

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 Wakefield Housing Authority PHA Code: MA074 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): 07/2010					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 40 Number of HCV units: 331					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input checked="" 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	
					PH	HCV
PHA 1:						
PHA 2:						
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. The mission of the WHA is the same as that of the Department of Housing and Urban Development: To promote adequate & affordable housing, economic opportunity, and a suitable living environment, free from discrimination. The plans, statements, budget summary, policies, etc. set forth in the Annual Plan, all lead to the accomplishment of these goals and objectives and consistent with the Consolidated Plan.					
5.2	Goals and Objectives. Assuring a high quality of management, maintaining and improving the housing resources and providing greater opportunity for the working poor, elderly and disabled to access affordable housing. Helping to promote financial independence of participants through effective policies and self-sufficiency initiatives. <ul style="list-style-type: none"> • In 2007 we partnered with Wakefield Senior Housing and Mystic Valley Elder Services to open a 22 unit HUD 202 supportive housing complex, providing an opportunity for elders to "age in place". • Our voucher utilization rate is above 97%. • We have increased outreach to landlords to provide housing and resolve conflicts for voucher holders. • We are working very closely with supportive service providers to help tenants be compliant and get needed help to increase their independence. • Our FSS program which provides support in education, money management and has helped tenants to get on the path to independence. • We were not eligible for a FSS grant last year and partnered with other authorities to obtain funding. • Crystal View turnaround time is averaging 17 days. We have made numerous capital improvements to our building, which have increased safety, energy efficiency and livability for our tenants. The improvements have also improved the housing authority's image in the community. • We continue to be members of Mass. Access, an accessible housing registry that helps to market accessible units, and we have met with the Independent Living Center of the North Shore and Cape Ann, Inc. to discuss partnering for the Olmstead Vouchers • We administer 75 mainstream vouchers. • The staff is trained in Fair Housing and we undertake affirmative measure to ensure access to housing regardless of race, color, religion, national origin, sex familial status or disability. • We continue to train and educate staff in all aspects of housing management, maintenance and resident services so that we can best serve the mission of HUD and the Wakefield Housing Authority and therefore those in need of clean, safe and affordable housing. 					

PHA Plan Update

- (a) The WHA Administrative plan has been updated to better serve our families, elders and disabled in need of safe and affordable housing and to improve management objectives.
- (b) The Wakefield Housing Authority’s Annual and Five Year PHA Plan along with supporting documents are available at the main administrative office at 26 Crescent Street, Wakefield, MA 01880 during regular business hours.

1.ELIGIBILITY, SELECTION & ADMISSION POLICIES

Eligibility factors are; qualifies as a family, meets the income limits, citizenship/eligible immigrant, provides documentation of Social Security numbers and signs consent authorization documents. WHA uses the centralized waiting list program administered in MA by MASSNAHRO, as awaiting list for Section 8 vouchers with local priority. PHA tenants are selected date and time with a local preference. All applicants approaching the top of the list are screened for a criminal record., and a landlord reference. We target more than 40% of admissions to families below 30% of median area income.

2.FINANCIAL RESOURCES

Federal Grants	Planned \$	Planned Uses
Public Housing Operating Fund	161,370	Operations
Public Housing Capital Fund	46,063	Capital Improvements
Annual Contribution Section 8 Tenant Based Assistance	3,449,315	Landlord Payments
FSS Coordinator		FSS Coordinator Salary
Prior Year Grants Unobligated	0	Operations
PH Dwelling Rental	165,058	Operations
Non Federal Sources		
Laundry Receipts	900	Operations
Interest from Income	1895	Operations
Total Resources	3,824,601	

3. RENT DETERMINATION

Income based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted income, and the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions)

4.OPERATIONS AND MANAGEMENT

The rules standards and policies are contained in are action plan and include: Blood Borne Disease Policy, Capitalization Policy, Check Signing Policy, Criminal Records Management Policy, Disposition Policy, Drug Free Policy, Equal Housing Opportunity Policy, Ethics Policy, Facilities use Policy, Funds Transfer Policy, Hazardous Materials Policy, Investment Policy, Maintenance Policy, Natural Disaster Policy, Pest Control Policy, Pet Policy, Procurement Policy, and Language Assistance Plan and the Section 8 Administrative.

5.GRIEVANCE PROCEDURES

Residents and applicants may get a copy of the grievance procedure at the administrative office. They may also contact the administrative office for an informal review.

7. COMMUNITY SERVICE AND SELF SUFFICIENCY

- 2. We have an active FSS program with 8 participants.
- 3. Crystal View is elderly/disabled housing and community service does not apply.

8. SAFETY AND CRIME PREVENTION

We have installed security measures that work- 2 new digital cameras, alarmed doors, etc. We have formed a cooperative agreement with the police for tracking and reporting crime. We have amended our ACOP to include lifetime denial for production of methamphetamine for all federally assisted housing

9. PET POLICY

Companion animals are allowed. There is an application process, weight and size limit, they must be spayed. The tenant must provide proper care and the pets should be restrained at all times. Tenant must provide a photo, veterinarian’s information, alternate caretakers and certificates of shots. There is a pet participation fee of \$160.00 or one month’s rent whichever is less, which is refundable provided that there is no pet related damage. A complete copy of the pet policy is provided upon lease signing.

10. CIVIL RIGHTS CERTIFICATION

HUD Form 50077-CR attached

11. FISCAL YEARS AUDIT

13. VAWA

The WHA may not seek to evict, terminate the tenancy of, terminate the Section 8 subsidy of a victim of actual or threatened domestic violence, or stalking because of the actions of the abuser. All information relative to the abuse will be retained in confidence. A copy of the policy is distributed to all Public Housing tenants and to applicants at final briefing prior to admission to the Section 8 program. This policy is posted at the WHA office and available to anyone on request.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.

8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.																																																																						
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.																																																																						
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.																																																																						
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> <table border="1" data-bbox="240 583 1154 1077"> <thead> <tr> <th>Items</th> <th># of Families</th> <th>%of Total Families</th> </tr> </thead> <tbody> <tr><td>Waiting List Total</td><td>97030</td><td></td></tr> <tr><td>Extremely Low Income >30% AMI</td><td>93362</td><td>96.22%</td></tr> <tr><td>Very Low Income >30% but <=50% AMI</td><td>3966</td><td>4.09%</td></tr> <tr><td>Low Income >50% but < 80% AMI</td><td>229</td><td>0.24%</td></tr> <tr><td>Families w/ Children</td><td>34873</td><td>35.94%</td></tr> <tr><td>Elderly Families</td><td>5561</td><td>5.73%</td></tr> <tr><td>Families w/ Disabilities</td><td>31670</td><td>32.64%</td></tr> <tr><td>White</td><td>42208</td><td>43.50%</td></tr> <tr><td>Black</td><td>18262</td><td>18.82%</td></tr> <tr><td>Asian</td><td>2895</td><td>2.98%</td></tr> <tr><td>American Indian</td><td>1618</td><td>1.67%</td></tr> <tr><td>Pacific Islander</td><td>326</td><td>0.34%</td></tr> <tr><td>Hispanic</td><td>35778</td><td>36.87%</td></tr> </tbody> </table> <p>WHA participates in a centralized waiting list program administered by MASSNAHRO. Statistics as of January 21, 2010</p> <table border="1" data-bbox="240 1171 1414 1566"> <thead> <tr> <th colspan="4">Housing Needs of Families on the Waiting List</th> </tr> <tr> <th>Public Housing</th> <th># of families</th> <th>% of total families</th> <th>Annual Turnover</th> </tr> </thead> <tbody> <tr><td>Waiting list total</td><td>113</td><td></td><td>2</td></tr> <tr><td>Extremely low income <=30% AMI</td><td>92</td><td>81.4%</td><td></td></tr> <tr><td>Very low income (>30% but <=50% AMI)</td><td>21</td><td>18.6%</td><td></td></tr> <tr><td>Low income (>50% but <80% AMI)</td><td>0</td><td>0%</td><td></td></tr> <tr><td>Families with children</td><td>N/A</td><td>N/A</td><td></td></tr> </tbody> </table>	Items	# of Families	%of Total Families	Waiting List Total	97030		Extremely Low Income >30% AMI	93362	96.22%	Very Low Income >30% but <=50% AMI	3966	4.09%	Low Income >50% but < 80% AMI	229	0.24%	Families w/ Children	34873	35.94%	Elderly Families	5561	5.73%	Families w/ Disabilities	31670	32.64%	White	42208	43.50%	Black	18262	18.82%	Asian	2895	2.98%	American Indian	1618	1.67%	Pacific Islander	326	0.34%	Hispanic	35778	36.87%	Housing Needs of Families on the Waiting List				Public Housing	# of families	% of total families	Annual Turnover	Waiting list total	113		2	Extremely low income <=30% AMI	92	81.4%		Very low income (>30% but <=50% AMI)	21	18.6%		Low income (>50% but <80% AMI)	0	0%		Families with children	N/A	N/A	
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9.1	Strategy for Addressing Housing Needs. WHA will continue to participate in the centralized waiting list program administered in MA by MASSNAHRO. As vouchers become available we will pull them from the list to fully utilize our 331 vouchers. We will conduct outreach to find potential voucher landlords and utilize our FSS grant (if we receive it) to promote financial independence.																																																																						

<p>10.0</p>	<p>Additional Information.</p> <p>a. The WHA has improved the physical facility of its Crystal View Apartments by replacing its windows, fencing, roof top exhausts and hot water storage tank. We have trained staff in UPCS inspection standards to ensure it meets Uniform Physical Condition Standards. ARRA funding allowed for modernization, which included hallway carpet replacement and painting, updating of security with CCTV digital installation, the first step in wireless security. Exterior decks will be painted and railings stained, and energy saving thermostats will be installed in the apartments. Funding constraints, staffing constraints and economic downturn have had a great effect on the housing market and impacted our PHA programs. We continue to maintain Section-8 payment standards that will enable families to rent throughout our jurisdiction. We strive to promote financial independence and have involved in the FSS program since 1996. Our Administrative Plan will be amended to provide for the "Final Rule".</p> <p>b. Substantial Deviation from the 5-year Plan: The Wakefield Housing Authority defines a substantial deviation as a significant amendment or modification which changes the Authority's policies in a way that substantially alters the authority's stated mission and the population the authority serves. Discretionary or administrative amendments consistent with the authority's stated overall mission and basic objectives will not be considered a standard deviation or significant modification. Significant Amendment or Modification to the Annual Plan is a change that would substantially have an effect on the funding or subsidy of the program.</p>
<p>11.0</p>	<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>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

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

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

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: Wakefield Housing Authority	Grant Type and Number Capital Fund Program Grant No: MA060P0745010 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval:

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	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	\$9,212			
3	1408 Management Improvements	\$6,000			
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	\$15,000			
10	1460 Dwelling Structures	\$12,851			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	\$3,000			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, 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
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Part I: Summary						
PHA Name: Wakefield Housing Authority		Grant Type and Number Capital Fund Program Grant No: MA060P0745010 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2010 FFY of Grant Approval:	
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	
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)	\$46,063				
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					
Signature of Executive Director		Date 4-28-10		Signature of Public Housing Director		
				Date		

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

Capital Fund Program—Five-Year Action Plan

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

Part I: Summary						
PHA Name/Number Wakefield Housing Authority MA074		Locality (City/County & State) Wakefield, MA			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name Crystal View Apartments MA074-01	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
B.	Physical Improvements Subtotal		\$36,351	\$36,851	\$36,851	\$36,851
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations		\$9,212	\$9,212	\$9,212	\$9,212
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		\$46,063	\$46,063	\$46,063	\$46,063
L.	Total Non-CFP Funds					
M.	Grand Total		\$46,063	\$46,063	\$46,063	\$46,063

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

WAKEFIELD HOUSING AUTHORITY



April 6, 2010

Resident Advisory Board Minutes

Present: Sandra Gass, Executive Director
Edward Flaherty
Janet Giles

(A flyer had been sent to Crystal View residents and posted in the Section 8 office to invite interested tenants to participate)

Ms. Gass presented the 5 Year and Annual Plan along with HUD form 50075.1 and 50075.2 and explained the capital improvements scheduled for the coming years. Also discussed were the ongoing ARRA work items.

The residents were very happy with the ongoing work and asked that corner protectors be installed at the elevators to protect the new paint. They also asked for some artwork to decorate the common areas. They would like to have some new furniture in the community room to replace the original, deteriorating furniture.