall be referenced in and attached to GHA's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of GHA's Admissions and Continued Occupancy Policy and the GHA's Section 8 Administrative Plan. GHA's annual public housing agency plan shall also contain information concerning GHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of GHA, the provisions of this Policy shall prevail.

IV. DEFINITIONS

As used in this Policy:

A. *Domestic Violence* – The term '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 cohabiting 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 person's acts under the domestic or family violence laws of the jurisdiction."

B. *Dating Violence* – means 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.
- (iii) The frequency of interaction between the persons involved in the relationship.

- (A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, 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;

D. *Immediate Family Member* - means, with respect to a person –

- (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
- (B) any other person living in the household of that person and related to that person by blood or marriage.

E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

V. ADMISSIONS AND SCREENING

A. *Non-Denial of Assistance*. GHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

B. *Mitigation of Disqualifying Information*. When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, GHA, may but shall not be obligated to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an applicant to take such mitigating information into account, GHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. GHA will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

VI. TERMINATION OF TENANCY OR ASSISTANCE

A. *VAWA Protections*. Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by GHA:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.

2. In addition to the foregoing, tenancy or assistance will not be terminated by GHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:

- (a) Nothing contained in this paragraph shall limit any otherwise available authority of GHA’ or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, neither GHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
- (b) Nothing contained in this paragraph shall be construed to limit the authority of GHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or GHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. *Removal of Perpetrator*. Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, GHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by GHA. Leases used for all public housing operated by GHA and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by GHA, shall contain provisions setting forth the substance of this paragraph.

VII. VERIFICATION

A. *Requirement for Verification*. The law allows, but does not require, GHA or a section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., GHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by GHA. Section 8 owners or managers receiving rental assistance administered by GHA may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

- 1. *HUD-approved form* - by providing to GHA or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.

2. *Other documentation* - by providing to GHA or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

3. *Police or court record* - by providing to GHA or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

B. *Time allowed to provide verification/failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by GHA, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. *Waiver of verification requirement.* The Executive Director of GHA, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

VIII. Confidentiality

A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to GHA or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. requested or consented to by the individual in writing, or
2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
3. otherwise required by applicable law.

B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by GHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

C. *Security.* All information pertaining to the fact that an individual is a victim of domestic violence, dating violence or stalking shall be maintained separately and securely by the Resident Services Department unless such information is subject to the disclosure exceptions noted in this section.

IX. Transfer to New Residence

A. *Application for transfer.* In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, GHA will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

B. *Action on applications.* GHA will act upon such an application promptly.

C. *No right to transfer.* GHA will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of GHA, and this policy does not create any right on the part of any applicant to be granted a transfer.

D. *Family rent obligations.* If a family occupying GHA public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by GHA. In cases where GHA determines that the family's decision to move was reasonable under the circumstances, GHA may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.

E. *Portability.* Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect a health or safety of an individual member of the household who is or has been the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

X. COURT ORDERS/FAMILY BREAK-UP

A. *Court orders.* It is GHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by GHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

B. *Family break-up.* Other GHA policies regarding family break-up are contained in GHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

XI. RELATIONSHIPS WITH SERVICE PROVIDERS

It is the policy of GHA to cooperate with organizations and entities, both private and governmental, which provide shelter and/or services to victims of domestic violence. If GHA staff becomes aware that an individual assisted by GHA is a victim of domestic violence, dating violence or stalking, GHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring GHA either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. GHA's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which GHA has referral or other cooperative relationships.

XII. NOTIFICATION

GHA shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance at time of initial lease-up and at each annual recertification. The full policy and required forms will also be made available on the GHA's website www.ghama.com.

XIII. RELATIONSHIP WITH OTHER APPLICABLE LAWS

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

XIV. AMENDMENT

This policy may be amended from time to time by GHA as approved by the GHA Board of Commissioners.

This policy was adopted by the GHA Board of Commissioners at their February 14, 2007 Regular Meeting.

Gloucester Housing Authority Domestic Violence Protocol

All Gloucester Housing Authority employees must report any tenant incidents or threats of domestic violence or tenant family disputes that could lead to domestic violence to the Assistant Executive Director and/or the Assistant Director of Resident Services.

Upon receipt of a referral from Gloucester Housing Authority employees, police or concerned community members, tenant sponsors or tenants regarding tenants who are currently at risk of domestic violence, have a past history of domestic violence or are involved in a family dispute that could lead to domestic violence, the Resident Services Department will implement the following protocol in accordance with Gloucester Housing Authority Confidentiality Policies:

1. Contact tenant and set up an appointment to determine if perpetrator still poses a safety risk to tenant, children and other tenants who reside at GHA properties.
2. Give tenant HAWC Hotline phone number, a list of domestic violence service providers, counseling and referral materials.
3. Advise tenant that HAWC can assist them with Restraining Orders, Safety Plans, shelter placements and community services.
4. Suggest tenant seek a 'No Trespass' Order from the Assistant Executive Director of GHA to ban the perpetrator from GHA Properties.
5. Contact police for assistance when appropriate.
6. Contact DCF Hotline if children are at-risk of abuse or have been abused.
7. Advise tenant that GHA telephones are available to access community assistance and referral services.
8. Advise Assistant Executive Director and Case Manager of tenant's status.
9. Consult community service providers, if appropriate, only after obtaining a
10. Release of Confidentiality from the tenant.
11. Provide ongoing consultation to employees regarding tenants who refuse
12. domestic violence services.
13. GHA may offer Domestic Violence Workshops to education tenants.
14. GHA may offer additional Domestic Violence workshops to education staff.

Upon receipt of a referral from Gloucester Housing authority staff, police or concerned community members, the Resident Services Department will implement the following protocol regarding tenants who are currently at-risk of domestic violence, have a past history of domestic violence or a family dispute that could lead to domestic violence.

1. Immediately contact tenant and set up an appointment to evaluate safety risks for the family. *
2. Advise tenant of restraining Orders, No Trespass Orders and community services available to assist them.
3. Develop a Safety Plan with tenant of what tenant can do when they do not feel safe.

4. Give tenant referral materials on shelters, hotline numbers, counseling and HAWC. **
5. Assist tenant in obtaining domestic violence services and referrals if they need to immediately leave a dangerous situation (e.g. shelter or safe house).
6. Contact police for assistance when appropriate.
7. Provide short-term crisis intervention or counseling to tenant as appropriate.

When the Resident Services Department determines a child or tenant is at risk of abuse or currently in a situation that could lead to abuse, the following steps will be implemented:

1. Contact Case Manager and/or Assistant Executive Director to advise GHA of tenant's safety risk.
2. Provide consultations with case Managers to determine tenant's safety risk and appropriate interventions.
3. Provide consultations with community service providers after obtaining a Release of Confidentiality from the tenant.

* Do not assume tenant is safe just because tenant believes they are safe. Find out the location of the abuser.

** The Resident Services Department will not mail domestic violence information to a neither specific tenant nor leave phone messages for the tenant regarding domestic violence prior to obtaining permission from the tenant that it is safe to do so.

If a Case Manager believes that a tenant or child's safety is at risk due to domestic violence or a family dispute that could escalate into domestic violence, or if the tenant has a history of domestic violence or a police report that documents domestic violence, the following protocol will be implemented:

1. Ask if the tenant/children are safe. Do not assume the tenant/family is safe unless you have determined the location of the abuser. *
2. Advise tenant of Domestic Violence Hotline, HAWC and shelters. If tenant does not want to use local services, advise them of out-of-area services. **
3. Distribute domestic violence materials and phone numbers only after determining that it is safe for the tenant to have them.
4. Ask tenant if they would like to be referred to the Resident Services Department for consultation/referrals.
5. Remind tenant that you will assist them in seeking shelter placement at any time they feel at risk of abuse or choose to leave the abuser.
6. Remind tenant that GHA telephones are available for their use to contact domestic violence services.

If a Case Manager determines that a tenant is in immediate risk of injury and Resident Services is not available, the Case Manager will contact the following domestic violence service provider for consultation:

Chassea Golden Robinson-Nurse, Health Department
978-281-9771
or
HAWC
978-283-8642

If the Case Manager believes that children are at risk of abuse or have been abused, the Case Manager will do the following:

1. Advise the Resident Services Department of children at risk of domestic violence.
2. File a 51A with Department of Children and Families.

The GHA continues to offer a preference on its Federal Public Housing & Housing Choice Voucher Wait lists to victims of Domestic Violence.

The GHA's Resident Services Department participated in the following Domestic Violence services during 2008 – 09.
Attended monthly meetings of the Domestic Violence Coalition.

- Distributed Domestic Violence bi-lingual brochures to all five Elderly Housing developments, Riverdale and Willowood Family Developments & GHA Youth Centers. Assembly of God , Calvary Chapel Church, and TCB Shelter.
- Attended Mayor's Annual Awareness and Recommitment Ceremony to maintain Gloucester as a domestic violence free zone.
- Ongoing assessment and referral of individual residents to HAWC for domestic violence counseling.
- Hosted HAWC "House of Healing " Group eight week therapy group for Riverdale/HFI residents.
- Distributed Older Woman's DV Group flyers and met with Elder DV counselor from GLSS to introduce additional DV services to the elder developments.

11.0 Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHA's 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.

SEE ATTACHMENT "B" (PDF FORMAT DOCUMENT)

Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025501-09 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2009 FFY of Grant Approval: 2009
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	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 21) ³	\$ 38,891.00			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 4,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 40,000.00			
10	1460 Dwelling Structures	\$ 42,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$124,891.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

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 I: Summary				
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025501-09 Replacement Housing Factor Grant No: Date of CFFP: _____		FFY of Grant: 2009 FFY of Grant Approval: 2009
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹
		Original	Revised ²	Obligated Expended
Signature of Executive Director		Date	Signature of Public Housing Director Date	

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/20011

Part I: Summary						
PHA Name/Number Gloucester (MA025)			Locality (City/County & State) Gloucester, Essex Co., MA		<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY 2012	Work Statement for Year 5 FFY 2013
B.	Physical Improvements Subtotal	Annual Statement	\$ 86,500.00	\$ 60,000.00	\$ 90,000.00	\$ 60,000.00
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment		\$ 3,500.00	\$ 30,000.00		\$ 30,000.00
E.	Administration					
F.	Other					
G.	Operations		\$ 34,891.00	\$ 34,891.00	\$ 34,891.00	\$ 34,891.00
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		\$124,891.00	\$124,891.00	\$124,891.00	\$124,891.00
L.	Total Non-CFP Funds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
M.	Grand Total	\$124,891.00	\$124,891.00	\$124,891.00	\$124,891.00	\$124,891.00

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PEA Name:		Grant Type and Number		FFY of Grant	
Gloucester Housing Authority		Capital Fund Program Grant No: MA06S02550109 Date of CFFP: _____		2009 2009	
		Replacement Housing Factor Grant No: _____			
Type of Grant	Original	Revised ²	Obligated	Total Actual Cost ¹	Expended
Line	Summary by Development Account	Total Estimated Cost			
<input checked="" type="checkbox"/>	Original Annual Statement				
<input type="checkbox"/>	Performance and Evaluation Report for Period Ending:				
<input type="checkbox"/>	Summary by Development Account				
	<input type="checkbox"/> Reserve for Disasters/Emergencies				
	<input type="checkbox"/> Revised Annual Statement (revision no:)				
	<input type="checkbox"/> Final Performance and Evaluation Report				
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements	\$ 10,000.00			
4	1410 Administration (may not exceed 10% of line 21)	\$ 15,800.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition	\$ 25,787.00			
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 106,500.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$ 158,087.00			
21	Amount of line 20 Related to LBF Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security -- Soft Costs				
24	Amount of line 20 Related to Security -- Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	\$ 70,000.00			

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 CFFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary	
PHA Name: Gloucester Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA06S02550109 Date of CFFP: _____
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Line Summary by Development Account	Replacement Housing Factor Grant No: <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report
Signature of Executive Director <i>Andrew J. Jegan</i>	Signature of Public Housing Director
Date 4/9/09	Date
Total Estimated Cost	Total Actual Cost ¹
Original	Obligated
Revised ¹	Expended

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

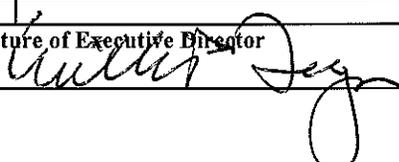
Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025501-08 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2008 FFY of Grant Approval: 2008
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008 <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 21) ³	\$ 29,391.00	\$ 29,391.00	\$ 29,391.00	\$ 10,823.24
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 85,500.00	\$ 95,500.00		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition	\$ 10,000.00	\$ 0.00		
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$124,891.00	\$124,891.00	\$ 29,391.00	\$ 10,823.24
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	\$ 75,500.00	\$ 0.00		

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 I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025501-08 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2008 FFY of Grant Approval: 2008
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <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
Signature of Executive Director 		Date 2/11/2009	Signature of Public Housing Director		Date

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025501-07 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2007 FFY of Grant Approval: 2007
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008 <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 21) ³	\$ 12,756.00	\$ 12,756.00	\$ 12,756.00	\$ 8,951.98
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 31,308.00	\$ 25,000.00		
10	1460 Dwelling Structures	\$ 38,500.00	\$ 59,063.00		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition	\$ 45,000.00	\$ 30,745.00	\$ 30,745.00	\$ 30,745.00
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$127,564.00	\$127,564.00	\$ 43,401.00	\$ 39,696.98
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	\$ 75,500.00	\$ 0.00		

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 I: Summary				
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025501-07 Replacement Housing Factor Grant No: Date of CFFP: _____		FFY of Grant: 2007 FFY of Grant Approval: 2007
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <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
Signature of Executive Director <i>[Handwritten Signature]</i>		Date 2/11/2009	Signature of Public Housing Director Date	

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary						
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025501-06 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2006 FFY of Grant Approval: 2006	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008 <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 21) ³	\$ 31,703.00		\$ 11,951.00	\$ 11,951.00	
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$ 12,947.00		\$ 12,947.00		
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	\$ 74,864.00		\$ 74,864.00	\$ 71,680.00	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities ⁴					
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$119,514.00		\$ 119,514.00	\$ 83,631.00	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security – Soft Costs					
24	Amount of line 20 Related to Security – Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					

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.

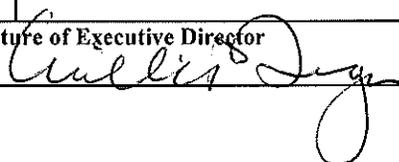
Part I: Summary				
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025501-06 Replacement Housing Factor Grant No: Date of CFFP: _____		FFY of Grant: 2006 FFY of Grant Approval: 2006
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008 <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
Signature of Executive Director <i>Charles J. Ryan</i>		Date 2/17/2009	Signature of Public Housing Director Date	

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary						
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025502-06 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2006 FFY of Grant Approval: 2006	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008 <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 21) ³					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)	\$ 353.00		\$ 353.00		
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	\$ 3,178.00				
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities ⁴					
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$ 3,531.00		\$ 353.00		
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security – Soft Costs					
24	Amount of line 20 Related to Security – Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					

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 I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025502-06 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2006 FFY of Grant Approval: 2006
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008 <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
Signature of Executive Director 		Date 2/17/2009	Signature of Public Housing Director		Date

Part II: Supporting Pages								
PHA Name: GLOUCESTER HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: MA06P025502-06 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2006		
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	
PHA-wide	ADMINSITRATION	1410	1	\$ 353		\$ 353		
MA025000001	OVERHANG REPAIRS	1460	6	\$ 3,178				Bid Phase
	T							

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.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: GLOUCESTER HOUSING AUTHORITY					Federal FFY of Grant: 2006
Development Number Name/PHA-Wide Activities	All Fund 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	
MA025000001	05/03/2009	12/31/2008	05/03/2011		
PHA-WIDE	05/03/2009		05/03/2011		

¹ Obligation and expenditure end dated 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, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

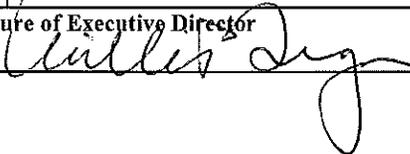
U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025501-05 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2005 FFY of Grant Approval: 2005
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <u>12/31/2008</u> <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 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	\$ 12,746.00		\$ 12,746.00	\$ 12,746.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 14,016.00		\$ 14,016.00	\$ 11,476.24
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 59,000.00		\$ 59,000.00	\$ 59,000.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	\$ 12,700.00		\$ 12,700.00	\$ 12,700.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$127,462.00		\$ 127,462.00	\$ 124,922.24
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

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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, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary				
PHA Name: GLOUCESTER HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P025501-05 Replacement Housing Factor Grant No: Date of CFFP: _____		FFY of Grant: 2005 FFY of Grant Approval: 2005
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008 <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
Signature of Executive Director 		Date 2/17/2009	Signature of Public Housing Director Date	

PHA PLAN ADVISORY BOARD COMMENTS
Minutes of March 11, 2009 Meeting

The Gloucester Housing Authority (GHA) PHA Plan Resident Advisory Board was held on Wednesday, March 11, 2009 at 5:30 p.m. at the Willowood Gardens Community Center, Willowood Road, Gloucester.

There were no members in attendance other than the GHA's Assistant Executive Director, David Houlden.

The GHA sent outreach notices to 74 Public Housing and 573 Section 8 Housing Choice Voucher participants, but no participant expressed any interest in serving. Participants were also given simultaneous notice on their right to apply for membership on the GHA Board of Commissioners. Notices (See attached) were also posted on the GHA's website www.ghama.com

Mr. Houlden waited for thirty (30) minutes before declaring that there would not be a meeting due to lack of interest.

No comments were received. There is no Federal Public Housing Resident Organization at this time.

Respectfully,


David S. Houlden, Assistant Executive Director

GLOUCESTER HOUSING AUTHORITY

P.O. Box 1599

Gloucester, MA 01931-1599

An Equal Housing Opportunity

February 18, 2009

Dear Federal Public Housing Resident/Section 8 Participant:

The Gloucester Housing Authority is seeking Federal Public Housing residents and Section 8 participants to serve on the Agency Plan Resident Advisory Board. The advisory board serves to assist and make recommendations regarding the development of the Gloucester Housing Authority (GHA) Agency Plan.

We have prepared the GHA's 2009 Agency Plan for public comment in accordance with HUD regulations. A copy of the proposed plan is available for review at our office and will be provided to all Advisory Board members.

HUD regulations say "The purpose of the plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in tenant-based assistance programs and other members of the public may locate basic PHA policies, rules and requirements concerning its operation, programs and services".

If you are interested in serving on the Advisory Board, please contact me at (978) 281-4770 ext. 120 prior to March 4, 2009. The meeting of the Advisory Board will be held at Willowood Gardens on Wednesday, March 11, 2009 at 5:30 p.m. The Advisory Board commitment is usually no more than two meetings.

You are also advised that the GHA is required to have an individual receiving HUD subsidy on its Board of Commissioners. Any individual wishing to serve in that capacity should contact our Executive Director, William Dugan.

I look forward to hearing from you.

Yours truly,

GLOUCESTER HOUSING AUTHORITY



David S. Houlden
Assistant Executive Director

PHA Certifications of Compliance with PHA Plans and Related Regulations	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011
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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 7/1/09, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

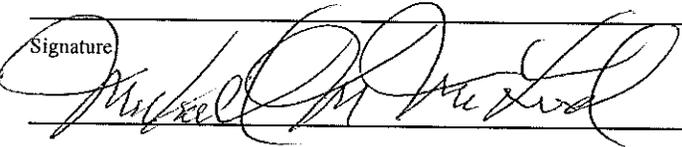
 GLOUCESTER HOUSING AUTHORITY
 PHA Name

 MA025
 PHA Number/HA Code

 5-Year PHA Plan for Fiscal Years 20 - 20

 X Annual PHA Plan for Fiscal Years 2009 - 2010

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official MICHAEL MC LEOD	Title CHAIRMAN
Signature 	Date <u>4/8/2009</u>

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

GLOUCESTER HOUSING AUTHORITY (MA025)

Program/Activity Receiving Federal Grant Funding

FY 2009 ANNUAL PHA PLAN

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

259 Washington Street, Gloucester (Essex County), MA

1 - 3 Veterans Way, Gloucester (Essex County), MA

Willowwood Gardens, Gloucester (Essex County), MA

Scattered-site units - 17 Washington Square., 25 Prospect Square., 10 Taylor Street., 10 Griffin Court., 19 Mason Street, 18 Essex Street., & 8 Sargent St 259 Washington Street, Gloucester (Essex County), MA

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

William F. Dugan

Title

Executive Director

Signature

Date

4/9/09

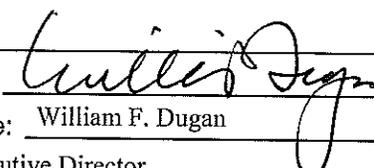
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Gloucester Housing Authority 259 Washington Street P.O. Box 1599, Gloucester, MA 01931 Congressional District, if known: 4c 5th MA	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: U.S. Dept. of Housing and Urban Development	7. Federal Program Name/Description: PHA Annual Plan CFDA Number, if applicable: <u>NA</u>	
8. Federal Action Number, if known: NA	9. Award Amount, if known: \$ NA	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): NA	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): NA	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>William F. Dugan</u> Title: <u>Executive Director</u> Telephone No.: <u>978 281 4770</u> Date: <u>4/9/09</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Certification of Payments to Influence Federal Transactions

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

Applicant Name

GLOUCESTER HOUSING AUTHORITY (MA025)

Program/Activity Receiving Federal Grant Funding

PHA ANNUAL PLAN

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

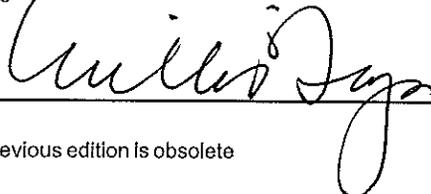
Name of Authorized Official

William F. Dugan

Title

Executive Director

Signature



Date (mm/dd/yyyy)

04/09/2009